

**Minutes  
Committee of the Whole  
February 21, 2012**

The Penn Manor School Board met in an Executive Session at 5:45 p.m. for the discussion of legal, student, and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:23 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, and Ms. Donna Wert. Mr. Christopher Straub was absent. Present from the administrative staff were Ms. Ellen Pollock, Mr. Chris Johnston and Dr. Michael Lechlitter. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Krista Cox, Mr. Richard Eby, Ms. Chris Santaniello, Mrs. Shirley Murray, Mrs. Carly McPherson, Mrs. Peg Murr, students Evan Bigler and Sarah Evarts, Dr. Desmond and Millersville University students, 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, March 5, 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 February 6, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

Dr. Frerichs welcomed Dr. Cheryl Desmond and the Millersville University students. One student briefly explained the master's class and the requirement for attending a Board meeting.

Evan Bigler and Sarah Evarts provided the student report highlighting upcoming high school events. The students also provided the Board with two dates, March 9 or 30, to meet with high school student leaders.

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

Mrs. Friedman reviewed upcoming Board development opportunities.

Ms. Wert provided the date for the Act 93 Committee meeting and interview dates for the Assistant Superintendent position. Ms. Wert reported that the Textbook Committee reviewed the proposed social studies textbook, American Government Foundation Series. The Committee recommended approval for placement of the textbook on the March 5 agenda.

Dr. Frerichs distributed informational handouts to the Board.

Dr. Leichliter introduced a district report on the Measures of Excellence. He reported on the placement of the district in the county with PSSA, PVAAS, SAT, and AP scores. He also provided information on the placement of the district growth in the PSSA Math and Reading scores. Mrs. Hallock and Ms. Santaniello reported on DIBELS, Mr. Eby provided the measures of academic success with Marticville Middle School students. Mrs. Cox provided information of high school student academic successes and preparation classes for the PSSA.

Mr. Long updated the board on the Facilities Committee meeting held on February 13, 2012. The board also discussed the future of Comet Field and athletic fields.

Mr. Johnston highlighted areas of the Governor's proposed budget. He announced that he will be attending a meeting on February 22, 2012 and should have more specific information after the meeting.

Dr. Leichliter reviewed highlights of the policies that were presented for a first reading. Dr. Leichliter discussed the possibility of presenting to the Board for consideration a policy relating to pre-employment drug screening requirement. The Board directed Dr. Leichliter to provide such a policy for evaluation. Approval for placement of the first draft of the policies on the February 21 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, absent; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:57 p.m. on a motion by Mr. Long, 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**  
**February 21, 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 8:58 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, March 5, 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, and Ms. Donna Wert. Mr. Christopher Straub was absent. Present from the administrative staff were Ms. Ellen Pollock, Mr. Chris Johnston and Dr. Michael Lechlitter. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Peg Murr, Dr. Cheryl Desmond, Millersville University students, Lancaster Newspaper reporter Elaine Jones, 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 February 6, 2012. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter gave the Superintendent report. He reported on the progress with Hempfield and Manheim Township School Districts regarding the Open Campus initiative. He reminded Board members that the Read-A-Thon is Sunday, February 26, and the Musical is March 2 and 3.

Mr. Johnston provided the Treasurer's report for January 2012. He presented for payment the January 2012 bills. It was moved by Mrs. Green and seconded by Mr. Long to approve to authorize payment of bills:

General Fund	\$ 2,826,974.11
Cafeteria Fund	\$ 182,276.56
Capital Reserve Fund	\$ 338,029.64
2010 Construction Fund	\$ 210,547.69
Student Activity Fund	\$ 35,520.79
Payroll, 1/4/2012	\$ 817,714.81
Payroll, 1/18/2012	\$ 764,020.11

The following roll call vote was taken on this motion: Richard L. Frerichs, abstained from check #11396, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, absent, and Donna J. Wert, yes.

**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.    First Reading of Revised Board Policies as presented:
- #113 – Special Education
  - #113.3 – Screening and Evaluations for Students with Disabilities
  - #201 – Admission of Students
  - #302 – Employment of Superintendent/Assistant Superintendent
  - #304 – Employment of District Staff
  - #305 – Employment of Substitutes
  - #306 – Employment of Summer School Staff
  - #307 – Student Teachers/Interns
  - #309 – Assignment and Transfer
  - #317 – Conduct/Disciplinary Procedures
  - #333 – Professional Development
  - #701 – Facilities Planning
  - #818 – Contracted Services

**MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM 2 A:** It was moved by Ms. Wert 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, absent for this item; Christopher Straub, absent, and Donna J. Wert, yes.

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

- A.    Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B.    Judicial Review Committee Actions as cited (see attached).
- C.    NRG Service Contract – service agreement for Central Manor automatic temperature control system and security system (see enclosure).

*Explanation: Service agreement necessary after warranty period expiration.*

- D.    Capital Projects Budget (see page 5).

*Explanation: With revisions from the preliminary budget that was presented in January, the additions include energy conservation upgrades – Manor Middle School, replace Terrazzo first floor – Manor Middle School, repoint brick, caulk windows and expansion joints – high school, and energy conservation upgrades – high school.*

- E.    Central Manor Change Orders totaling a credit of \$3,232.71 as summarized (see pages 6 – 7).

*Explanation: Discussion of change orders pertaining to the Central Manor Renovation project.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – E:** It was moved by Mr. Rintz 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, absent; 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 8 – 9).
- 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:  
          Matthew M. Adams  
          Kerry L. Bushong  
          Kathryn M. Cretella  
          Mary E. Romanello
- C.    Leaves to the individuals according to the terms listed:  
          Classified Employees:  
          Employee K2 – January 2 – February 12, 2012 , Designated Family Medical  
          Employee L2 – March 26, 2012 – March 25, 2013, Intermittent Family Medical  
          Employee M2 – November 30, 2011 – February 19, 2012, Designated Family Medical  
          Employee N2 – January 17 – February 6, 2012, Designated Family Medical
- D.    Spring 2011-2012 Athletic Coaches as listed (see page 10).
- E.    Parent Literacy Workshop Facilitators -- 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 2011-2012 school year.
- |                     |                  |                |
|---------------------|------------------|----------------|
| Amy Adair           | Ann Helwig       | Michele Semple |
| Tricia Adams        | Kimberly Juba    | Wayne Shope    |
| Tamara Baker        | Kay Kane         | Brandy Smith   |
| Thomas Brighter     | Nancy Kaufhold   | Megan Szentesy |
| Jocelyn Bock        | Lori Longenecker | Tara Vitti     |
| Beth Corl           | Jennifer Malek   | Joan Wimer     |
| Debra Drexel        | Beth Martin      | Carol Witmer   |
| JoLynn Drexel       | Melissa Mulder   | Maribeth Zurn  |
| Christine Harzinski | Patrice O'Brien  |                |

*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. Parent Literacy Workshop Facilitator -- the following support staff individual to be paid at rate of \$15.00 per hour for up to 1.5 hours per workshop to conduct Parent Literacy Workshops during the 2011-2012 school year.  
Kerry Bushong
- G. Resignation of the individuals listed below per the effective date:  
Mark Dennis – High School Auditorium Technology – effective April 3, 2012  
Tracy Mendenhall – High School ERA-LST – effective February 14, 2012  
Deb Shertzer – Middle School ERL-LST, effective February 14, 2012

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – G:** 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, absent; and Donna J. Wert, yes.

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

- A. Resignation of the individual listed below per the agreement:  
Amanda Stoltzfus, High School Teacher, effective January 30, 2012

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 A:** It was moved by Mrs. Friedman and seconded by Ms. Wert 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, no; Christopher Straub, absent; and Donna J. Wert, yes.

**Item 6.** **Consent Agenda for Administrative Action – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Judicial Review Committee Actions as cited (see enclosure).

**MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5 A:** It was moved by Mr. Rintz and seconded by Mrs. Friedman 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, absent; and Donna J. Wert, yes.

The meeting adjourned at 9:05 p.m. on a motion by Mr. Schlotzhauer and seconded by Mrs. Green and a unanimous voice vote.