

**MINUTES**  
Penn Manor Board of School Directors  
April 14, 2009

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr at 7:52 p.m.

The following members were present: The following members were present: Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, and Mrs. Wert. Mr. DeLuca and Mr. Schlotzhauer were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Mr. Skrocki was absent. Also in attendance were Mrs. Sarah Lupinacci, a Penn Manor resident, and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, May 4, 2009, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. There were none.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the March 30, 2009 School Board Meeting. Hearing none, on a motion by Mrs. Friedman a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston reviewed the items presented for payment for March 2009. It was moved by Mrs. Friedman and seconded by Mr. Rintz to approve to authorize payment of bills in the amounts of \$278,643.13 dated 3/2/09, \$457,247.30 dated 3/6/09, \$374,735.90 dated 3/11/09, \$144,193.91 dated 3/13/09, \$7,975.05 dated 3/16/09, \$195,280.60 dated 3/20/09, \$395,789.48 dated 3/23/09, \$650,699.48 dated 3/25/09, \$126,480.52 dated 3/27/09, \$7,266.16 dated 3/30/09, and \$390,056.51 dated 3/31/09 for a total of \$3,028,368.04 from the General Fund; \$128,824.82 dated 3/09/09, \$60,614.63 dated 3/23/09, and \$83,283.01 dated 3/30/09 for a total of \$272,722.46 from the Cafeteria Fund; \$441,979.00 dated 3/03/09, and \$318,844.47 dated 3/30/09 for a total of \$760,823.47 from the 2006 Construction Fund; \$400.00 dated 3/24/09 for a total of \$400.00 from the Capital Reserve Fund and payroll in the amounts of \$801,407.72 dated 3/11/09, and \$875,956.12 dated 3/25/09, for a total of \$1,677,363.84. The following roll call vote was taken on this motion: Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent and Donna J. Wert, yes.

The April 14, 2009 School Board Meeting Agenda was reviewed.

**Items 2 A - D: Consent Agenda for the Committee of the Whole Meeting**

- A. IU 13 Budgets – The committee is recommending approval of the Intermediate Unit 13 General Operating and Instructional Materials Services Budgets for the 2009/2010 school year.
- B. Act 32 Income Tax Collection Committee Approval Resolution – The committee is recommending approval of the attached resolution designating the Lancaster County

Tax Collection Bureau as the county tax collection committee as outlined in the carve out provisions of Act 32 (see 5 – 7).

*Explanation: This resolution recognizes that the Lancaster County Tax Collection Bureau has been singled out by the state legislature as a model agency warranting a special carve-out provision in Act 32. This allows the county to avoid the time and expense.*

- C. School Improvement Grant – The committee is recommending approval of the School Improvement Grant in the amount of \$9,000.00

*Explanation: Penn Manor was recently notified by the Pennsylvania Department of Education that the high school is eligible for a grant totaling \$9,000.00 to support efforts identified in the School Improvement I Plan. Funds must be expended by June 30, 2009.*

- D. “First Reading” of the Graduates of Lancaster County Academy Policy #217.1 – The committee is recommending approval of the “First Reading” of the Graduates of Lancaster County Academy Policy #217.1 (see page 8).

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2**

**A – D:**

It was moved by Dr. Frerichs and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent and Donna J. Wert, yes.

**Items 3 A - J.**

**Consent Agenda for Administrative Actions**

- A. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B. Holiday Schedule – The administrative staff is recommending approval of the 2009-2010 holiday schedules as listed (see pages 9 – 10).
- C. Tuition Students – The administrative staff is recommending the approval of the following tuition students for the 2009-2010 school year.  
     Eryn McCoy – grade 9  
     Emily McCoy – grade 9
- D. 2009 Graduation Date – The administrative staff is recommending that Thursday, June 4, 2009 be designated as the Class of 2009 graduation date.
- E. Concurrent Enrollment Agreement for Millersville University – The administrative staff is recommending the approval of the concurrent enrollment agreement with Millersville University for the 2009-2010 school year (see pages 11 – 17).

*Explanation: In order for Penn Manor students to participate in the dual enrollment program at Millersville it is necessary to update our agreement on a yearly basis.*

- F. “First Reading” Student Wellness Policy #246 – The administrative staff is recommending approval of the “First Reading” of the Student Wellness Policy #246 (see pages 18 – 20).

*Explanation: The Student Wellness Policy was adopted on June 12, 2006 and submitted to the Pennsylvania Department of Education. The state has requested that additional wording be included under the “Nutritional Guidelines” section. The policy is required by statute for all districts participating in the National School Lunch and Breakfast programs.*

- G. Martic Change Orders – The administrative staff is recommending ratification of the Martic Elementary School renovation change orders in the amount of \$8,750.00 (see page 21). Payment to be made from the 2006 Construction Fund.
- H. Marticville Change Order – The administrative staff is recommending ratification of the Marticville Middle School renovation change order in the amount of \$1,200.00 (see page 22). Payment to be made from the 2006 Construction Fund.
- I. District-wide Security system Change Order – The administrative staff is recommending ratification of a change order with cci Construction in the amount of \$1,786.25 for the district-wide improvement project (see page 23). Payment to be made from the Capital Reserve Fund.
- J. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 24).

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – J:**

It was moved by Mr. Rintz and seconded by Mrs. Wert to approve these items. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent and Donna J. Wert, yes.

**Items 4 A – F:**

**Consent Agenda for Personnel**

- A. Employment or Change in Status(\*) – The administrative staff is recommending the board accept the individuals listed for employment or change in status(\*) according to the conditions listed (see page 25).
- B. Retirements – The administrative staff is recommending the board approve the retirement of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.

Sharon Bender, Hambright Teacher – the end of the school year  
 Richard Briola, High School Teacher – the end of the school year  
 Marilyn Hite, Hambright Teacher – the end of the school year  
 Wayne Hoffman, High School Teacher – the end of the school year  
 Cynthia Martin, High School Teacher – the end of the school year  
 Benedict Sahd, High School Teacher – the end of the school year  
 Ray Ressler, Hambright Custodian – June 1, 2009

- C. Resignations – The administrative staff is recommending the approval of the resignations of the individuals listed below per the effective date cited.  
     Steve Sherk – custodial – April 10, 2009  
     Laurie Weitzel – Hambright Teacher – the end of the school year
- D. Substitute Teachers – The administrative staff is recommending that the individuals listed be approved for substitute teaching 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 26).
- E. Leaves – The administrative staff is recommending granting Leaves to the individuals listed on according to the terms listed (see page 27).
- F. 2008/2009 Athletic Workers – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2008-2009 school year.  
     Eric Polaski  
     Mary Snyder

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4A – F:** It was moved by Mr. Long and seconded by Mrs. Friedman to approve these items. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent and Donna J. Wert, yes.

The meeting adjourned at 8:05 p.m. on a motion by Mr. Long and seconded by Mrs. Friedman and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

**Minutes**  
Committee of the Whole  
April 14, 2009

The Penn Manor School Board met in Executive Session beginning at 4:30 p.m. for the discussion of real estate, personnel, student, and legal matters. The Executive Session adjourned at 6:50 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:09 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr. The following members were present: Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, and Mrs. Wert. Mr. DeLuca and Mr. Schlotzhauer were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichter, and Ms. Pollock. Mr. Skrocki was absent. Also in attendance for a portion or the entire meeting were Mrs. Sarah Lupinacci, students Lexy Adams and Taylor Eichelberger, a Penn Manor resident, Mrs. Rhoades, and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, May 4 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the March 30, 2009, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Students Lexy Adams and Taylor Eichelberger reported on high school and athletic activities for the month of March and the beginning of April. They provided information on upcoming high school events in April and Student Council events.

Mr. Stewart reviewed portions of the IU 13 General Operational Budget and Instructional Materials Budget. Approval for placement of this item on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Long. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, absent; and Mrs. Wert, yes.

Mr. Johnston provided an overview of Act 32, background and current structure of Lancaster County Tax Collection Bureau (LCTCB), and the resolution to appoint the current LCTCB as the Tax Collection Committee. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz and seconded by Mr. Long. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, absent; and Mrs. Wert, yes.

Mr. Johnston provided a third quarter update on the 2008-2009 budget. He also reviewed some changes that were made to the 2009-2010 budget. He announced that the next 2009-2010 budget workshop will be on Thursday, April 16 from 4:00 to 6:00 p.m.

Dr. Leichter updated the Board on the \$9,000 grant the district received from the Department of Education to support efforts identified in the school improvement plan. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Wert and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, absent; and Mrs. Wert, yes.

Mr. Stewart presented the first reading of the Graduates of Lancaster County Academy Policy #217.1. He also updated the board on the progress to win approvals from the Pennsylvania Department of Education for continued operations of the Academy. Questions were asked for clarification. Approval for placement of the policy on the board agenda was approved on a motion by Mr. Long and seconded by Mr. Rintz. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, absent; and Mrs. Wert, yes.

Dr. Frerichs commended Mr. Johnston for his presentation to a Millersville graduate class.

Mr. Stewart reported on the Ag Banquet, the Millersville University Math competition and student representation at the Fulton Theater for the *Beauty and the Beast* performance.

Mrs. Wert volunteered to be the Board representative on the Wellness Committee.

The Committee of the Whole adjourned at 7:52 p.m. on a motion by Mr. Long a second by Mr. Rintz, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary