

**Minutes
Committee of the Whole
April 2, 2012**

The Penn Manor School Board met in an Executive Session at 4:45 p.m. for the discussion of the Superintendent's evaluation, student and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:15 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Dr. Richard Frerichs. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Present from the administrative staff were Ms. Ellen Pollock, Mr. Christopher Johnston, and Dr. Michael Lechlitter. Also in attendance for the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. John Matussek, Mrs. Cheryl Shaffer, a Millersville University student, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades, and Board Secretary Mrs. Paula Howard.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, April 16, 2012, at 7:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the March 19, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Green a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Ms. Wert reported on the State of the District meeting at Marticville and the Martic breakfast.

Mr. Schlotzhauer reported on the FFA Banquet. He also announced that he will be attending a two-day Military Child Education Workshop.

Mrs. Green reported on the meeting with middle school and high school assistant principals regarding student planners. It is their recommendation that the planners will stay the same size as the current student planners.

Ms. Wert encouraged board members to attend the KIPP school visit on May 3.

Mrs. Friedman reviewed upcoming Board development opportunities.

Dr. Frerichs reviewed the IU 13 budget for 2012-2013. The overall budget increase is 1.70%. Approval for placement of this item on the board agenda was approved on a motion by Mr. Long and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston provided an update on a meeting with the realtor for Hambright Elementary School. He explained that the marketing campaign for the sale of Hambright will begin shortly.

Dr. Leichter explained the articulation agreement between the Penn Manor High School Agriculture Department and Delaware Valley College. Approval for placement of the agreement on the board agenda was approved on a motion by Mr. Hoke and seconded by Mrs. Green. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichter introduced Mrs. Cheryl Shaffer who is being recommended for the position of Assistant Superintendent for Secondary Education. He explained the interview process for this position. Mrs. Shaffer said she is looking forward to contributing to the school and Penn Manor community. She thanked the board for this opportunity.

The Committee of the Whole adjourned at 7:38 p.m. on a motion by Mrs. Friedman, a second by Mr. Long, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
April 2, 2012

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, Dr. Richard Frerichs at 7:39 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, April 16, 2012, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Ms. Ellen Pollock, Mr. Christopher Johnston, and Dr. Michael Leichliter. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. John Matussek, a Millersville University student, Mrs. Cindy Rhoades and Board Secretary Mrs. Paula Howard.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the March 19, 2012. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report. He reported on the Lancaster Township Supervisors meeting, and the Manor Township Supervisors meeting. He announced the 2011-2012 Educator and Employee of the Year recipients. He reported that June 11 will be Penn Manor night at the Barnstormer's game.

Mr. Johnston updated the board on the bid process for the modular units. He reported that one negative bid was received. He reported that the School District of Lancaster is interested in the acquiring the modular units. A resolution from both school districts would be needed to transfer the units.

Item 1. The School Board Meeting Agenda was reviewed.

Item 2. Consent Agenda for Committee of the Whole – The committee is recommending approval of the following: (ROLL CALL)

- A. The Intermediate Unit 13 Core Program of Services and Instructional Media Services Budgets for the 2012-2013 school year.
- B. Articulation Agreement between the Penn Manor High School Agriculture Department and Delaware Valley College.

Explanation: If approved by the Department of Education, students who successfully complete Ag Science 1, Ag Science 3 and Horticulture in the Greenhouse with a grade

of B or higher will receive 3 credits for AE1120 – Sustainability and the Environment, to be applied to free elective credits in any majors found in the Delaware Valley College Natural Resource and Bio-system Management program of study. Also, in the animal science area students who successfully complete Ag Science 1 and 2 with a grade of B or higher will receive 3 college credits for AS1000 – Survey of Animal Science to be applied to free elective credits in any majors found in the Delaware Valley College Animal Science program of study.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - B: It was moved by Mrs. Friedman and seconded by Ms. Wert to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

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

- A. Appointment of Hartman Underhill & Brubaker as special counsel related to ongoing legal work for the Open Campus PA Project.

Explanation: The Open Campus PA partnership between Manheim Township, Hempfield, and Penn Manor is sharing services for development of legal documents related to the project between solicitors used by all three districts. The other firm, Kegal Kelin Almy & Lord, is already board approved.

- B. Calendar Design and Production Contract with Gannett Co., Inc. d/b/a Clipper Magazine for the 2012-2013 school year as per the terms cited in the attached agreement (see pages 4 – 5).

Explanation: Through our relationship with Clipper, the district has been able to produce and distribute professional quality calendars to all district households for an average cost of \$0.33 per calendar.

- C. Central Complex Bathroom Renovation – to advertise and bid the renovation work needed on the bathrooms located in the High School Central Complex.

Explanation: As approved in the Capital Projects Plan, to renovate the existing bathrooms in the Central complex area of the High School.

- D. Judicial Review Committee Actions as cited (see attached).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – D: It was moved by Mr. Straub and seconded by Ms. Wert to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

Item 4. Consent Agenda for Personnel Actions – 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 2011-2012 school year (see page 6).
- B. Substitute Teacher 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:
 Kevin P. Grego
- C. Leave to the individual according to the terms listed:
 Professional Employee:
 Employee V2 – May 14, 2012 – end of 2011-12 school year, Family Medical
- D. Retirements of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.
- Diane M. Baireuther, secondary teacher, effective the end of the 2011-2012 school year
 - Paul Chismar, secondary teacher, effective the end of the 2011-2012 school year
 - Cora Conrad, elementary teacher, effective the end of the 2011-2012 school year
 - Theresa S. Hay, secondary teacher, effective the end of the 2011-2012 school year
 - Theresa A. Kline, elementary teacher, effective the end of the 2011-2012 school year
 - Valerie A. Korman, elementary teacher, effective the end of the 2011-2012 school year
 - Linda C. Rogers, elementary teacher, effective the end of the 2011-2012 school year
 - Bethany G. Rosenberg, elementary teacher, effective the end of the 2011-2012 school year
 - Barbara H. Snyder, elementary teacher, effective the end of the 2011-2012 school year
 - Donna B. Weidman, elementary teacher, effective the end of the 2011-2012 school year
- E. Retirement of the individual listed per the effective date:
- Susan Smith, elementary support, effective the end of the 2011-2012 school year
- F. Resignation of the individual listed per the effective date:
 Marcia Mylin, ERA-LST, effective March 16, 2012

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – F: It was moved by Mr. Schlotzhauer and seconded by Mr. Rintz to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

Item 5. Consent Agenda for Personnel Action – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Appointment of Mrs. Cheryl Shaffer – The superintendent is recommending the appointment of Mrs. Cheryl Shaffer as Assistant Superintendent for Secondary Education.
- B. Be it resolved that the term for Mrs. Cheryl Shaffer be July 1, 2012 to June 30, 2017 at an initial salary of \$109,234.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 A: It was moved by Ms. Wert and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 B: It was moved by Mrs. Green and seconded by Mr. Long to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, no; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 7:55 p.m. on a motion by Mrs. Green and seconded by Mrs. Friedman and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary