

**Minutes
Committee of the Whole
January 17, 2012**

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

The Penn Manor School Board met as a Committee of the Whole at 7:16 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 Lechlitter, and Ms. Ellen Pollock. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Dennis Coleman, Mr. Erick Dutchess, Mr. Brian Osmolinski, student Evan Bigler, community members, 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, February 6, 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 2, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Long a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

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

Student representative Evan Bigler provided dates for upcoming high school and student council events. Dr. Frerichs asked Evan to provide some suggested dates for another meeting with the Board and high school students.

Mrs. Friedman reviewed upcoming Board development opportunities. Mrs. Green reported on a meeting that she and Mr. Schlotzhauer attended. School Resource Officer, Jason Hottenstein, was the presenter.

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

Dr. Lechlitter thanked Board Members for their hard work and dedication to the District by serving as a School Board Director. For School Director Recognition Month, Board members were given a description of a book that was chosen in their honor. The books will be placed in the high school library. Mrs. Rhoades presented the Board with information about the books and a certificate from PSBA.

Mr. Schlotzhauer reviewed highlights of the CTC Proposed Budget for 2012-2013. He said the proposed budget would be a reduction of .05% for district contribution. Mr. Schlotzhauer recommended approval for placement of proposed budget on the February 6 board agenda.

The motion was seconded by Mr. Straub. 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. Frerichs announced that the date has been set for the Board retreat. It will be June 14, 2012 at the IU 13 Conference Center.

Mr. Johnston announced that workshop dates for the 2012-2013 budget will be held on February 16, March 22, April 3, April 18 and May 10. A workshop may also be scheduled prior to the April 16 Board meeting. The preliminary budget will be presented on May 7 and the final budget on June 18.

Mr. Coleman presented the first draft of the 2012-2013 Capital Reserve Budget. He said that capital improvements are based on essential repairs, energy conservation and future plancon projects. Mr. Coleman reviewed some areas of the budget and answered questions.

Dr. Leichliter explained the petition to rezone two parcels of land. This item is on the voting agenda for approval.

Mr. Johnston recommended approval for placement on the February 6 agenda approval to dispose of the modular classrooms, currently located at Manor Middle School, in preparation for the Hambright construction project. Approval for placement of item on the 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.

Mr. Johnston presented the Crabtree Rohrbaugh & Associates Architects agreement for placement on the February 6 voting agenda. Mr. Straub said he reviewed the agreement and supported approval of it as presented. Approval for placement of item on the 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, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:14 p.m. on a motion by Mrs. Friedman, 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
January 17, 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 8:15 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, February 6, 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, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Brian Osmolinski, community members, 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 2, 2012. Mr. Kirk Schlotzhauer made a motion to amend the minutes to reflect his abstention of the payment of check #10725, dated 11/11/2011. Mr. Rintz made a motion to approve the amended minutes, Mrs. Friedman seconded the motion and it was passed with a unanimous voice vote.

Dr. Leichliter gave the Superintendent report. He reported on recent FFA Keystone and State Star winners. He distributed the Guidelines for Candidate Selection. A committee will be formed to interview candidates for the Assistant Superintendent position.

Mr. Johnston provided the Treasurer's report for December 2011. He presented for payment the December 2011 bills. It was moved by Mrs. Friedman and seconded by Mr. Hoke to approve to authorize payment of bills:

General Fund	\$	3,932,879.49
Cafeteria Fund	\$	182,668.55
Capital Reserve Fund	\$	62,207.30
Technology Capital Reserve	\$	2,360.00
2010 Construction Fund	\$	46,925.34
Student Activity Fund	\$	54,389.43
Payroll, 12/7/2011	\$	845,044.30
Payroll, 21/21/2011	\$	819,364.90

The following roll 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, abstained from check #10931.

Item 1. The School Board Meeting Agenda was reviewed.

Item 2. 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. Tax Exonerations as cited (see page 5).
- C. Rezone the Manor Middle School Property – the execution and filing of the petition to rezone the Manor Middle School property from R-Rural to RL1-Low Density Residential Flex Zone (see pages 6 – 7).
- D. ThyssenKrupp Elevator Maintenance Agreement – 5 year maintenance agreement for full maintenance coverage including parts, labor and testing the elevator at Central Manor Elementary School at the base annual cost of \$1,560 (see pages 8 – 12).
- E. Electricity Demand Response Program Agreement to extend the current Curtailment Services Agreement with ClearChoice Energy through May 31, 2013.

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 year.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 2 A – E: It was moved by Mrs. Green and seconded by Ms. Wert 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 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 13 – 14).
- 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:
 - Nichole a. Blough
 - Mark C. Flatt
 - Ryan M. Landgraff
 - Tara E. Loew
 - Adam W. Reynolds
 - Patricia A. Vernon

- C. Tenure for the individuals listed as they have completed the requirement of three years of satisfactory teaching performance with the school district:
 Amanda J. Helwig
 Anastasia K. Marmer

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

- E. Spring Musical Co-curricular positions to the individuals cited for the 2011-2012 school year:

Musical Director	Melissa Telesco	\$ 4,898
Musical Asst. Director	Melissa Mintzer	\$ 3,099
Musical Asst. Director	Carole Shellenberger	\$ 800
Musical Set Design	Mark Dennis	\$ 836
Musical Art Design	Mark Dennis	\$ 836
Musical Set Construction Supervisor	Mark Dennis	\$ 1,600
Musical Accompanist	Lauren Forbes	\$ 700
Musical Costume Coordinator	Elizabeth Sheerer	\$ 1,600
Musical Vocal Assistant	Lauren Forbes	\$ 800
Musical Orchestra	Sara Riccardi	\$ 2,008

Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.

- F. Leave to the individual according to the terms listed:
Professional Employee:
 Employee D2 – December 8, 2011 – January 11, 2012, Designated Family Medical

- G. Mentors for the 2011-2012 school year as listed:
 Kevin Bower - \$788 for Megan Quinn (change from previous approved amount)
 Christine Harman - \$394 for Erika Martin
 Carrie Aukamp - \$820 for Thomas Reustle

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.

- H. Retirement of the individual listed below per the effective date cited:
 Susan Kelshaw, Transportation Directed, July 27, 2012

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 3 A – H: It was moved by Ms. Wert and seconded by Mrs. Friedman 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.

Dr. Frerichs announced that the Penn Manor School Board would reconvene to an Executive Session beginning at 8:30 p.m. for the discussion of a student matter.

The meeting adjourned at 8:27 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