

**Minutes
Committee of the Whole
August 1, 2011**

The Penn Manor School Board met in Executive Session at 6:30 p.m. for the discussion of student and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:00 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. Christopher Straub, and Ms. Donna Wert. Mr. Kirk Schlotzhauer was absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Carole Fay, Miss Amanda Stoltzfus, Mr. Neil Fellenbaum, Penn Manor FFA students, Katie Hess, David Herr, Katrina Reiff, Michelle Zercher, Cody Rittenhouse and Caleb Hess and family members, Mrs. Connie Jackson, Mrs. Kari Steinbacher, 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, August 15, 2011, 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 July 11, 2011, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Green 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.

Mrs. Friedman reviewed upcoming Board opportunities.

Mrs. Fay reported on the Penn Manor Agriculture Department program requirements, approval process and recent program review by the Pennsylvania Department of Education. Mrs. Fay introduced the Penn Manor FFA students in attendance. Mr. Hoke read resolutions commending the Manor FFA members for their outstanding accomplishments at the Pennsylvania State FFA Activities week. Dr. Frerichs presented the resolutions to the students.

Mrs. Fay and the students conducted informative stations relating to the topics in the competition. The board members were informed by the students how to identify various cuts of meat, the quality of poultry, egg grading, and bug and weed identification.

Dr. Leichliter provided information on the quarterly board policy updates from the Pennsylvania School Board Association. The revised policies will be presented for a first reading at the August 15, 2011 board meeting.

Dr. Leichter and Mr. Johnston reviewed the proposed Request for Proposal to solicit potential agents to handle transactions to the current Hambright Elementary School. Approval for placement of this item on the board agenda was approved on a motion by Mr. Long 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, absent; Mr. Straub, yes; and Ms. Wert, yes.

Mrs. Hallock reviewed the revised Assistant Principal/Academic Support Teacher job description for the new elementary position. Approval for placement of this item on the board agenda as amended was approved on a motion by Ms. Wert and seconded by Mr. Long. 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, absent; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:14 p.m. on a motion by Mr. Long, a second by Mrs. Green, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
August 1, 2011

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 8:20 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, August 15, 2011, 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. Christopher Straub, and Ms. Donna Wert. Mr. Kirk Schlotzhauer was absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Connie Jackson, Mrs. Kari Steinbacher, Lancaster Newspaper reporter Elaine Jones, 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 July 11, 2011. Hearing none, on a motion by Mr. Straub, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent report. He said students who won a recent theater awards will be recognized at the August 15, 2011 board meeting.

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. Elementary Assistant Principal Job Description (see pages 5 – 6).

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A: It was moved by Ms. Wert and seconded by Mrs. Green to approve this item as amended. 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, absent; 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. Western PA School for the Deaf Transportation Contract for services to transport students to the Western PA School for the Deaf for 2011-2012. Annual cost is \$4,250 per child.

Explanation: Students receiving instruction at the Western PA School for the Deaf require transportation to the school's location in Pittsburgh. Students are transported by the IU13 to a WPSD location in Camp Hill. This contract is to get the students from Camp Hill to Pittsburgh and back. Transportation from the student's home to Camp Hill and back is billed through the IU13 transportation program.

- B. Student Assistance Program Contract with Pennsylvania Counseling Services for the 2011-2012 school year (see pages 7 – 11).
- C. Agriculture Tuition Student from the School District of Lancaster for the 2011-2012 school year
Brooke Stoops
- D. Tuition Student for the 2011-2012 school year
Tessa Gote – high school foreign exchange student
- E. Dual Enrollment with Lancaster General College of Nursing & Health Sciences
- F. Awarding of Bids for milk, yogurt, fruit drinks and iced tea to Turkey Hill Dairy and the bid for ice cream to Rakestraw's Ice Cream as per the attached bid tabulation (see page 12).

Explanation: Approval of annual bid for items used by the food service operations. The bid was tabulated by the Food Service Director and is presented to the board with his recommendation.

- G. Administrative Services Agreement with Coventry Healthcare Management Corporation, d.b.a. HealthAmerica, for the period of 7/1/2011 to 6/30/2012 for a fee of \$29.58 per employee per month, pending final review and approval by the health care consortium solicitor.

Explanation: HealthAmerica has been the third-party administrator for Penn Manor since 7/1/2005. HealthAmerica pays medical, mental health and prescription claims on behalf of the district. The health care consortium leadership team negotiated the above rate.

- H. UGI Agreement for special pricing at the high school, high school east wing, and Hambright Elementary School due to the interruptible service option. The agreement is effective July 1, 2011, through June 30, 2012, at a rate of \$2.50/Mcf.

Explanation: The facilities mentioned above receive preferred pricing for natural gas due to the interruptible rate option. If temperatures fall below a certain level the district is required to switch to heating oil for building heat.

- I. Approval of Electrical Engineering Contract – Penn Manor High School Auditorium with Moore Engineering Company not to exceed \$7,500.00, plus reimbursable

expenses, for electrical engineering and bidding services for the High School Auditorium. Payment to be made from the Capital Reserve Fund.

Explanation: Electrical service to the high school auditorium has been affected by a short located in the underground conduits. Repair and replacement options need to be developed.

- J. Approval to Advertise for Bid for the High School Auditorium Electrical project based upon the results of the electrical engineering report.

Explanation: Since electrical service is currently unavailable in the auditorium, the approval to bid the project is being sought in order to expedite the process as we approach the beginning of the school year.

- K. Fence Replacement Proposal from Abel Fence in the amount of \$5,250 for the removal, disposal and replacement of 300 feet of 5 foot chain link fencing at Penn Manor High School to be paid from the Capital Reserve Fund.

Explanation: The fence borders the property on Cottage Avenue. This portion of the fence was not replaced when the high school football field received artificial turf.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – K:

It was moved by Mr. Rintz and seconded by Mr. Straub 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, absent; Christopher Straub, yes, and Donna J. Wert, yes.

Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Resignation of the individuals listed per the effective date.
James Hollinger, secondary teacher, effective July 25, 2011
Jody Humbert, food service, effective July 13, 2011
- B. Employment and Change in Status of the individuals listed per the effective date for the 2011-2012 school year (see pages 13 – 17).
- C. Dental Hygiene Services – provided by Tina Hoefel at the rate of \$25.00 per hour, not to exceed 220 hours for the 2011-2012 school year.

Explanation: Mrs. Hoefel will provide dental instruction and services to district students, and coordinates free dental services.

- D. Leaves to the individuals according to the terms listed:

Professional Employee:

Employee N1 – September 21, 2011 – November 15, 2011 – Family Medical

Classified Employees:

Employee O1 – May 5, 2011 – July 27, 2011 – Designated Family Medical
Employee P1 – June 22, 2011 – June 21, 2012 – Intermittent Family Medical

- E. 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 18).
- F. 2011-2012 Fall Coaching Positions as listed (see page 19).

Explanation: The attachment shows the coaches and positions by sport for the 2011-2012 fall season. The breakdown with the individual salaries was compiled by the Athletic Department in conjunction with the team coaches.

- G. Seasonal Weight Room to provide coverage for the weight room at the rates cited below.
- Jon Zajac – 88 scheduled summer weight room hours at \$23.20 per hour
 - Jon Zajac – 114 scheduled fall weight room hours at \$23.20 per hour
 - Jon Zajac – 120 scheduled winter weight room hours at \$23.20 per hour
 - Jon Zajac – 134 scheduled spring weight room hours at \$23.20 per hour
- H. Team Training Hours to provide up to 100 hours of weight room athletic team training for the 2011-2012 school year at the rate cited below.
- Jon Zajac – up to 100 weight room athletic team training hours at \$23.20 per hour
- I. Speed Training Hours to provide up to 30 hours of speed training for the 2011-2012 school year at the rate cited below.
- Jon Zajac – up to 30 speed training hours at \$23.20 per hour

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – D, G -- I: It was moved by Mrs. Friedman and seconded by Mrs. Green 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, absent; Christopher Straub, yes, and Donna J. Wert, yes.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 4 E: It was moved by Ms. Wert and seconded by Mrs. Green to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, abstained; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes, and Donna J. Wert, yes.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 4 F: It was moved by Mr. Straub and seconded by Mr. Rintz 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, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes, and Donna J. Wert, yes.

Item 5. Consent Agenda for Personnel

- A. The administrative staff is recommending approval of the following new employees for the 2011-2012 school year:

Eshleman, Jeffrey D. – secondary professional employee, full-time, permanent position, B.S. +24 Degree, 2 years experience, Step 2, \$42,178, pending receipt of required documents. Assignment: Spanish Teacher/Penn Manor High School

Jeffrey is a graduate of Lancaster Mennonite High School and Eastern Mennonite University. He previously taught at Eastern Lancaster County and Conestoga Valley High Schools. He also spent three years volunteering in Honduras as the coordinator of a youth exchange program, working for the Mennonite Central Committee.

Forbes, Lauren E. – secondary professional employee, full-time, permanent position, B.S. Degree, no experience, Step 1, \$40,987, pending receipt of required documents. Assignment: Music K-12 Teacher/Penn Manor High School

Lauren is a January 2011 graduate of Temple University with a BS in music education. She was hired as a long term substitute music teacher at Lower Merion High School at the conclusion of her student teaching and was the director of various choral groups during that time.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 5 A: It was moved by Mrs. Wert and seconded by Mr. Hoke 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, absent; Christopher Straub, yes, and Donna J. Wert, yes.

Dr. Leichliter informed the board that LMS Commercial Real Estate has expressed an interest in an additional portion of the Commercial Triangle. Dr. Leichliter provided a map indicating the portion. The board granted permission to Dr. Leichliter to pursue a proposal with LMS Commercial Real Estate for this area for consideration by the Board Facility Committee.

The meeting adjourned at 8:43 p.m. on a motion by Mrs. Friedman, and seconded by Mrs. Green and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary