

MINUTES
Penn Manor Board of School Directors
Organization Meeting
December 6, 2010

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 7:05 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 Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Also in attendance: Mr. David Warren and Mr. Tom Bigler from the CTC, Mrs. Steinbacher, Mrs. Jackson, Mrs. Baldrige, students Alex Geli, Katie Maisel and Evan Bigler, Elaine Jones, Mrs. Rhoades, and Mrs. Howard.

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

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

Mr. Rintz made a motion nominating Dr. Richard Frerichs 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 Mr. Rintz and seconded by Mr. Schlotzhauer 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, 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.

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

The Organization Meeting adjourned at 7:10 p.m. to the Committee of the Whole on a motion by Mr. Straub and seconded by Mrs. Wert and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

Minutes
Committee of the Whole
December 6, 2010

The Penn Manor School Board met in Executive Session at 6:55 for the discussion of a student matter.

The Penn Manor School Board met as a Committee of the Whole at 7:15 in the Board Room at Manor Middle School following the Organization meeting. The meeting was called to order by Board President, Dr. Richard Frerichs. 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 Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Also in attendance for all or part of the meeting: Mr. David Warren and Mr. Tom Bigler from the CTC, Mrs. Steinbacher, Mrs. Ostrowski, Mrs. Deal, Mr. Mealy, Dr. D'Amico, Mrs. Jackson, Mrs. Baldridge, students Alex Geli, Katie Maisel and Evan Bigler, Mrs. Elaine Jones, Mrs. Rhoades, and Mrs. 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 3, 2011, at 7:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the November 8, 2010, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Long, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Student representatives Katie Maisel and Evan Bigler reported on high school, sports, and student council activities for the month of December. They also provided dates for upcoming high school and student council events.

Dr. Frerichs announced upcoming date for district, IU and legislative meetings. Mr. Rintz reported on the Healthcare Reform Law meeting. Mrs. Green reported on the PSBA New Board Member orientation she attended.

Mr. Schlotzhauer introduced Mr. David Warren, Executive Director of the Lancaster County Career and Technology Center, and Mr. Thomas Bigler, the CTC Business Manager. Mr. Warren and Mr. Bigler provided information on the Master Facility Plan for the three CTC facilities and proposed options for capital projects.

The Board recognized Mrs. Linda Deal, Mrs. Melissa Ostrowski and Mr. Todd Mealy for their scholarly publications. Mrs. Deal, Mrs. Ostrowski and Mr. Mealy provided a summary of their publications. Mr. Straub read the resolutions and Dr. Frerichs presented the resolutions recognizing and commending the employees.

Dr. D'Amico described the proposed high school course A. P. World History. Questions were asked by board members and discussion ensued. Approval for placement of this item on the

board agenda was approved on a motion by Mr. Straub and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, no; Mr. Long, yes; Mr. Rintz, no; Mr. Schlotzhauer, no; Mr. Straub, yes and Ms. Wert, no.

Dr. Leichter presented for a first reading Policies #200, Enrollment of Students, and #227.1, Drug Screening. Approval for placement of these policies on the board agenda was approved on a motion by Ms. Wert and seconded by Mr. Hoke. 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.

Lancaster County Career & Technology representatives were recommended for placement on the board agenda. Approval for placement of Mr. Schlotzhauer as the CTC representative on the board agenda was approved on a motion by Mr. Rintz 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.

Approval for placement of Mr. Straub as the CTC alternate representative on the 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Lancaster County Academy representatives were recommended for placement on the board agenda. Approval for placement of Ms. Wert as the Academy representative on the board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Mr. Rintz. 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.

Approval for placement of Mrs. Green as the Academy alternate representative on the 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mrs. Friedman provided a report from the Property Committee. She updated the board on the options for Hambright, Millersville University property swap, and a resolution to end the agreement of sale with Turkey Hill. Approval for placement of the Turkey Hill resolution on the board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Rintz. 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 first draft of the 2011-2012 budget. He provided information on proposed expenses and revenues, a resolution not to exceed the index, and exceptions allowed for filing an Act 1 resolution. After much discussion the board requested more budget information from Mr. Johnston in January.

Mr. Rintz commended Dr. Leichter and staff for their response to a recent bus accident.

The Committee of the Whole adjourned at 9:57 p.m. on a motion by Mr. Long, a second by Mr. Schlotzhauer, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
December 6, 2010

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 10:03 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, January 3, 2011, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

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 Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Also in attendance: Mrs. Steinbacher, Mrs. Jackson, Mrs. Rhoades and Mrs. 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 8, 2010. Hearing none, on a motion by Mrs. Friedman, a second by Ms. Wert and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter announced that senior Ben Clark was selected as the winner of a \$100,000 scholarship in the Siemens Competition in Math, Science & Technology. He also announced the Penn Manor fall sports all stars and students receiving Thespian recognition.

Mr. Johnston reviewed the treasurer's report for October 2010. Mr. Johnston presented for payment the November 2010 bills. It was moved by Mr. Hoke and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$3,407,042.97 from the General Fund; \$169,214.01 from the Cafeteria Fund; \$10,411.67 from the Capital Reserve Fund; \$427,404.80 from the 2010 Construction Fund; \$17,975.76 from the Student Activity Fund and payroll in the amounts of \$849,971.19 dated 11/10/10 and \$856,374.32 dated 11/24/10. 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.

The School Board Meeting Agenda was reviewed.

Items 2 A – I:

Consent Agenda for Committee of the Whole Meeting

- A. Lancaster County Career & Technology Center Representatives – The committee is recommending approval to appoint Kirk Schlotzhauer as representative to the Lancaster County Career & Technology Center and Christopher Straub as alternate.
- B. Lancaster County Academy Representatives – The committee is recommending approval to appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Amber Green as alternate.

- C. Lancaster County Tax Collection Bureau Representative – The committee is recommending election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- D. Appointment of Tax Collector – The committee is recommending that the board appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- E. Appointment of Board Treasurer – The committee is recommending that the board appoint Christopher L. Johnston, Business Manager, as Board Treasurer for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- F. Appointment of Board Secretary – The committee is recommending that the board appoint Paula E. Howard as Board Secretary for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- H. “First Reading” of the Penn Manor Board Policies 200 and 227.1 – The committee is recommending the approval of the “First Reading” of the Penn Manor Board Policies #200 and 227.1 (see enclosures).
- I. Turkey Hill Resolution – The committee is recommending approval of a resolution regarding the commercial triangle at Comet Field. (see enclosure).

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A – F, H – I: It was moved by Mr. Long 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.

- G. New Course Proposal 2011 – 2012 – The committee is recommending the approval of a new course for the 2011-2012 school year (see page 6). This item was tabled.

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2 G: It was moved by Ms. Wert and seconded by Mr. Straub to table 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.

Items 3 A – I: Consent Agenda for Administrative Actions

- A. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as cited (see page 7).

- C. 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. This change is also necessary due to our new board policy relating to check signers.

- D. KIT Network Cabling – The administrative staff is recommending approval of the proposal from
KIT Network Cabling for \$480.00 for analysis and diagnostic services for the High School cable TV system (see pages 8 – 9).

Explanation: Due to the age of the equipment and recent changes to the Comcast's TV service, the High School system requires performance tuning and analysis. The scope of this proposal is to establish a design for a new, simplified TV distribution head-end system.

- E. Software License Contract – JAMF Software – The administrative staff is recommending approval of a license and support contract with JAMF Software (Minneapolis, MN) in the amount of \$22,707.00 for a one-year period effective 1/9/2011.

Explanation: The agreement will permit continuation of the remote software updates and computer management across the district network in use since 2007.

- F. Mental Health Parity and Addiction Equity Act Opt-Out – The administrative staff is recommending approval of the attached resolution (see page 10).

- G. Central Manor Change Order, Leo Kob Co., Inc. – the administrative staff is recommending approval for the change order totaling \$2,266.19 for Leo Kob Plumbing.

Explanation: To supply labor and materials to relocate 2nd water line in basement area due to existing conditions, for installation of new electrical panels.

- H. Mileage Rate Approval – The administrative staff is recommending approval of a change in the standard mileage rate for business use of an automobile from 50.0 cents per mile to 51.0 cents effective January 1, 2011.

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.

- I. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see enclosure).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – I: It was moved by Mr. Schlotzhauer 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.

Items 4 A – J:

Consent Agenda for Personnel

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed for employment or change in status(*) according to the conditions listed (see pages 11 – 12).
- B. Leaves – The administrative staff is recommending granting Family Medical and Child Rearing Leaves to the individuals listed on according to the terms listed (see page 13).
- C. Substitute Teachers – The administrative staff is recommending that the individuals listed be approved for substitute teaching 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.
Erin M. Fries
Danny M. Linard
Leah G. Panico
Ashley M. Redcay
- D. Twilight School Instructor – The administrative staff is recommending approval of the following individual to the position of Twilight School Instructor for the 2010-2011 school year at the rate of \$32.00 per hour.
Curtis Snelbaker
- E. Parent Literacy Workshops – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate for up to 1.5 hours per workshop to conduct Parent Literacy Workshops during the 2010-2011 school year.
Susan Althouse
Cora Conrad
Bonnie Gambler
Michelle Henry
Julie Hoin
Nancy Jo Johnson
Barbara Kamen
Pamela Noll
Patricia Shover
Lindsey Walters

Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

- F. Tenure – The administrative staff is recommending the following individuals be granted tenure as they have completed three years of satisfactory teaching performance within the school district.

Lisa M. Bohannon
Lindsay L. Walters

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

- G. Boys' Basketball Coach – The administrative staff is recommending approval of the following individual as 7th grade boys' basketball coach for the 2010-2011 school year.
Erick Dutchess -- \$1,936
- H. Volunteer Coach – The administrative staff is recommending approval of Neal Vital as a volunteer Bowling coach for the 2010-2011 school year.
- I. Middle School Tutor – The administrative staff is recommending approval of Curt Snelbaker to the position of middle school tutor for the 2010-2011 school year at a rate of \$32.00 per hour.
- J. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed per the effective date cited.
Ginger Lefever, Personal Care Aide – effective November 24, 2010

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – J: It was moved by Mr. Rintz 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.

Items 5 A – B:

Consent Agenda for Personnel

- A. Employment – The administrative staff is recommending the board approve the following individual listed for employment according to the conditions listed:
- Kimberly Sager – employment related personal care aide, Letort Elementary, effective 12/6/2010, \$9.90 per hour for 6 hours/day for up to 181 days for the 2010-2011 school year only.
- B. Fall, Winter and Spring Athletic Workers – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2010-2011 school year:
- Anastasia Marmer
Mary Anne Weber
Nick Kohler

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 5 A – B: It was moved by Mr. Straub and seconded by Ms. Wert 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 10:25 p.m. on a motion by Mrs. Freidman, and seconded by Mrs. Green and a unanimous voice vote.

The Penn Manor School Board met in Executive Session at the conclusion of the board meeting for the discussion of personnel matters and the superintendent's goals.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary