

**Minutes  
Committee of the Whole  
July 11, 2011**

The Penn Manor School Board met for a tour of Central Manor Elementary School at 5:00 p.m.

The Penn Manor School Board met in Executive Session for the discussion of the Superintendent's evaluation and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:07 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 Leichliter, and Ms. Ellen Pollock. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charles Reisinger, Mrs. Rhonda Lord, KKAG, Mrs. Amy Wall, Mrs. Amy D'Amico, Mrs. Cheryl Youtz, student Emma Evarts, her parents Mr. and Mrs. Evarts and other family 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, August 1, 2011, 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 June 20, 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.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the June 23 School Board Retreat minutes. Hearing none, on a motion by Mrs. Green, a second by Ms. Wert and a unanimous voice vote, the Minutes were approved as printed.

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

Mr. Long reported on the change in the state funding for the Penn Manor Education Foundation and asked the school board members for support of the Foundation.

Dr. Leichliter reported Kegel Kelin Almy & Grimm LLP will be sponsoring a sixth grade field trip to the Turkey Hill Experience. He said the sixth grade class from Letort will be going on the field trip.

Dr. Leichliter reported on the school visits with the architects. He reviewed the next steps that will be taken by the Facility Committee before a recommendation is brought to the Board.

Mrs. Friedman reviewed upcoming Board opportunities. Dr. Frerichs and Dr. Leichter requested permission to attend a PSBA workshop relating to successful Board-Superintendent relationships. The Board gave their approval.

Dr. Frerichs asked for volunteers for the Strategic Plan Professional Development Committee. Mrs. Green, Mr. Long and Mr. Hoke volunteered.

Mrs. Youtz introduced Emma Evarts who earned the highest individual score and Gold Honors on the National Spanish Exam for 2011. Mr. Rintz read a Board resolution honoring Emma and Dr. Frerichs presented it to her.

Dr. Leichter provided background information for the first amendment to the Commercial Triangle Agreement of Sale. Mrs. Lord, from Kegel Kelin Almy & Grimm, reviewed the amendment and elements of the revised agreement. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman 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.

Dr. Kreider provided information regarding the Transfer between Entities with the IU 13 and Penn Manor. She explained the district history with previous transfers, the cost per student of special services for a student, and the cost saving with transfers. She reviewed the proposed plan for a transfer for the 2012-2013 school year.

Dr. Frerichs announced that he will be attending the PSBA meeting in October along with Mr. Rintz and Mr. Schlotzhauer. They would like to be voting delegates for the School Legislative Policy Council. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman 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.

The Committee of the Whole adjourned at 8:05 p.m. on a motion by Mr. Long, a second by Mrs. Green, and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**July 11, 2011**

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Auditorium at Manor Middle School. The meeting was called to order by Board President, Dr. Richard Frerichs at 8:06 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, August 1, 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 Leichter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, 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 at this time.

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the June 20, 2011. Hearing none, on a motion by Mr. Long, a second by Mrs. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston presented for payment the June 2011 bills. It was moved by Mrs. Friedman and seconded by Mrs. Green to approve to authorize payment of bills:

General Fund	\$ 10,684,973.25
Cafeteria Fund	\$ 180,125.59
Capital Reserve Fund	\$ 10,049.75
2010 Construction Fund	\$ 195,846.33
Student Activity Fund	\$ 42,792.66
Payroll, 6/8/2011	\$ 869,363.59
Payroll, 6/22/2011	\$ 919,096.28

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.

**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.    PSBA 2011 Legislative Policy Council – The committee is recommending the following as voting delegates for the PSBA 2011 School Legislative Policy Council.
1. Dr. Richard Frerichs
  2. Mr. Carlton Rintz
  3. Mr. Kirk Schlotzhauer

- B. Reappointment of Jeffrey T. Sultanik, Esquire, of Fox Rothschild LLP, as chief negotiator for the upcoming negotiations between the Penn Manor School Board and the Penn Manor Education Association at an hourly rate of \$240.00 per hour, based upon the same fee arrangement in the fee letter dated July 20, 2010.

*Explanation: Mr. Sultanik has agreed to continue his service for the upcoming school year. There will be no rate increase in his fees, which are competitive with other legal services contracted by the district.*

**MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA**

**ITEMS 2 A – B:** It was moved by Mrs. Friedman 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. Acceptance of Gift from The Ressler Mill Foundation for 370 copies of dictionaries to be used for 3<sup>rd</sup> grade classrooms.
- B. School District Physician – Dr. John Ichter as the School District’s Physician for the 2011-2012 school year at the rate of \$4,000 (see page 5).

*Explanation: Dr. Ichter has agreed to continue his service. There will be no rate increase again this year.*

- C. Central Manor Change Orders, Warfel Construction Company totaling \$66,295.00 as summarized on the attachment (see page 6).
- D. Disposal of Assets of the technology equipment listed (see pages 7 – 9).

*Explanation: The Information Technology department is recommending disposal of the non-functioning and obsolete technology items on the attached list. There is no resale value for the items. Apple Inc. will remove and recycle the items at no charge to the school district.*

- E. Mileage Rate Approval of a change in the standard mileage rate for business use of an automobile from 51.0 cents per mile to 55.5 cents effective July, 2011.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on the annual basis. This adjustment is the second time in four years where the IRS has implemented a mid-year change.*

- F. CAFCO Bids Vendors for 2011 - 2012
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|----------|--------------|
| Feeser's | \$264,079.75 |
| Sysco    | \$213,357.45 |
- G. Health Care Reinsurance Contract with Highmark for health care reinsurance for the 2011-2012 year at the rates listed below:  
 Specific reinsurance \$19.53 per employee per month (\$200,000 deductible).  
 Aggregate reinsurance \$2.23 per employee per month \$8,396,692 attachment point).
- Explanation: The health care consortium approved this contract at its last meeting. Reinsurance provides an insured safety net for the district even though the district is self-insured for medical claims. Reinsurance limits the district's total liability. Highmark would reimburse the district if any claim exceeds the amounts listed above.*
- H. Building Systems Agreement with Honeywell to provide equipment and services related to the upgrade from the current operating system to the new Enterprise Building Integration system at a proposed cost of \$82,800. The system will allow for online integrated system management of six buildings.
- Explanation: Current system version dates to 1992 and will no longer be supported.*
- I. National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2011 to June 30, 2012.
- Explanation: Annual application is made to PDE to register the school district as a participant in the National School Lunch and School Breakfast Program.*
- J. Food Service Agreement with IU 13 between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2011. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the IU13.*
- K. Food Service Agreement with LCCTC between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2011. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the LCCTC.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – K:**

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.

**Item 4.            Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A.    Resignations of the individual listed per the effective date.  
       Lauren M. Kirby, high school learning support teacher, effective 7/1/2011  
       Jolene Kreider, high school health room tech, effective 6/8/2011  
       Laura B. Weaner, high school Family & Consumer Sciences teacher, effective 8/15/2011
- B.    Employment and Change in Status of the individuals listed per the effective date for the 2011-2012 school year (see pages 10 – 12).
- C.    Leaves to the individuals according to the terms listed:  
       Professional Employees:  
       Employee L1 – First Semester of the 2011-2012 School Year – Child Rearing  
       Employee M1 – April 20, 2011 – June 5, 2011 – Designated Family Medical

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – C:** It was moved by Mr. Schlotzhauer 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 5.            Consent Agenda for Committee of the Whole**

- A.    Amendment for the Sale of Commercial Property – The committee is recommending approval of amendment number 1 to an agreement previously approved on April 18, 2011 for the sale of commercial property with Blackford Development LTD for 5.88+ acres situated at Millersville Road (Route 741) and Barbara Street at Wabank Road. The Superintendent of Schools is authorized and directed to execute amendment with buyer [see handout].

**MOTION ON COMMITTEE OF THE WHOLE AGENDA ITEM 5 A:** 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, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

The meeting adjourned at 8:20 p.m. on a motion by Ms. Wert, and seconded by Mr. Straub and a unanimous voice vote.