

**MINUTES**  
**Penn Manor Board of School Directors**  
**Organization Meeting**  
**December 5, 2011**

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 4:07 p.m.

The following holdover members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. Frank Hoke, and Mr. Christopher Straub. Re-elected members present: Mrs. Amber Green, Mr. Ken Long, Mr. Carlton Rintz, 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, Mrs. Kari Steinbacher, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades, and Board Secretary Mrs. Paula Howard.

Mr. Straub made a motion to appoint Mrs. Friedman to serve as Temporary President for the reorganization portion of the Board meeting. Mr. Hoke seconded this motion. There were no other nominations for Temporary President. A motion was made by Dr. Frerichs and seconded by Mr. Hoke to close the nominations. The nominations were closed by a unanimous voice vote. Mrs. Friedman was appointed to serve as Temporary President by a unanimous voice vote.

Mrs. Friedman read the Certificates of Election for Mrs. Amber Green, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Ms. Donna Wert.

The Oath of Office was administered by Mrs. Friedman to Mrs. Amber Green, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Ms. Donna Wert.

The list of newly constituted board membership was presented for any necessary changes.

A roll call was taken. 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.

Mrs. Green made a motion nominating Dr. Richard Frerichs as President of the Board. The motion was seconded by Ms. Wert. There were no other nominations for the office of President. A motion was made by Mr. Long 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 Dr. Frerichs as President. 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.

Mr. Rintz made a motion nominating Mrs. Friedman as Vice-President of the Board. The motion was seconded by Mr. Straub. There were no other nominations for the office of Vice-President. A motion was made by Mr. Hoke and seconded by Mr. Long to close the

nominations. The nominations were closed by a unanimous voice vote. The following roll call vote was taken on the motion nominating Mrs. Friedman as Vice-President. Richard L. Frerichs, yes; Johnna Friedman, abstained; 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 Organization Meeting adjourned at 4:12 p.m. to Executive Session on a motion by Mr. Schlotzhauer and seconded by Mr. Straub and a unanimous voice vote.

---

Dr. Richard Frerichs, President

---

Paula E. Howard, Secretary

**Minutes  
Committee of the Whole  
December 5, 2011**

The Penn Manor School Board met in Executive Session at 4:30 until 6:35 p.m. for the discussion of negotiations, student and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 6:56 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 Lechlitter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, 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, January 2, 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 November 21, 2011, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Green a second by Mr. Schlotzhauer 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 upcoming Board development opportunities. Mr. Straub reported on the breakfast at Conestoga Elementary School. Dr. Frerichs announced that he will contact Board members regarding Board Committees.

Dr. Frerichs and Dr. Lechlitter distributed informational handouts to the Board.

The School Psychology presentation was cancelled and will be rescheduled.

Dr. Lechlitter reviewed the final resolution to close Hambright Elementary School effective the beginning of the 2014-2015 school year. Approval for placement of this amended item on the December 5 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, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented the resolution not to exceed the index the index of 2.1%. Approval for placement of this item on the December 5 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Straub. 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.

Ms. Pollock recapped the events for the Millersville 250<sup>th</sup> celebration and Penn Manor's involvement. The recently held finale was at the Turkey Hill Experience. Turkey Hill created a special ice cream to commemorate the event. A picture of the cake, made by Renee Schlotzhauer, to celebrate the occasion was shown. Dr. Leichliter thanked Ms. Pollock for her involvement.

Mr. Reisinger reviewed the current technology staff and their roles, and current technology projects. He explained the Linux Operating System and ubuntu Linux. Board members were given the opportunity to try the new Lenovo net books.

Dr. Leichliter presented revised job descriptions for review: Assistant Superintendent, Business Manager, Director of Student Support Services, Supervisor of Elementary Education, and Technology Director. Approval for placement of this item on the January 2 board agenda was approved on a motion by Mr. Rintz 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, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Leichliter reviewed new maps for the Commercial Triangle. He explained current rezoning proposals and possible relocation of fields. The Board agreed to refer any proposed changes to the Facilities Committee to review and make a recommendation to the Board.

The Committee of the Whole adjourned at 7:51 p.m. on a motion by Mr. Long, a second by Mrs. Friedman, and a unanimous voice vote.

---

Dr. Richard Frerichs, President

---

Paula E. Howard, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**December 5, 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 7:58 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, January 2, 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 Mr. Chris Johnston, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, 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.

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the November 21, 2011. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report. He provided the Board with the dates of the Holiday Concerts in the schools. He also reviewed a summary of the fall sports season.

**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.    Closure of Hambright Elementary School (see page 4).
- B.    2012 – 2013 Resolution Not to Exceed the Index – Indicating that the district will not raise the rate of tax for the 2012-2013 fiscal year by more than the index established by the Department of Education for the district of 2.1% (see page 5).
- C.    PILOT Agreement with Student Lodgings, Inc. (available upon request).

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

**ITEMS 2 A - C:** It was moved by Ms. Wert and seconded by Mrs. Green 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.    Boundary & Topographical Survey Proposal – Diehm & Sons to provide Boundary & Topographical Survey Services and Digital Base Plan preparation for the campus and Hambright Elementary site for \$12,500 as per the attached proposal (see enclosure)

*Explanation: This will provide the necessary base mapping and surveying needed for the Township Land Development process through construction documents.*

- B.    Substitute Custodian/Groundskeeper job description for hybrid position to aide in district grounds keeping and building custodial operations (see pages 6 – 9).

*Explanation: Revision of existing position descriptions to allow for flexibility and efficiency.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – B:** It was moved by Mr. Straub 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 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 pages 10 – 11).
- 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: Joshua D. Snyder
- C.    Volunteer Coach for Junior High Wrestling – Ryan Dings

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – C:** It was moved by Mrs. Green 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.

The meeting adjourned at 8:05 p.m. on a motion by Mr. Long and seconded by Mrs. Friedman and a unanimous voice vote.