

Minutes
Committee of the Whole
February 7, 2011

The Penn Manor School Board met in a Workshop Session beginning at 5:00 p.m. The topic, presented by Ellen Pollock, Phil Gale, Rich Eby and Dana Edwards, was Changing Accountability: keystones/Common Core Standards. The Workshop Session concluded at 6:10 p.m.

The Penn Manor School Board met in Executive Session at 6:10 p.m. for the discussion of personnel, and the Superintendent's evaluation.

The Penn Manor School Board met as a Committee of the Whole at 7:07 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, Dr. Michael Leichter, and Ms. Ellen Pollock. Also in attendance for all or part of the meeting: Mr. Don Stewart, Mr. Charlie Reisinger, Mr. Denny Coleman, Mrs. Maricia Kligge, Mrs. Amy Wall, Mr. Dan Wall, daughters Kelly and Carly, Mrs. Connie Jackson, Mrs. Elaine Jones, Mrs. Cindy Rhoades, community members, and 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 22, 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. Mr. Don Stewart, Executive Director of the Penn Manor Education Foundation, thanked the school board for their continued support and generosity of the Foundation. Mr. Stewart provided highlights of the Foundation grants, scholarships and contributions to the school district, and a summary of opportunities to contribute to the Foundation. Mr. Stewart also thanked board members for their service to the Penn Manor School District.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the January 18, 2011, 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.

Mrs. Wall distributed information and invited board members to the 11th Annual Read-A-Thon to be held on Sunday, February 27 at Penn Manor High School. She said the purpose is to promote reading as a life long activity. Ms. Pollock and Carly Wall read a portion of a book to the Board.

Mr. Schlotzhauer reported on a State of the District Meeting. Mr. Long and Mrs. Wert reported on a presentation at the IU conducted by New Jersey Superintendent, Dr. Gary McCartney. Mr. Straub reported on a recent Transportation Committee meeting and proposed transportation budget cuts. Mr. Schlotzhauer highlighted Career and Technology Center budget information.

Mrs. Friedman reported on Representative Aument's breakfast. Mrs. Friedman also reported that the Property Committee is still waiting for appraisals for the commercial triangle. Mr. Long reported that the Facilities Committee will be scheduling a meeting for discussion of options for Hambright Elementary School. Mrs. Friedman presented a list of upcoming board opportunities. Board members indicated which events they will be attending.

Mr. Denny Coleman provided a detailed summary of long range capital needs for the district. He focused on improvements to deal primarily with energy conservation measures throughout the district. He also provided a tentative timeline for 20 year life cycle building renovations.

Mr. Johnston presented the proposed 2011-2012 preliminary budget and provided dates for upcoming budget workshops. In his presentation Mr. Johnston reviewed the history of the Act 1 Index, state funding issues, the PSERS effect, reductions in various categories and revenue and expense estimates. After board discussion, Mr. Johnston amended the resolution for the voting agenda. Approval for placement of the 2011-2012 preliminary budget on the board agenda was approved on a motion by Mr. Long 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

Dr. Leichliter and Mr. Johnston provided information for reviewing service contracts. They discussed the services for auditors, architects, financial services, transportation and legal, and proposed a timeline for renewal of the service contracts. Discussion ensued on the service contracts.

Dr. Leichliter and Mr. Reisinger updated the board on the IU 13 Cyber partnership. They provided detailed information on the programs for middle and high school students, the courses available, IU and district responsibilities, timeline of the program, and the membership and per student costs. The board unanimously agreed that Dr. Leichliter should express the district's interest in the IU Cyber partnership.

The Committee of the Whole adjourned at 9:45 p.m. on a motion by Mrs. Friedman, a second by Mr. Straub, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
February 7, 2011

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 9:50 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Tuesday, February 22, 2011, 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, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance: Mrs. Cindy Rhoades and 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 18, 2011. Hearing none, on a motion by Mrs. Green, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided information on student accomplishments, kindergarten registration and the Central Manor project.

The School Board Meeting Agenda was reviewed.

Item 2 A: Consent Agenda for Committee of the Whole Meeting

- A. Adoption of the 2011-2012 Proposed Preliminary Budget – The committee is recommending approval of the resolution to approve the 2011-2012 Penn Manor School District Proposed Preliminary budget with expenditures totaling \$65,493,640 (see pages 4 – 5).

Note: Page 4 was amended and page 5 eliminated.

Explanation: Under Act 1, the district is required to pass a preliminary budget by February 16th. The budget is still in its early stages – the board will have the opportunity to pass another preliminary budget in May with the final budget being presented for adoption on June 6th.

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2: It was moved by Mr. Rintz and seconded by Mr. Straub to approve this item 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.

Items 3 A – H:**Consent Agenda for Administrative Actions**

- A. “Second Reading” of the Penn Manor Energy Management Policy #719 – The administrative staff is recommending the approval of the “Second Reading” of the Penn Manor Energy Management Policy #719 (see pages 6 – 7).
- B. In-School Suspension Monitor/Clerical Aide Position – The administrative staff is recommending the elimination of the In-School Suspension Monitor/Clerical Aide position held by Brian S. Lamison for reasons of economy effective the last student day of the 2010-2011 school year.
- C. Student Assistance Program Team Leader Position – The administrative staff is recommending the elimination of the Student Assistance Program Team Leader position held by Darrin L. Donmoyer for reasons of economy effective June 30, 2011.
- D. District Painter / Floating Custodian Position – The administrative staff is recommending the elimination of the District Painter / Floating Custodian position held by Lorie Houghton for reasons of the economy effective February 13, 2011.

Explanation: The position is being eliminated in response to a substantial decrease in the district maintenance budget. Existing personnel will be transferred to an open custodial position.

- E. Delinquent Real Estate Taxes – The administrative staff is recommending ratification of the submission of delinquent real estate and interim taxes (see page 8).

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

- F. Tax Exoneration – The administrative staff is recommending approval of the tax exoneration as cited (see page 9).
- G. Waiver of Custodial Fees – The administrative staff is recommending a waiver of custodial fees for Serteen program at Penn Manor High School held on Saturday, January 29, 2011.
- H. Approval of Tax Assessment Settlement – The administrative staff is recommending authorization for the solicitor to execute the stipulation settling the First National Bank of Lancaster County/PNC Bank tax assessment matter at a value of \$1,090,000 with resulting assessments of \$802,240 for 2009-2010, \$805,510 for 2010-2011 and \$819,680 for 2011-2012 ongoing (see enclosure).

Explanation: The agreement is the result of ongoing discussions involving our solicitor and concerns and assessment appeal filed by First National Bank of Lancaster County/PNC Bank.

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

Items 4 A – G:

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 page 10).
- B. Leaves – The administrative staff is recommending granting Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 11).
- 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 (see page 12).
- D. Resignations – The administrative staff is recommending the approval of the resignations of the individuals listed below per the effective date cited.
 - Kayla Bowen – Learning Support Aide – effective 2/4/2011
 - Amy Holden – Food Service – effective 2/4/2011
 - Lorraine Snyder – Personal Care Aide – effective 1/31/2011
 - Jill Wiedmaier – Teacher – effective 1/28/2011
- E. Twilight Instructor – The administrative staff is recommending the approval of Mindy Rottmund as an instructor in the Twilight Program at the professional rate.
- F. Transfer – The administrative staff is recommending the transfer of Lorie Houghton from the eliminated district painter/floating custodial position to the open second shift custodial position at Central Manor Elementary School effective February 14, 2011.
- G. Additional ESL Hours – The administrative staff is recommending approval for Alissa Hockley to be paid up to one half hour per day through the end of the school year at her calculated hourly rate to provide additional English as a Second Language education.

Explanation: Time is being requested to provide instruction to 2 new ELL students.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – G: It was moved by Ms. Wert 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.

The meeting adjourned at 10:00 p.m. on a motion by Ms. Wert, and seconded by Mrs. Green and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary