

Agenda – Committee of the Whole  
Penn Manor School District  
Tuesday, September 4, 2012  
Manor Middle School – Board Room

4:45 Dinner

5:00 Bond Financing Workshop – Ken Philips, RBC Capital Markets, LLC & Rhonda Lord, Esq, Kegel Kelin Almy & Lord

**EXECUTIVE SESSION**

6:15 Superintendent Evaluation

6:30 Personnel

**COMMITTEE OF THE WHOLE**

**7:00**

CALL TO ORDER: Dr. Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, September 17, 2012 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: August 20, 2012  
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**Item 1.** High School Academic Improvements – Mr. Gale, Mrs. O’Day, and  
(7:15 – 7:40) Ms. Stiklaitis

**Information Only**

*Explanation: Mr. Gale, Mrs. O'Day, and Ms. Stiklaitis will review Penn Manor High School Improvements as well as changes in secondary mathematics.*

**Item 2.**  
(7:40 – 7:55)

Update on Pequea Plancon A – Mr. Johnston and Mr. Larry Levato

**Approval for Placement on the September 17 School Board Meeting Agenda**

**Item 3.**  
(7:55 – 8:10)

E-RATE Funding – Mr. Reisinger

**Information Only**

*Explanation: Mr. Reisinger will review the district's participation in E-RATE, a federal program which provides significant discounts for school communication bills.*

**Item 4.**  
(8:10 – 8:25)

2013-2014 Budget Calendar – Mr. Johnston  
(see page 3)

**Information Only**

*Explanation: Mr. Johnston will be reviewing the proposed calendar for developing, discussing and approving the budget for the 2013-2014 school year.*

**ADJOURNMENT**

**SCHEDULING AN APPEARANCE ON THE AGENDA**

Any individual or group wishing to address the Board of School Directors may do so at each meeting during the agenda item titled Citizen's Comments. At this time the President will ask if any district resident or taxpayer wishes to address the Board of School Directors. If so, the following procedures shall be followed:

- The resident or taxpayer wishing to speak will be recognized by the chair and then state his/her name and address.
- The speaker may choose to speak at that time or request a delay until specific agenda item is before the Board of School Directors for consideration.
- Comments shall be limited to no more than five minutes.
- The chair may limit repetitive comments.
- The right to comment is for the purpose of addressing the Board of School Directors, not for asking questions of the directors or persons employed by the Penn Manor School District.
- Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.

# Budget Calendar for 2013-2014

## With Application for Exceptions

Board Meeting Dates

Board Workshops

9/1/2012	Base Index Published by PDE		
	Review Budget Calendar with Board	9/4/2012	Debt Service and Bond Financing
		9/17/2012	
9/30/2012	Adjusted Index Published by PDE		
	Inform Board of PMSD base and adjusted Index	10/1/2012	
		10/15/2012	Assumptions: Principles, Programs and Positions
		11/5/2012	
		11/19/2012	Tax Revenue and use of Exceptions
	Board Update and distribution of budget based solely upon projection assumptions	12/3/2012	
12/31/2012	Deadline to notify residents of Homestead Exclusion		
		1/7/2013	Athletic/Co-curricular Funding
	Resolution Authorizing Proposed Preliminary Budget Display and Advertising	1/22/2013	
1/30/2013	Deadline for public display on form 2028		
		2/4/2013	Salaries & Personnel Contracts
2/8/2013	Deadline to publish intent to adopt Final Budget		
	<b>Adoption of Proposed Preliminary Budget</b>	2/19/2013	
2/25/2013	Deadline to submit proposed tax rate increase to PDE		
2/28/2013	Deadline to publish notice of intent to apply for Referendum Exception		
		3/4/2013	Transportation
3/1/2013	Homestead/Farmstead Application Deadline		
3/7/2013	Deadline for Referendum Exception Request		
		3/18/2013	
3/27/2013	Dept of Education ruling on Referendum Exception Request		
		4/1/2013	Special Education Programming
		4/15/2013	
5/1/2013	County Provides Certified Homestead/Farmstead Information		
5/1/2013	PDE provides slot money allocation		
	<b>Adoption of Proposed Final Budget</b>	5/6/2013	Preliminary Budget & 5-year Outlook
		5/20/2013	
5/21/2013	Primary Election		
5/28/2013	Deadline for public display on form 2028		
		6/3/2013	Final Budget & 5-year Plan
6/7/2013	Deadline to publish intent to adopt Final Budget		
	<b>Final Budget Adoption</b>	6/17/2013	

Agenda – School Board Meeting  
Penn Manor School District  
Tuesday, September 4, 2012  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE Dr. Frerichs

FLAG SALUTE: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, September 17, 2012 following the Committee of the Whole meeting.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: August 20, 2012  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

**Item 1.      Review of School Board Meeting Agenda – Dr. Frerichs**

**Item 2.      Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

A.      Middle School and High School Code of Student Conduct listed in the 2012-2013 Student Handbooks

**Item 3.      Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)**

A.      Employment and Change in Status of the individuals listed per the effective date for the 2012-2013 school year (see pages 4 – 5).

B.      Substitute Teachers within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list (see page 6).

- C. Resignations of the individual listed per the effective date:  
 Coleen Aston, health room tech, effective August 24, 2012  
 Steven Hess, secondary teacher, effective September 3, 2012  
 Angie Klugh, custodian, effective August 20, 2012  
 Maria Wright, health room substitute, August 23, 2012
- D. Leave to the individual according to the terms listed:  
 Professional Employee:  
 B17 – August 27, 2012 – August 26, 2013, Intermittent Family Medical  
 B18 – December 6, 2012 – January 30, 2013, Family Medical
- E. Volunteer Coaches pending receipt of clearances:  
 Arleya Loss – Girls Soccer  
 Mike Stover – Football
- F. Mentors for the 2012-2013 school year as listed (see page 7).

*Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the EStrategic Plan.*

- G. Middle School Tutors for the 2012-2013 school year at a rate of \$32.00 per hour.
- |                   |                  |
|-------------------|------------------|
| Lisa Bitler       | Jon Bittenbender |
| Courtney Costello | Curt Elledge     |
| Jennifer Ennis    | Connie Jackson   |
| Maricia Kligge    | Erica Kopp       |
| Kerri Miller      | Amy Niemkiewicz  |
| Tom Wainman       |                  |

- H. Retirement of the individual listed per the effective date:  
 Carol Horst, Food Service Manager, effective October 31, 2012

*Explanation: Change of effective date from October 15 to October 31, 2012.*

- I. 2012-2013 Co-curricular Position as listed:
- |          |   |         |
|----------|---|---------|
| Ed Weber | Auditorium Technical Supervisor General | \$1,223 |
|----------|---|---------|

- J. 2012-2013 Fall Play Co-curricular Positions as listed:
- |                     |                                 |         |
|---------------------|---------------------------------|---------|
| Carol Shellenberger | Director                        | \$2,174 |
| Melissa Mintzer     | Assistant Director              | \$1,924 |
| Elizabeth Sheerer   | Costume Coordinator             | \$1,000 |
| Ed Weber            | Auditorium Technical Supervisor | \$ 929  |
| Ed Weber            | Set Design                      | \$ 554  |
| Ed Weber            | Construction Supervisor         | \$ 892  |

- K. Twilight School Instructors for the 2012-2013 school year at the rate of \$32.00 per hour.
- |                  |                      |
|------------------|----------------------|
| Billie Jo Atkins | Jim Bender           |
| Shawn Canaday    | Nick Crowther        |
| Erick Dutches    | Patrick Eichelberger |
| Curt Elledge     | Kathy Grenier        |
| Barry Groff      | Jodie Henderson      |
| Kathy Kirk       | Tresa Kirk           |
| Karen Miller     | Jess Minko           |
| Heather Paquette | Michele Pletcher     |
| Liz Sheerer      | Curtis Snelbaker     |
| Tom Wainman      | Steve Weidner        |
- L. Pennsylvania Constables to provide security for the school district during the 2012-2013 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.
- |               |                     |
|---------------|---------------------|
| Robert Benson | John Griffith       |
| Dan Harsh     | Randall Kreiser     |
| Bill Perkins  | Jeff Pokepec        |
| Fred Townsend | Christopher Wiggins |
- M. 2012-13 Middle School Weight Room Coverage for the after school middle school weight room for the 2012-13 school year at the rate of \$23.20 per hour, 1 hour per day, 2 days per week.
- Steve Kramer  
Ginny Neiss  
John Young
- N. Detention/Saturday School Monitors for the 2012-2013 school year at the rate of \$32.00 per hour.
- |                  |                |
|------------------|----------------|
| Jon Bittenbender | Jim Horner     |
| Connie Jackson   | Curt Snelbaker |
| Chris Telesco    |                |

## ADJOURNMENT

### SCHEDULING AN APPEARANCE ON THE AGENDA

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PENN MANOR SCHOOL DISTRICT

September 4, 2012 Board Agenda

New employees for the 2012-2013 school year:

King, Charleton D. – secondary professional employee, full-time, permanent position, B.S. Degree, no experience, Step 1, \$40,987, prorated pending release date from previous employer and receipt of required documents. Assignment: Physics Teacher/Penn Manor High School

*Charleton graduated from Millersville University with a BS degree in physics and mathematics in May 2011. He is currently employed with Manheim Township School District teaching 9<sup>th</sup> grade honors and college prep physical science.*

Martin, Stephanie G. – secondary professional employee, full-time, permanent position, retroactive to August 27, 2012, B.S. Degree, no experience, Step 1, \$40,987 + \$600 stipend = \$41,587, pending receipt of required documents. Assignment: Learning Support Teacher/Penn Manor High School

*Stephanie graduated with a BS in elementary education and special education from Millersville University. She worked as long-term substitute at Solanco School District during the 2011-2012 school year.*

O'Brien, Jamie L. – elementary/secondary professional employee, full-time, permanent position, Masters' +15 Degree, 6 years experience, Step 6, \$52,086 + \$600 stipend = \$52,686, prorated pending release date from previous employer and receipt of required documents. Assignment: Speech and Language Impaired K-12 Teacher/Marticville Middle/Conestoga/Martic Elementary Schools

*Jamie has a BA in speech and hearing science from Edinboro University and a Masters' Degree from Bloomsburg University. Jamie currently works at the Lancaster-Lebanon IU #13 as a speech and language therapist.*

Urban, Eric C. – secondary professional employee, full-time, long-term substitute, first semester, retroactive to August 27, 2012, B.S. Degree, no experience, Step 1, \$40,987 [\$20,384.84 prorated 90 days plus 4 in-service days], Assignment: Social Studies Teacher/Penn Manor High School

*Eric is a graduate from West Chester University with a B.A. degree in American History and a secondary social studies certification. Eric worked as a long-term substitute in the district during the 2011-2012 school year.*

Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	Notes
9/4/2012	JONES	ANDREA	HEALTH ROOM SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 8/24/2012
9/4/2012	HIGGINS	JESSICA	HEALTH ROOM TECH	CENTRAL MANOR	6.00	3 days per cycle	\$ 11.00	Permanent	6.00	Effective 8/20/12 Per District Health Room Tech Schedule
9/4/2012	ANDERSON	BRITNEY	HEALTH ROOM TECH	HAMBRIGHT	6.00	3 days per cycle	\$ 11.00	Permanent	6.00	Effective 8/20/12 Per District Health Room Tech Schedule
9/4/2012	DITZLER	KELLY	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 8/24/2012
9/4/2012	* MICHAEL	ROBERT	CUSTODIAN	MANOR MIDDLE	8.00	261	\$ 15.02	Permanent	8.00	Effective 9/4/2012
9/4/2012	* SAGE	JOHN	CUSTODIAN	MARTICVILLE MIDDLE	8.00	261	\$ 10.93	Permanent	8.00	Effective 9/4/2012
9/4/2012	* CRUZ	ROBERTO	CUSTODIAN	HAMBRIGHT	8.00	261	\$ 10.17	Permanent	8.00	Effective 8/29/2012
9/4/2012	STONESIFER	RONALD	FLOATING CUSTODIAL	DISTRICT	6.00	261	\$ 12.63	Permanent	8.00	Effective 9/4/2012
9/4/2012	HELM	AMY	ERA-LST	HIGH SCHOOL	5.75	181	\$ 9.90	For the 2012-13 School Year Only	5.75	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	MCMICHAEL	WENDY	ERA-LST	LETORT	4.25	181	\$ 9.90	For the 2012-13 School Year Only	4.25	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	* AUKAMP	ANGELA	ERA-LST	MANOR MIDDLE	5.00	181	\$ 10.17	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	* AULT	MARGARET	ERA-LST	HAMBRIGHT	2.00	181	\$ 9.90	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	* AULT	MARGARET	ERA-LST	PEQUEA	3.00	181	\$ 9.90	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	WHIRT	CHRIS	ERA - ACADEMIC SUPPORT	HAMBRIGHT	5.00	180	\$ 10.38	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	BACHMAN	CHRISTINE LYNNE	ERA - ACADEMIC SUPPORT	PEQUEA	5.00	180	\$ 12.31	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	BITTS	DIANE	ERA - ACADEMIC SUPPORT	HAMBRIGHT	5.00	180	\$ 10.91	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	BURKHOLDER	HEATHER	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	4.00	180	\$ 10.17	For the 2012-13 School Year Only	4.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	CUMMINS	ROBIN	ERA - ACADEMIC SUPPORT	MARTIC	5.00	180	\$ 10.29	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	DONBACH	NANCY L	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	1.00	3 days per week	\$ 12.51	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	DRUMM-MIKLOS	CHERYL	ERA - ACADEMIC SUPPORT	ESHLEMAN	5.00	180	\$ 10.83	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	ESHLEMAN	PAM	ERA - ACADEMIC SUPPORT	LETORT	3.00	180	\$ 9.83	For the 2012-13 School Year Only	4.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	FLATLEY	MICHELE	ERA - ACADEMIC SUPPORT	LETORT	2.75	180	\$ 9.83	For the 2012-13 School Year Only	3.75	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	FROELICH	SUSAN	ERA - ACADEMIC SUPPORT	ESHLEMAN	3.00	180	\$ 10.30	For the 2012-13 School Year Only	4.50	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	HENSON	KIMBERLY	ERA - ACADEMIC SUPPORT	CONESTOGA	1.00	180	\$ 9.51	For the 2012-13 School Year Only	4.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	KELLENBERGER	JILL	ERA - ACADEMIC SUPPORT	PEQUEA	1.00	180	\$ 9.66	For the 2012-13 School Year Only	3.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	MARTIN	LISA L	ERA - ACADEMIC SUPPORT	CONESTOGA	2.00	180	\$ 12.21	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	MILLER	KATELIN	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	4.50	180	\$ 9.26	For the 2012-13 School Year Only	4.50	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	MOLITORIS	CATHERINE	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	2 days per week	\$ 10.17	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	* GRIFFITH	PAT	ERA - ACADEMIC SUPPORT	CONESTOGA	0.50	180	\$ 9.26	For the 2012-13 School Year Only	3.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	REISINGER	TERESA	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	0.50	180	\$ 11.05	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	ROHRER	JENNIFER	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 9.51	For the 2012-13 School Year Only	4.50	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	THOMSEN	MARGARET	ERA - ACADEMIC SUPPORT	MARTICVILLE MIDDLE	4.00	180	\$ 9.68	For the 2012-13 School Year Only	4.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	WAKEFIELD	CHRISTINE	ERA - ACADEMIC SUPPORT	CONESTOGA	1.50	180	\$ 9.87	For the 2012-13 School Year Only	3.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	WAKEFIELD	LISA	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 10.07	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	WEIDMAN	BONNIE	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 10.78	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/4/2012	WICKSTROM	SUZANNE R S	ERA - ACADEMIC SUPPORT	MARTICVILLE MIDDLE	4.00	180	\$ 10.63	For the 2012-13 School Year Only	4.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year

NOTE: All new hires and transfers must successfully complete a 60 working day probationary period

\* signifies a change in status

**Substitutes for September 4, 2012 School Board Meeting**

Adrienne H. Beck	Justin S. Neideigh
Lorca L. Beebe-Diaz	Daniel C. Newman
Bethany A. Benner	Jillian B. Pechiro
Nicholas S. Burcher	Joel T. Scarsella
Rachel A. Clinton	Tiffany N. Silveira
Emily K. Corcoran	Amanda M. Small
Sarah E. DeWalt	James P. Stewart
Zachary A. Kauffman	Joanne K. Thomas
Angila S. Kirkessner	Maureen A. Ulmer
Shannon A. Madara	Ashley N. Weer
Kimberly A. McDonnell	Robert C. Youse
Amber L. Moschini	
Kimberly A. Mowery	

Mentors - 2012-2013		Step	Total Pay	Pay %	Total Pay	New Teacher	Assignment
MENTORS FOR NEW TEACHERS							
Katherine Houck	Step 1	\$ 803.00	100%	\$ 803.00	Angela Gallelo	ELEMENTARY	
Michelle Henry	Step 4	\$ 851.00	100%	\$ 851.00	Jamie O'Brien	ELEMENTARY	
None Needed			100%		Megan Peart	ELEMENTARY	
None Needed			100%		Eric Urban	SECONDARY	
Brian Osmolinski	Step 1	\$ 803.00	100%	\$ 803.00	Charleton King	SECONDARY	
Melissa McMichael	Entry	\$ 788.00	100%	\$ 788.00	Stephanie Martin	SECONDARY	
Judith Ruth	Step 2	\$ 820.00	100%	\$ 820.00	Jeffrey Taylor	SECONDARY	
MENTORS FOR LTS - FULLYEAR							
Maryann Saylor		\$ 600.00	100%	\$ 600.00	Drew Wilson	SECONDARY	
Lisa Mayo		\$ 600.00	100%	\$ 600.00	Sara R. Evans-Bodde	SECONDARY	