

**Minutes
Committee of the Whole
February 6, 2012**

The Penn Manor School Board met in an Executive Session at 5:00 p.m. for the discussion of negotiations, student, and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:14 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 and Dr. Michael Lechlitter. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Judy Duke, Mrs. Amy Wall and her family, Mr. Neil Fellenbaum, student Tyler Bauman, 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 Tuesday, February 21, 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 January 17, 2012, Committee of the Whole Meeting. 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. Frerichs asked if there were any Citizen's Comments. Mrs. Amy Wall invited the Board to the 12th Annual Penn Manor Read-A-Thon on February 26. Mrs. Wall's daughters, Carly and Kelly, provided examples of reading materials that they enjoy.

Dr. Lechlitter provided a PowerPoint created by Mrs. Krista Cox. The information will be displayed on Data Walls in two locations at the high school.

Mrs. Green reported on the Best Practices in Hiring workshop she attended. Mr. Rintz provided information from the breakfast sponsored by Representative Aument. Mr. Schlotzhauer reported on CTC activities. Mr. Hoke invited board members to the Ag Advisory meeting on February 7.

Mrs. Friedman reviewed upcoming Board development opportunities.

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

Ms. Wert read the Board resolution recognizing and commending Tyler Bauman for his outstanding achievement in the Midwinter FFA Convention. Tyler received the Star Keystone Award in the Area of Agriculture Business. Mr. Frank Hoke presented the resolution to Tyler. Mr. Fellenbaum and Tyler explained the process for earning a Star Keystone Award.

Dr. Leichter explained the application process and timeline for the position of Assistant Superintendent. He said the policy states that 1-3 board members could serve on the Interview Committee. Ms. Wert volunteered to be on the committee.

Mr. Johnston explained the annual RFP cycle as it pertains to architectural services for projects subsequent to the Hambright Elementary construction. Mr. Johnston requested approval to proceed with advertising to solicit proposals for architectural services for potential future capital projects. Approval for placement of this item on the February 6 board agenda was approved on a motion by Mr. Straub 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 provided background information on the Penn Manor Tax Rebate Program since it began in 2006-2007. He also reviewed tax rebate information for the current school year. Mr. Johnston recommended that the district continue with the Tax Rebate Program for 2012-2013. Approval for placement of this item on the February 6 board agenda was approved on a motion by Mrs. Friedman 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.

Mr. Johnston discussed the joint participation with other area school districts to negotiate lower utility distribution costs. The current 5 year arrangement expires at the end of this fiscal year. Approval for placement of this item on the February 6 board agenda was approved on a motion by Mr. Rintz and seconded by Mr. Schlotzhauer. 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 discussed change orders pertaining to the Central Manor renovation project and the Manor Middle School fire alarm system. Approval for placement of this item on the February 6 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 provided information on the 2nd quarter of the 2011-2012 budget, and updates for the 2012-2013 budget. He announced that workshop dates for the 2012-2013 budget will be held on February 16, March 22, April 3, April 18 and May 10.

Mr. Long explained that two firms were interviewed for the sale of Hambright Elementary School. He said it was a unanimous decision of the committee to recommend Compass Real Estate, LLC to market and sell the Hambright Elementary School. Approval for placement of this item on the February 6 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. Hallock presented a Civics and Government, Grade 10 textbook, American Government Foundation Series, for review by the board. She explained that the current text was purchased

13 years ago and is not adequate given the requirements of the Keystone class and Common Core curriculum. The textbook will be reviewed by the Textbook Committee.

The Committee of the Whole adjourned at 8:35 p.m. on a motion by Mr. Long, a second by Mrs. Green, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
February 6, 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 8:39 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Tuesday, February 21, 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 and Dr. Michael Leichliter. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Amy Wall, Mrs. Judy Duke, 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 January 17, 2012. Hearing none, on a motion by Mr. Rintz, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report. He reported on student accomplishments, the Penn Manor Alumni publication, and thanked the Board for their support of PMEF activities. He provided board policy revisions to review for the next board meeting.

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. Lancaster County C. T. C. 2012-2013 General Fund Budget as presented.
- B. Crabtree, Rohrbaugh & Associates Agreement for the Hambright Elementary Project as presented.
- C. Disposition of Modular Classrooms – the Board directs the administration to pursue the disposition of the modular classroom buildings located on the Manor Middle School property.
- D. RFP for Architectural Services – to proceed with advertising to solicit proposals for architectural services for potential future capital projects.
- E. Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 5).

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

- F. Property Tax Rebate Program Resolution (see pages 6 – 11).

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 \$57,000 to low income residents that are approved for the state rebate program.

- G. UGI Distribution Rate Project Participation – ratification for district participation in cost sharing agreement for negotiating natural gas transportation agreement through IU Collaborative Services (see pages 12 – 17).

Explanation: A proposed cost sharing arrangement would allow Penn Manor to participate and benefit from a negotiated agreement involving reduced natural gas transportation service charges. Current 5 year arrangement expires at the end of this fiscal year.

- H. Central Manor Change Orders totaling \$33,820.00 as summarized on the attachment (see page 18).

- I. Manor Middle School Fire Alarm System Change Orders totaling \$2,635.00 credit as summarized on the attachment (see page 19).

- J. Commercial Sales Agreement for Hambright Elementary School – the administration to enter into a listing contract with Compass Real Estate, LLC to market and sell the Hambright Elementary School property pending review of the district solicitor.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - J: It was moved by Mr. Schlotzhauer 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. Tuition Free Seniors for the remainder of the 2011=2012 school year.

Jeffrey Wayne Capwell Jr.
Jennifer Rote

- B. Judicial Review Committee Actions as cited (see attached).

- C. Tax Exonerations as cited (see page 20).

- D. Comet Field Road and Walkway Improvements – advertise and bid the improvements to the road and walkway along Comet Field.

Explanation: Improvement work was required as part of the project to improve the field house and installation of the turf field.

- E. Pequea Elementary Water Line – advertise and bid the installation of the water line at Pequea Elementary.

Explanation: Right of way and easement issues have been settled. Water line has been extended to the property line by Wellington Development.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – E: It was moved by Mrs. Friedman 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.

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 21 – 22).
- 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:
- Kathleen L. Beaver
 - Steven H. Dembowitz
 - Alison N. Group
 - Amber L. Moschini
 - Kristine A. Palmisano
 - Alecia J. Weaver
 - Alison J. Weidman
- C. Leave to the individual according to the terms listed:
- Professional Employee:
- Employee E2 – April 24, 2012 – May 20, 2012 – Family Medical
 - Employee F2 – February 3, 2012 – April 1, 2012 – Family Medical
 - Employee G2 – March 29, 2012 – May 30, 2012 – Family Medical
 - Employee H2 – January 17, 2012 – January 16, 2013 – Intermittent Family Medical
- Classified Employee:
- Employee I2 – January 2, 2012 – January 16, 2012 – Designated Family Medical
 - Employee J2 – December 19, 2011 – January 16, 2012 – Designated Family Medical
- D. Termination of Patricia Dearolf – Termination of employment for incompetency pursuant to Section 514 of the Public School Code effective February 6, 2012.
- E. Termination of Israel Williams – Termination of employment for incompetency, neglect of duties and improper conduct pursuant to Section 514 of the Public School Code effective December 7, 2011 per the adjudication to be distributed.

- F. Resignation of the individuals listed below per the effective date:
 Deb Jones, ERA Academic Support, effective January 27, 2012
 Rachel Myers, ERA, Aide, effective January 27, 2012
 Lori Yeager, Title I Assistant, effective January 20, 2012
- G. Mentors for the 2011-2012 school year as listed:
 Lisa Roth Walter -- \$300 for Jerrell Birch
 Richard Brenton -- \$300 for Eric Urban

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – G: It was moved by Ms. Wert 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, yes; and Donna J. Wert, yes.

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

- A. HS Hot Water Storage Tank – to advertise and bid for purchase and installation of a new hot water storage tank at the high school.

Explanation: The existing tank ruptured leaving the high school with no hot water. Temporary repair have been made, but a new tank is required.

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

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5 A - B: 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.

The meeting adjourned at 8:53 p.m. on a motion by Mr. Schlotzhauer and seconded by Mrs. Green and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary