

**Minutes  
Committee of the Whole  
February 19, 2013**

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of the personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. J. Kenneth Long. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Kirk Schlotzhauer and Mr. Christopher Straub. Mr. Carlton Rintz and Ms. Donna Wert were absent. 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 all or part of the meeting: Mr. Shawn Beard, Mrs. Sallie Bookman, students Sarah Evarts and Morgan Flood, Mr. and Mrs. Flood, Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Mr. Long announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, March 4, 2013, at 7:00 in the Board Room of the Manor Middle School.

Mr. Long asked the committee whether there were any additions or corrections to the Minutes of the February 4, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Green, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Sarah Evarts provided the student report and upcoming high school events.

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

Mr. Long reviewed the upcoming Board development opportunities. He announced that the School Board retreat will be June 6, 2013.

Mr. Hoke gave a report on a recent Agriculture Advisory Board meeting. He announced that the Penn Manor FFA Banquet will be March 21, 2013.

Mr. Straub reported on a recent Career and Technology Center meeting.

Dr. Frerichs and Mr. Long reported on a PSBA webinar on Pennsylvania Act 82 Article XVI-C: Disclosure of Interscholastic Athletic Opportunities.

Dr. Leichliter recognized and commended Morgan Flood for her outstanding academic success and for her participation as a contestant in the Jeopardy! Teen Tournament. Dr. Frerichs read the resolution commending Morgan, and Mrs. Friedman presented the resolution to Morgan. Mr. and Mrs. Flood thanked Mrs. Hallock, Mrs. Bookman, Penn Manor administration and teachers for recognizing Morgan's abilities throughout her school career.

Mr. Reisinger and Mr. Beard reported on Aesop, PIMS and other district data reporting requirements. Mr. Beard demonstrated the Aesop substitute program. Mr. Reisinger explained the complexity of data reporting requirements.

Mr. Johnston presented highlights of the Governor's proposed budget and discussed some of the implications.

Mr. Johnston explained the recommendation for the termination of the existing Joint Purchasing Task Force. He discussed a more flexible and innovative approach to cooperative purchasing arrangements through the LLIU13. Approval for placement of this item on the February 19 board agenda was approved on a motion by Mr. Schlotzhauer 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, absent; Mr. Schlotzhauer, abstained; Mr. Straub, yes and Ms. Wert, absent.

Dr. Leichliter updated the board on Open Campus PA, Dr. Shaffer provided information on Common Core, Teacher Effectiveness and curriculum rewriting. Mrs. Hallock discussed the Flipped Classroom pilot.

Mrs. Rhoades provided preliminary details for the new Hambright Elementary School ground breaking. The event will be scheduled after the bids are approved by the board.

The Committee of the Whole adjourned at 8:57 p.m. on a motion by Mrs. Green, a second by Dr. Frerichs, 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**  
**February 19, 2013**

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: 58 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, March 4, 2013, 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. Kirk Schlotzhauer, and Mr. Christopher Straub. Mr. Carlton Rintz and Ms. Donna Wert were absent. 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. 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 February 4, 2013. 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 provided the Superintendent's report.

Mr. Johnston provided the Treasurer's report for January 2013. He presented for payment the January 2013 bills. It was moved by Mrs. Green and seconded by Mr. Hoke to approve to authorize payment of bills:

General Fund	\$ 3,777,011.73
Cafeteria Fund	\$ 167,801.34
Capital Reserve Fund	\$ 200.37
Technology Capital Reserve	\$ 1,720.00
2010 Construction Fund	\$ 64,794.56
Student Activity Fund	\$ 36,084.70
Payroll 1/2/2013	\$ 804,442.43
Payroll 1/16/2013	\$ 725,925.06
Payroll 1/30/2013	\$ 870,032.08

The following roll call vote was taken on this motion: Richard L. Frerichs, yes, abstained from check #15524; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, absent.

**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.    Penn Manor School District Motto  
A Better Community...One Student at a Time
- B.    Resolution to Terminate the Joint Purchasing Agreement and terminate the Lancaster-Lebanon Public Schools Joint Purchasing Board, effective upon the approval of such termination by the governing bodies of two-thirds (2/3) of all current Participants (see page 5).

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

**ITEMS 2 A -- B:** It was moved by Dr. Frerichs and seconded by Mr. Schlotzhauer 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, absent.

**Item 3.        Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A.    Tax Exoneration as cited (see page 6).
- B.    Budget Transfers listed on Penn Manor's web page (<http://www.pennmanor.net/tr/>).
- C.    Electricity Demand Response Program Agreement – to extend the current Curtailment Services Agreement with ClearChoice Energy through May 31, 2016.

*Explanation: the electricity demand response program is a conservation program that enables electricity consumers to receive cash payments for reducing their electric consumption in response to high prices or during an emergency on the electricity grid. The agreement would extend participation for an additional three years. Revenue from this program is estimated at \$119,665 over the next three years.*

- D.    Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 7).

*Explanation: Unpaid Real Estate Tax balances are turned over to Lancaster County Tax Claim bureau for collection by the 15th of January.*

- E.    Capital Projects Budget for 2013-14 (see pages 8 – 9).

*Explanation: With revisions from the preliminary budget that was presented in January, the additions include expansion of data wiring for wireless access points in four elementary schools.*

- F.    Venture Grants (see pages 10 – 12).

- G. Building Automation System Service Contract for annual software and service contract with NRG Building Services for Martic Elementary and Marticville Middle School for \$22,250 as per the attached proposal. Also, the addition of the Repair Labor and Materials Option for an additional \$7,000 (see pages 13 – 24).

*Explanation: This service agreement provides for the maintenance of the Schneider Electric DDC Control system that is controlling the heating, ventilating and air conditioning equipment in the Martic Elementary School and Marticville Middle School. The repair option includes all necessary parts and unscheduled labor required to restore the covered equipment to normal operation during normal working hours.*

- H. Local Phone Customer Service Agreements with Windstream Communications to provide dial tone and long distance service for multiple district buildings for a period of 36 months (see Board Docs on Moodle).

*Explanation: Windstream Communications will provide local dial tone, long distance and phone service to multiple district buildings. Proposals were received as part of an RFP in order to satisfy E-rate requirements for Priority One services. E-rate is a federal program that provides approximately 51% reimbursement for telecommunication and internet services. Proposals were received from 3 service providers.*

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

It was moved by Mr. Straub 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, absent.

**Item 4. Consent Agenda for Personnel Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Temporary Title I Aide – to approve Betty Nissley for a temporary Title I aide position effective February 4, 2013 through April 26, 2013 at the rate of \$15.00 per hour.
- B. 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.
- Amber L. Gilbert  
Alicia A. Glassmyer  
Kristen J. Graver  
Stephanie M. Jensen  
Danette L. Witmer  
Eric S. Yeager
- C. Substitute Health Room Tech – the following individual to work on an as needed basis at the prevailing board approved sub rate effective February 19, 2013.
- Phyllis Pullan

D. Leaves to the individuals according to the terms listed:

Professional Employees:

B42 – January 7-22, 2013, Designated Family Medical

B43 – April 2, 2013 – end of the 2012-2013 school year, Family Medical

B44 – May 7, 2013 – end of the 2012-2013 school year, Family Medical

E. Tenure for the individual listed as she has completed the requirement of three years of satisfactory teaching performance with the school district.

Nikole R. Seeger

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

F. Spring 2012-2013 Athletic Coaches as listed (see page 25).

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

The meeting adjourned at 9:05 p.m. on a motion by Mrs. Friedman and seconded by Dr. Frerichs and a unanimous voice vote.

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Mr. J. Kenneth Long, President

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Paula E. Howard, Secretary