

**Minutes  
Committee of the Whole  
December 3, 2012**

The Penn Manor School Board met in an Executive Session at 6:45 p.m. for the discussion of personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:08 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 Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mrs. Carole Fay, FFA students and parents, Mr. Neil Fellenbaum, Mr. Jonathan Hess, Mr. John Matussek, Mr. Del Jackson, Mrs. Judy Duke, Mr. John Bonawitz from Brown Shultz Sheridan and Fritz, Dr. Gale, Lancaster Newspaper reporter Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, January 7, 2013, at 7:00 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 November 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.

Mrs. Friedman reviewed the upcoming Board development opportunities.

Penn Manor FFA students Stephanie Dengler, Aaron Breneman and Caleb Hess reported on recent accomplishments at the National FFA Convention. The Penn Manor FFA members were recognized for their outstanding accomplishments at the National FFA Convention held October in Indianapolis, Indiana. The resolution was read by Mr. Kirk Schlotzhauer and presented by Mr. Frank Hoke to Mrs. Fay.

Mr. Bonawitz, from Brown Schultz Sheridan and Fritz, provided an overview of the district's annual financial statements for the year ending June 30, 2012. Mr. Bonawitz reported that the district had a clean audit and is in compliance with federal program requirements. He also commended Mrs. Duke for her work in preparation for the audit, and thanked Mr. Hoke for attending the audit review. Approval for placement of this item on the December 3 board agenda was approved on a motion by Mrs. Green 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. Gale provided information on the upcoming Keystone Exam testing dates, the need for revised course sequencing, and the addition of courses in to Western and Eastern World History replacing a single World History course in the Social Studies Department. Approval for placement the course sequencing on the December 3 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 a 2013-2014 budget update. He discussed the upcoming timeline for the Act 1 resolution.

The Committee of the Whole adjourned at 8:04 p.m. on a motion by Mr. Straub, a second by Mrs. Green, and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary

MINUTES  
Penn Manor Board of School Directors  
Organization Meeting  
December 3, 2012

The Organization 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 Member Dr. Richard Frerichs at 8:05 p.m.

The following members were present: Dr. Frerichs, Mrs. Friedman, Mrs. Green, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Ms. Wert. Present from the administrative staff were Dr. Michael Lechliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. John Matussek, Mr. Del Jackson, Lancaster Newspaper reporter Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Mr. Rintz made a motion to appoint Dr. Frerichs to serve as Temporary President for the reorganization portion of the Board meeting. Mr. Long seconded this motion. A motion was made by Mr. Hoke and seconded by Mrs. Friedman to close the nominations. The nominations were closed by a unanimous voice vote. Dr. Frerichs was appointed to serve as Temporary President by a unanimous voice vote.

Mrs. Green made a motion nominating Mr. J. Kenneth Long as President of the Board. The motion was seconded by Mrs. Friedman. There were no other nominations for the office of President. A motion was made by Mrs. Green and seconded by Mr. Straub to close the nominations. The nominations were closed by a unanimous voice vote. The following roll call vote was taken on the motion nominating Mr. J. Kenneth Long as President. 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.

Mrs. Friedman made a motion nominating Mr. Carlton Rintz as Vice-President of the Board. The motion was seconded by Ms. Wert. There were no other nominations for the office of Vice-President. A motion was made by Dr. Frerichs and seconded by Ms. Wert to close the nominations. The nominations were closed by a unanimous voice vote. Mr. Rintz was appointed Vice-President by a unanimous voice vote.

The list of newly constituted board membership was presented for any necessary changes. There were no changes.

The Organization Meeting adjourned at 8:07 p.m. to the Committee of the Whole on a motion by Mr. Straub and seconded by Ms. Wert and a unanimous voice vote.

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Mr. J. Kenneth Long, President

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Paula E. Howard, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**December 3, 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, Mr. J. Kenneth Long at 8:10 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, December 3, 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 Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. John Matussek, Mr. Del Jackson, Lancaster Newspaper reporter Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

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

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

Dr. Leichliter provided the Superintendent's report. He reported on fire restoration progress at the high school, upcoming music events, results from recent music tryouts, and the new Hambright construction documents.

**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.     Revised High School Course Sequencing for Social Studies.
- B.     Acceptance of Local Auditor's 2011-2012 Report as presented.

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

**ITEMS 2 A - B:** It was moved by Mrs. Green and seconded by Mrs. Friedman 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. Second Reading of New and Revised Board Policies (previously distributed):
- #103 Nondiscrimination in School and Classroom Practices
  - #122 Cocurricular Activities/Nonathletic
  - #123 Interscholastic Athletics
  - #123.1 Concussion Management
  - #123.2 Sudden Cardiac Arrest
  - #123.3 Athletic Honors
  - #123.4 Male/Female Participation on Sports Teams
  - #209.1 Food Allergy Management
  - #216 Student Records
  - #216.1 Supplemental Discipline Records
  - #610 Purchases Subject to Bid/Quotation
  - #611 Purchases Budgeted
  - #701 Facilities Planning
  - #822 Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
  - # Medical Access Screening
  - #354 Pre-Employment Drug Testing

- B. Engineering Services for a Feasibility Study for Automated Sampling at Water and Wastewater Treatment Facilities as proposed by Buchart Horn, Inc. for \$9,500.

*Explanation: The study will assess the feasibility of installing automated sampling and testing equipment that could be used to perform the required daily testing at the facilities at Marticville Middle School, Central Manor Elementary, Martic Elementary and Conestoga Elementary.*

- C. Student Activity Fund - Formation of the Family, Career, and Community Leaders of America (FCCLA) Chapter at the High School.

*Explanation: The high school principal is recommending approval of the creation of the FCCLA chapter at the high school. Board approval is needed for the chapter to raise funds, make deposits and expend funds through the Student Activity Fund. The club's advisors will be Elizabeth Sheerer and Mindy Rottmund will be volunteering at no cost to the district.*

- D. Student Activity Fund - Formation of the Future Business Leaders of America (FBLA) Chapter at the High School.

*Explanation: The high school principal is recommending approval of the creation of the FBLA chapter at the high school. Board approval is needed for the chapter to raise funds, make deposits and expend funds through the Student Activity Fund. The club's advisor will be Christa Craig will be volunteering at no cost to the district.*

- E. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Account	President
PMSD Payroll Account	Vice President
Cafeteria Account	Treasurer
Capital Reserve Accounts	
PMSD Section 125 Accounts	
Construction Fund Accounts	
PMSD Student Activity Fund Account	
PMSD Student Activity Athletic Fund Account	

*Explanation: To formally authorize two board members to represent the district as designated signers for the above checking accounts.*

- F. Mileage Rate Approval of the standard mileage rate for business use of an automobile to 56.5 cents per mile as determined by the IRS effective January 1, 2013.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.*

- G. Antenna Demolition and Removal Services by Heidig’s Antenna & Satellite Services to dismantle and remove the radio antennas at Manor Middle School and Penn Manor High School at a cost of \$1,008.00.

*Explanation: The 80’ tower at the High School and the 90’ tower at the Middle School have been out of service for several years. While the towers will be taken down and hauled away, the brackets will remain so as not to affect the integrity of the roof.*

- H. JAMF Software License Contract Support contract with JAMF Software (Minneapolis, MN) in the amount of \$25,816 for a one-year period effective January 9, 2013.

*Explanation: The agreement will permit continuation of the remote software update and computer management tools in use across the district network since 2007. A total of 1,844 staff and student Macs are covered under this agreement.*

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

It was moved by Ms. Wert 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 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 5 – 6).
- B. Tenure  
Lauren A. Haley, speech therapist
- C. Resignation of the individuals listed per the effective date:  
Karen G. Bierly – secondary teacher, effective January 18, 2013  
Deb Byrne – ERA – LST, effective November 9, 2012  
Rebecca Way – Food Service Substitute, effective November 19, 2012
- D. 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:  
Allison N. Behney  
Sarah E. Gage  
Aliza D. Kraynak  
George A. Milite  
Katherine B. Weisser (pending receipt of required documents)
- E. Head Coaches Recommended for Renewal for the Fall 2013 Season:  
Boys' Soccer – Steve McCabe  
Cheerleading – Ashley Knepp  
Cross Country – Robert Ulmer/Tom Ecker (co-head coaches)  
Field Hockey – Matt Soto  
Football – Todd Mealy  
Girls' Soccer – Jason Hottenstein  
Girls' Tennis – Vickie Miller  
Girls' Volleyball – Jarod Staub  
Golf – Trevor Pope
- F. Leave to the individuals according to the terms listed:  
Professional Employees  
Employee B34 – January 22, 201–end of 2<sup>nd</sup> semester, 2012-2013 – Child Rearing  
Employee B35 – January 22, 2013– end of 2<sup>nd</sup> semester, 2012-2013 – Child Rearing
- G. Volunteer Wrestling Coach  
Steve Hess

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - G:** It was moved by Mrs. Friedman 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, yes; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:31 p.m. on a motion by Mrs. Green and seconded by Mr. Straub and a unanimous voice vote.

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Mr. J. Kenneth Long, President

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Paula E. Howard, Secretary