

**Minutes  
Committee of the Whole  
August 15, 2011**

The Penn Manor School Board met in Executive Session at 5:15 p.m. for the discussion with counsel of legal matters.

The Penn Manor School Board met as a Committee of the Whole at 7:07 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 Mr. Chris Johnston, Dr. Michael Lechliter, and Ms. Ellen Pollock. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Ms. Chris Santaniello, Mr. Brian Malek, Dr. Jerry Egan, Mr. Bill Southward, Mrs. Peg Murr, Mrs. Kari Steinbacher, Mrs. Melissa Mintzer, Mr. Mark Dennis, Penn Manor Theater Students and parents, Mr. Don Miley, Lancaster Newspaper reporter Elaine Jones, and Mrs. Cindy Rhoades.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Tuesday, September 6, 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. Schlotzhauer, 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 development opportunities.

Ms. Wert read resolutions commending the Penn Manor Theater Arts members for their outstanding accomplishments at the Sixth National Youth Arts Competition. Dr. Frerichs presented the resolutions to the students.

Dr. Lechliter introduced Ms. Chris Santaniello, Pequea Elementary School Principal and Mr. Brian Malek, Central Manor Elementary School Assistant Principal.

Dr. Egan explained the Leader in Me program. The entire staff at Hambright Elementary school fundraised in the spring to support the two day program, and participated in the program in August. Dr. Egan will update the Board in the future on the program.

Mr. Long gave an update on the Facility Committee meeting. He explained the details of the 60 day extension for the purchase of the land at Comet Field requested by LMS. The Board gave the Superintendent direction for a response to LMS.

Dr. Leichter explained that a public meeting is required by School Code when a school building is permanently closed. The proposed date for the public hearing is Tuesday, September 6 at 6:15, prior to the regular Board meeting, at Manor Middle School regarding the closing of Hambright Elementary School at the conclusion of the 2013-2014 school year. The board agreed to proceed with a Design and Build instead of using a shelf plan for the new Hambright Elementary School.

The administrative team met on July 27 to discuss advertising in the schools. An agreement with School Media was presented to the Board. The administration will develop guidelines for advertising. Approval for placement of this item on the September 6 board agenda was approved on a motion by Ms. Wert 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, opposed; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichter presented the PSBA updated policies for a first reading. 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.

Dr. Leichter asked for a volunteer to serve as a district representative to the Millersville Comprehensive Plan Steering Committee. The board determined that Dr. Leichter will serve as the district representative. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Green and seconded by Ms. Wert. 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.

The Committee of the Whole adjourned at 8:33 p.m. on a motion by Mr. Long, a second by Mr. Rintz, and a unanimous voice vote.

---

Dr. Richard Frerichs, President

---

Paula E. Howard, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**August 15, 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 8:34 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Tuesday, September 6, 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. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. 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, Lancaster Newspaper reporter Elaine Jones, Mr. Don Miley, and Mrs. Cindy Rhoades.

Dr. Frerichs asked if there were any Citizen's Comments. Mr. Miley inquired about the school resource officer program with Millersville Borough. Dr. Frerichs requested that Dr. Leichliter meet with Mr. Miley to provide the signed information.

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the August 1, 2011. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent report. He reviewed the new teacher survey, and reported on the status in the High School auditorium. Dr. Leichliter also reported on an agreement with Wellington Development for public water at Pequea Elementary which will be placed on the September 6 voting agenda.

Mr. Johnston presented the Treasurer's report for June 2011 and July 2011. He also presented for payment the July 2011 bills. It was moved by Mrs. Friedman and seconded by Mr. Hoke to approve to authorize payment of bills:

|                        |                 |
|------------------------|-----------------|
| General Fund           | \$ 2,631,775.07 |
| Cafeteria Fund         | \$ 14,230.98    |
| Capital Reserve Fund   | \$ 8,152.49     |
| 2010 Construction Fund | \$ 462,811.54   |
| Student Activity Fund  | \$ 5,461.87     |
| Payroll, 7/6/2011      | \$ 729,133.52   |
| Payroll, 7/20/2011     | \$ 716,462.69   |

The following roll 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 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.    Commercial Real Estate RFP for the current Hambright Elementary School (see enclosure).
- B.    First Reading of the following Revised School District Board Policies (see packet distributed on August 1)

Section: Programs

- # Alumni Honors
- #122 Cocurricular Activities/Non Athletic
- #123 Interscholastic Athletics
- #123.2 Athletic Honors

Section: Pupils

- #217 Graduation Requirements
- #218 Student Discipline
- #218.2 Terroristic Threats/Acts
- #222 Tobacco Use
- #225 Relations with Law Enforcement – **Delete Policy**
- #226 Searches
- #227 Controlled Substances/Paraphernalia

Section: Employees

- #314 Physical Examination
- #336 Personal Necessity Leave
- #323 Tobacco Use

Section: Finances

- #620 Fund Balance

Section: Operations

- #805 Emergency Preparedness

Section: Community

- #909 Municipal Government Relations

- C.    Millersville Comprehensive Plan Steering Committee – appointment of Dr. Leichliter as the Penn Manor representative.

**MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA**

**ITEMS 2 A - C:** It was moved by Mr. Schlotzhauer and seconded by Mrs. Friedman to approve these items 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, 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.    Approval and Advertising of the Bus Routes for the 2011-2012 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.

*Explanation: Routes are compiled annually by the Transportation Coordinator in anticipation of expected bus routing requirements.*

- B.    2011-2012 School Term Field Trip Rates as cited (see page 6).

*Explanation: Rates for field trips are re-calculated annually based upon changes in the CPI.*

- C.    Bayada Nursing Services Agreement for “in-school” nursing services with at a rate of \$41 per hour for a student effective for the 2011-2012 school year.

*Explanation: Bayada provided the same service for the same student in the previous year. The rate has not increased over the previous year.*

- D.    Lancaster General Hospital Drug Screening Contract for the 2011-2012 school year (see enclosure).

*Explanation: The fees are the same as the 2009-2010 and 2010-2011 school years.*

- E.    Tax Exonerations as cited (see page 7).

- F.    Authorization to advertise and bid Marticville Basketball Court Paving Project.

- G.    Authorization to advertise and bid Letort Sewer Line Installation Project.

- H.    Authorization to advertise and bid purchase of Trash Can Lifts.

- I.    Approval to Submit Plancon A – Manor Middle School Baseball Dugout Project – non-reimbursable project (see page 8).

- J.    Authorization to advertise and bid Manor Middle School Baseball Dugout Project.

*Explanation: Items 3 F – J were previously approved by the Board as part of the Capital Improvement Plan.*

- K.    Earned Income Tax Resolution – required resolution under Act 32 to be effective January 1, 2012 (see pages 9 – 12).

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

It was moved by Mrs. Friedman and seconded by Mr. Long 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 – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A.    Resignation of the individuals listed per the effective date.  
       Matthew Butch, systems analyst, effective August 12, 2011  
       Jane Geyer, food service substitute, effective July 26, 2011
- B.    Employment and Change in Status of the individuals listed per the effective date for the 2011-2012 school year (see pages 13 – 14).
- C.    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 15).
- D.    Mentors for the 2011-2012 school year as listed (see page 16).  
  
       *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.*
- E.    Acceptance of Bus Drivers for the 2011-2012 school term as cited (see pages 17 – 20).  
  
       *Explanation: While the bus drivers are employed by the busing contractors, a listing is provided for the board's consideration and acceptance*
- F.    2011-2012 Middle School Team Leaders as listed (see page 21).  
  
       *Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals.*
- G.    2011-2012 Co-curricular Positions as listed (see page 22).  
  
       *Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.*
- H.    Leave to the individual according to the terms listed:  
  
       Classified Employee:  
       Employee Q1 – June 8, 2011 – July 24, 2011 – Designated Family Medical
- I.    Volunteer Cheerleading Coach for the 2011-2012 school year.  
       Megan Szentesy

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – I:** It was moved by Ms. Wert and seconded by Mr. Rintz to approve these items 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, yes; Christopher Straub, yes, and Donna J. Wert, yes.

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

- A.    Vitti, Tara L. – elementary professional employee, 50%, part-time, permanent position, Masters’ Degree, no experience, Step 1, \$44,519 (\$22,260.38 prorated 50% @ \$117.78 per diem for 181 days = \$21,318.18 plus 4 in-service days @ \$235.55 = \$942.20), pending receipt of required documents. Assignment: Kindergarten Teacher/A.M. Session/Hambright Elementary School

*Tara Vitti completed her BS degree at Eastern University and went on to complete her Master's Degree in Elementary/Special Education at Temple University. She served in a head teacher role in early childhood at Chesterbrook Academy and her experiences have included work with children of all ages. She served as a successful day to day substitute here in Penn Manor in a variety of grade levels. During the 2010-2011 school year she also served as an extended day to day substitute in a grade 5 position in the fall and a grade 1 position in the spring. She is excited to begin her new position as the .5 kindergarten teacher at Hambright for the fall, 2011 semester.*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A:** It was moved by Ms. Friedman 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, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**Item 6.            Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A.    The administrative staff is recommending the advertisement of a public meeting regarding the proposed closing of Hambright Elementary School at 2121 Temple Avenue, Lancaster, PA to be held on Tuesday, September 6, 2011 at 6:15 p.m. in the board room at Manor Middle School.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 6A:** It was moved by Mr. Rintz and seconded by Mr. Straub 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.

The meeting adjourned at 8:56 p.m. on a motion by Mrs. Friedman, and seconded by Mr. Straub and a unanimous voice vote.