

**Minutes
Committee of the Whole
February 4, 2013**

The Penn Manor School Board met in a workshop beginning at 5:00 for salaries and personnel contracts.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of the student, personnel, and legal matters.

The Penn Manor School Board met as a Committee of the Whole at 7:10 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. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was 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: Mrs. Amy Wall, Mr. Wall, and daughters Carly and Kelly, 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 Tuesday, February 19, 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 January 22, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

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

Mr. Long reported on the Board President workshop at PSBA. He also reported on the Open Campus meeting that Secretary of Education Tomalis attended.

Mrs. Green read a Pennsylvania House of Representatives resolution honoring School Board Directors.

Mr. Straub provided a Career and Technology report.

Mr. Rintz reviewed the upcoming Board development opportunities.

Mrs. Wall invited the Board to the Annual Read-a-Thon on Sunday, March 3, 2:00 – 4:00 in the high school gym.

Mr. Johnston presented information from the district solicitor on the annual census. The Board agreed to keep this item tabled.

Ms. Wert announced that after compiling the votes from the community, the top two mottos for the district are: Where Every Student Matters, and A Better Community...One Student at a Time. The consensus of the Board was A Better Community...One Student at a Time for the District motto. Approval for placement of this item on the February 19 board agenda was approved on a motion by Mrs. Green and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, abstained; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston provided background information on the Penn Manor Tax Rebate Program. Mr. Johnston recommended that the district continue the program using the same guidelines and rebate maximum as the Tax Rebate Program for 2012-2013. Approval for placement of this item on the February 4 board agenda was approved on a motion by Mrs. Green and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Shaffer presented new German I, II, and III textbooks for replacement of the current books. Members of the Textbook Committee will review the proposed textbooks.

The Committee of the Whole adjourned at 7:45 p.m. on a motion by Mrs. Green, a second by Dr. Frerichs, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
February 4, 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 7:46 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, February 19, 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. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was 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. Amy Wall, 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 January 22, 2013. Hearing none, on a motion by Mr. Straub, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He also updated the Board on a partnership with the Samaritan Counseling Center for a teen depression/suicide pilot at Penn Manor High School. The Board expressed support for moving forward with interest.

Mrs. Hallock reported on the Title I conference in Pittsburgh.

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. Property Tax Rebate Program Resolution (see pages 5 – 10)

Explanation: The Penn Manor Tax Rebate Program began in 2006-07 for taxes paid in 2005. This program is budgeted to supply real estate tax rebate payments totaling \$50,000 to low income residents that are approved for the state rebate program.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - E: It was moved by Mrs. Green and seconded by Mr. Hoke to approve these items as amended. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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. Judicial Review Committee Actions as cited (see enclosure).
- B. PMHS Bathroom Renovations for Hollywood & Vine to provide architectural services required for the bathroom renovations at the Hollywood & Vine area of the High School for \$9,300 based upon the attached proposal (see pages 11 – 12).

Explanation: To provide services related to the renovation of the bathrooms in the Hollywood & Vine area of the High School to be paid through the Capital Reserve Fund.

- C. Engineering Services to conduct a Feasibility Study of Operations of Wastewater Treatment Plants for \$9,800 based upon the attached proposal (see pages 13 – 15).

Explanation: To provide engineering services related to a study of existing operations of the districts' two wastewater treatment plants with the intent of identifying potential operational efficiency changes.

- D. Buildings and Custodial Maintenance Supervisor job description to aide in scheduling/supervising/monitoring maintenance and custodial operations throughout the district (see pages 16 – 17).

Explanation: Per a review of current operations and proposed departmental changes, the administration is recommending this position to assist in scheduling, supervising and monitoring the maintenance and custodial departments. This position would replace an existing maintenance supervisor position, not create a new position.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – D: 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, absent; 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. 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.

Elizabeth A. Baffuto
Allan R. Dunk
Katie M. Kern
Brooke D. Schreiter
Sarah M. Thompson
Rashelle J. Whitcomb

- B. Leave to the individual according to the terms listed:
Professional Employee:
 Employee B41 - Family Medical, April 12, 2013 – June 2, 2013
- C. Construction Organization Plan – Stipend for the new construction project for Hambright Elementary School.

Clerk of the Works – Denny Coleman, Director of Buildings and Grounds to perform additional duties as Clerk of the Works for a base stipend of \$12,500. A bonus payment of \$2,500 will be made at the end of the construction project if the substantial completion project timeline is met. Payment to be made from the 2012 Construction Fund.

- D. Buildings and Custodial Maintenance Supervisor – Edward Saxton to perform duties as outlined for an annual salary of \$59,000 effective February 11, 2013 to be prorated for the remainder of 2012-13 fiscal year.

Explanation: This position will assist in scheduling, supervising and monitoring the maintenance and custodial departments. Mr. Saxton currently supervises the maintenance staff – the inclusion of custodial supervision will allow for an expansion of his responsibilities and allow the Director of Buildings and Grounds to better monitor planned construction and renovation projects.

- E. Mentor for the 2012-2013 school year as listed:
 Patrick Eichelberger for Jordan Jaffe -- \$394

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the EStrategic Plan.

- F. National History Day Advisor for the 2012-13 school year as listed:
 Jeremy Kirchner \$1,530

Explanation: Originally planned as having co-advisors, one of the approved advisors withdrew. Mr. Kirchner will be the sole advisor for the 2012-13 event.

- G. Co-curricular positions to the individuals cited effective February 11, 2013 for the remainder of the 2012-2013 school year:

MVMS A.V. Director	Ken Webster	\$300
MVMS A.V. Director	Jim Horner	\$300

Explanation: The two individuals have agreed to share the position for the remainder of the year.

- H. Tutor for the 2012-2013 school year: Approval of Charlotte Granito as an independent contractor for supplemental reading services at Manor Middle School a per diem rate of \$125.00 plus mileage.

Explanation: Ms. Granito will provide instruction as per an IEP.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - H: It was moved by Mrs. Green and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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 5. **Consent Agenda for Personnel Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. 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.

Aleah Clark

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 A: It was moved by Mr. Straub and seconded by Mr. Hoke to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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 8:04 p.m. on a motion by Ms. Wert and seconded by Dr. Frerichs and a unanimous voice vote.

Mr. J. Kenneth Long, President

Paula E. Howard, Secretary