

**MINUTES**  
**Penn Manor Board of School Directors**  
**August 20, 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 8:18 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Tuesday, September 4, 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. 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 Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. Del Jackson, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

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 August 6, 2012. Hearing none, on a motion by Mr. Straub, a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report.

Mr. Johnston provided the Treasurer's report for July 2012. He presented for payment the July 2012 bills. It was moved by Mr. Hoke and seconded by Mr. Schlotzhauer to approve to authorize payment of bills:

General Fund	\$	2,890,674.12
Cafeteria Fund	\$	24,808.00
Capital Reserve Fund	\$	28,117.85
2010 Construction Fund	\$	98,577.25
Student Activity Fund	\$	1,824.27
Payroll 7/3/2012	\$	710,276.28
Payroll 7/18/12	\$	689,002.01

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.

It was announced that a bond financing workshop will be held on Tuesday, September 4 at 5:00 p.m. in the Board Room at Manor Middle School.

**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. PSBA Legislative Policy Council Delegates  
 Franklin Hoke  
 Carlton Rintz  
 Kirk Schlotzhauer
- B. Agreement with York Excavating LLC to swap clay soils from the portion of Comet Field under agreement with Blackford Development to Martin Elementary from the School District of Lancaster in exchange for clean fill subject to final review by the district solicitor.

*Explanation: This agreement will be a straight swap of soils and the district will not incur any costs. The excavator will handle all soil erosion management.*

- C. Revised Board Operations Guidelines (see enclosure).
- |           |   |  |
|-----------|---|--|
| 004-BOG-2 | - | Board of School Directors Application Form |
| 005-BOG   | - | Duties of Board Officers                   |
| 005-BOG-1 | - | Board Standing Committees                  |
| 006-BOG-1 | - | Official Board Minutes                     |

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

**ITEMS 2 A - C:** 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, 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. Tax Exonerations as cited (see page 5).
- B. Student Assistance Program Contract with Pennsylvania Counseling Services for the 2012-2013 school year (see enclosure).
- C. Administrative Services Agreement with Coventry Healthcare Management Corporation, d.b.a. HealthAmerica, for the period of 7/1/2012 to 6/30/2013 for a fee of \$26.49 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 rate above was negotiated by the health care consortium leadership team.*

- D. Approval and Advertising of the Bus Routes for the 2012-2013 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.*

- E. Acceptance of Bus Drivers for the 2012-2013 school term as cited (see pages 6 – 8).

*Explanation: While the bus drivers are employed by the busing contractors, a listing is provided for the board's consideration and acceptance*

- F. 2012-2013 School Term Field Trip Rates as cited (see page 9).

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

- G. Bayada Nursing Services Agreement for “in-school” nursing services with at a rate of \$42.00 per hour for a student effective for the 2012-2013 school year.

*Explanation: Bayada provided the same service for the same student in the previous years.*

- H. Acceptance of Donation of a vintage Giannini Baritone Ukulele from Mike Beury valued at \$100.00 to be used in middle school music classes.

*Explanation: In response to a recent news article on ukuleles in the classroom, a local resident offered the vintage instrument as a donation to the students of Penn Manor.*

- I. Web-Based Project Management System from AEC-Sync to be used for the Hambright construction project at a fee of \$6,885.

*Explanation: A web-based construction collaboration system that allows all team members to communicate through a central portal. The system automates workflows including submittals, RFIs, field reports and pay applications. The portal also acts as a repository for all construction related documents and specifications that will then be electronically archived. The system also provides for a verifiable communication tool that records and tracks interactions. The fee will be paid out of the construction fund.*

- J. Geotechnical Engineering Services required for the new Hambright Elementary School project from ARM Group, Inc. for \$59,000 to be paid from the Construction Fund.

*Explanation: In relation to the building project adjacent to Manor Middle School, Phase I would include Bedrock Depths and Rippability Mapping and Voids Detection. Phase II would include Test Boring Subsurface Explorations.*

- K. Food Service Consulting Services required for the new Hambright Elementary School project from Crabtree, Rohrbaugh & Associates for \$13,375 to be paid from the Construction Fund.

*Explanation: In relation to the building project adjacent to Manor Middle School, CRA has been working with Food Service Consulting Studio to aid in the design of the kitchen/cafeteria in the new Hambright Elementary School project.*

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

It was moved by Ms. Wert and seconded by Mr. Hoke 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 2012-2013 school year (see pages 10 – 13).
- B. Resignation of the individuals listed per the effective date:  
     Anne Andrew – elementary teacher – effective August 8, 2012  
     Cameron Aument, Title I aide, effective August 8, 2012  
     Pam Noel, ERA – LST, effective August 8, 2012
- 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 14).
- D. Volunteer Coaches  
     Hannah Willet – Girls Soccer  
     Lindsay Garner – Field Hockey
- E. 2012-2013 Fall Coaching Position as listed  
     Brittney Wendler – Freshman JV Field Hockey – \$2,863
- F. Dental Hygiene Services provided by Tina Hoefel at the rate of \$25.00 per hour, not to exceed 220 hours for the 2012-2013 school year.

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

- G. 2012-2013 Middle School Team Leaders as listed (see page 15).

*Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals.*

- H. Mentors for the 2012-2013 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.*

- I. 2012-2013 Co-curricular Positions as listed (see pages 17 – 18).

*Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - G:** It was moved by Mrs. Green and seconded by Mr. Hoke to approve these items with Item A 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.

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 H:** It was moved by Mrs. Friedman and seconded by Mr. Long to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, abstained; 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 4 I:** It was moved by Mr. Straub 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, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

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

- A. Bid award for Comet Field Roadway Improvement and Trail Project – to award bid to York Excavating, the lowest responsible bidder, for the Phase I of project and to conditionally award Phase II bid to York Excavating if not completed by the stipulated deadline in connection with the sale of the commercial triangle and associated HOP work (see attached).

*Explanation: While bid in two phases, phase I is to be completed this fall and includes the addition of the right in and right out lane off route 741 at Comet Field and the trail extending from the light at Wabank Road to the edge of the property by the Varsity Baseball Field. Phase II would only be required if roadwork proposed by LMS Commercial Real Estate is not completed by June 30, 2013.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 A:** It was moved by Mr. Rintz and seconded by Mrs. Green 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 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 2012-2013 school year (see attached).
- B.    Resignation of the individuals listed per the effective date:  
         Stephanie Moore – secondary teacher, effective August 19, 2012

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 6 A - B:** It was moved by Mrs. Friedman and seconded by Mr. Schlotzhauer 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.

The meeting adjourned at 8:35 p.m. on a motion by Mrs. Friedman and seconded by Mr. Straub and a unanimous voice vote.

---

Dr. Richard Frerichs, President

---

Paula E. Howard, Secretary