

Minutes
Committee of the Whole
January 18, 2011

The Penn Manor School Board met in Executive Session at 4:15 for the discussion of student matters, personnel, negotiations, and the Superintendent's evaluation.

The Penn Manor School Board met for an educational session beginning at 5:40 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 Lechliter, and Ms. Ellen Pollock. Also in attendance for all or part of the meeting: Dr. Theresa Kreider, Mrs. Vickie Hallock, Mr. Charlie Reisinger, Mr. Denny Coleman, Mrs. Jill Coleman, Mrs. Kari Steinbacher, Mrs. Connie Jackson, Mrs. Elaine Jones, Mrs. Cindy Rhoades, community members, and Mrs. Paula Howard.

The Penn Manor School Board met as a Committee of the Whole at 7:00 in the Board Room at Manor Middle School.

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 7, 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. There were none at this time.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the December 6, 2010, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Long and a unanimous voice vote, the Minutes were approved as printed.

The Keystone Exams and AP Course presentation was rescheduled for Monday, February 7, 2011.

Mr. Denny Coleman provided a summary of proposed strategies and objectives that will be implemented in the school district for energy conservation. The Energy Management Policy was presented for a first reading. The administrative guidelines for energy conservation and building management were also provided for discussion.

Approval for placement of the first reading of the Energy Management Policy on the board agenda was approved on a motion by Mr. Rintz 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

A broad summary of the proposed 2011-2012 budget cuts was presented by Dr. Leichter, Mr. Johnston, Ms. Pollock, Mr. Coleman, Mr. Reisinger, Dr. Kreider and Mrs. Hallock. The discussion included proposed cuts in the areas of staffing, curriculum and instruction, transportation, special education, professional development, athletics, operations and building budgets, maintenance and utilities, and technology. Dr. Leichter also reported that in addition to the freeze in cabinet salaries for the second year, building principals and Act 93 administrators have requested a freeze in salaries for the 2011-2012 school year.

Mr. Johnston discussed the resolution to limit any potential tax increase to the allowable index under Act 1, and the alternate resolution concerning the advertising of the proposed preliminary budget and the authorization to seek Act 1 exceptions for possible use. Mr. Johnston said that the administration recommends the resolution to seek Act 1 exceptions.

Mr. Rintz made a motion for placement on the board agenda a resolution to limit any potential tax increase to the allowable index under Act 1. This was seconded by Mr. Hoke. The following vote was taken on this motion: Dr. Frerichs, no; Mrs. Friedman, no; Mrs. Green, no; Mr. Hoke, yes; Mr. Long, no; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, no and Ms. Wert, no.

Mrs. Friedman made a motion for placement on the board agenda a resolution authorizing proposed preliminary budget display and advertising and authorizing referendum exception. This was seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, no; Mr. Long, yes; Mr. Rintz, no; Mr. Schlotzhauer, no; Mr. Straub, yes and Ms. Wert, yes.

Mrs. Friedman presented a list of upcoming board opportunities. Board members indicated which events through February 4 they will be attending.

Mr. Schlotzhauer and Mr. Long provided a summary of the Schools in Crisis Forum sponsored by the Hourglass Foundation and the Pennsylvania Economy League. Dr. Frerichs distributed information from the Forum and information regarding the IU Transfer between Entities. Mr. Long distributed updated information regarding the Penn Manor Education Foundation scholarships, venture grants, and activities.

The Committee of the Whole adjourned at 7:35 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
January 18, 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 7:36 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, February 8, 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: Dr. Theresa Kreider, Mrs. Vickie Hallock, Mr. Charlie Reisinger, Mrs. Kari Steinbacher, Mrs. Elaine Jones, Mrs. Cindy Rhoades, community members, and Mrs. Paula Howard.

Dr. Frerichs asked if there were any Citizen's Comments. Mr. Don Miley, 165 Victoria Rd., Millersville addressed the board regarding the budget and tax increase.

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the January 3, 2011. Hearing none, on a motion by Mr. Long, a second by Mrs. Freidman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter announced that January is School Director Recognition month. He thanked the board members for their dedication to the Penn Manor families. A resolution and a book, with the anti-bullying theme, was presented to each board member. The books will be placed in the elementary and middle school libraries in their honor. Dr. Leichliter reported that Mrs. Fay and some Ag students were invited to attend the Pennsylvania Governor's inauguration. Dr. Leichliter also provided results of a recent PMEA District Chorus Festival.

Dr. Leichliter stated that he received a request from the Serteen Club to waive the cost of custodial services for a dance in February. He recommended that the board consider support of the request. Dr. Leichliter will place the waiver request on the February 7 board agenda.

Mr. Johnston reviewed the treasurer's report for November and December 2010. Mr. Johnston presented for payment the December 2010 bills. It was moved by Mr. Long and seconded by Mrs. Green to approve to authorize payment of bills in the amounts of \$4,182,404.82 from the General Fund; \$102,405.24 from the Cafeteria Fund; \$3,805,661.14 from the Capital Reserve Fund; \$244,014.55 from the 2006 Construction Fund; \$1,251,601.93 from the 2010 Construction Fund; \$44,029.43 from the Student Activity Fund and payroll in the amounts of \$882,819.51 dated 12/8/10 and \$846,973.42 dated 12/22/10. 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.

The School Board Meeting Agenda was reviewed.

Items 2 A - C:

Consent Agenda for Committee of the Whole Meeting

- A. Lancaster County C. T. C. 2011-2012 General Fund Budget – The committee is recommending approval of the Lancaster County C. T. C. 2011-2012 General Fund Budget.
- B. “First Reading” of the Penn Manor Energy Management Policy #719 – The committee is recommending the approval of the “First Reading” of the Penn Manor Energy Management Policy #719 (see pages 4 – 5).

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A - B:

It was moved by Mr. Straub 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.

- C. Budget Resolution – The committee is recommending approval of the resolution to advertise the preliminary budget as presented in the Committee of the Whole.

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2 C: It was moved by Mrs. Friedman and seconded by Mr. Long 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, no; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, no; Christopher Straub, yes, and Donna J. Wert, yes.

Items 3 A – F:

Consent Agenda for Administrative Actions

- A. Disposal of Assets – The administrative staff is recommending approval of the disposal of the technology equipment listed (see pages 6 – 7).

Explanation: The Technology Department is recommending disposal of the obsolete items on the attached list. None of the items on the list are in serviceable condition. There is no resale value for the items. Susquehanna Association for the Blind and Vision Impaired will remove the items at no charge to the school district.

- B. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- C. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see enclosure).
- D. Underground Storage Tank Testing – The administrative staff is recommending approval of the proposal by Crompco, LLC for tightness testing of the underground storage tanks at Central Manor, Hambright and Pequea Elementary Schools for \$1,500.

Explanation: The tightness tests are required by the district’s insurance company.

- E. Survey Services – The administrative staff is recommending approval of the proposal by Diehm & Sons, Inc. to provide survey services and line marking at the High School for \$1,000.

Explanation: The survey services are needed to accurately determine the boundary line with a neighboring property.

- F. Change Order for Modular Classroom Relocation Electrical Contract – The administrative staff is recommending approval of a change order totaling \$351.80 for the contract with Ben’s Electric associated with the relocation and set up of the modular classrooms at Manor Middle School.

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

Items 4 A – D:

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 pages 8 – 9).
- B. Leaves – The administrative staff is recommending granting Intermittent Family Medical and Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 10).
- 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.
 Zachary J. Horst
 Molly E. Rakos
- D. Tenure – The administrative staff is recommending that Patricia L. Shover be granted tenure as she has completed three years of satisfactory teaching performance within the school district.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – F: It was moved by Mrs. Green 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.

The meeting adjourned at 8:00 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