

**Minutes
Committee of the Whole
June 18, 2012**

The Penn Manor School Board met in the Manor Middle School Auditorium at 5:00 p.m. for an Act 34 hearing for Hambright Elementary School.

The Penn Manor School Board met in an Executive Session at 5:50 p.m. for the discussion of the student and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:00 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. Christopher Johnston and Dr. Michael Lechliter. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Phil Gale, Miss Maria Vita, Mrs. Melissa Ostrowski, Mrs. Deb Meckley, Mr. Jeff Roth, Mr. Jeff Himes, Penn Manor students Chrissy Bell and Kristen Longsderff, Mr. and Mrs. Longsderff, Penn Manor graduate, Jordan Franssen, Heather Heesen, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, July 16, 2012, at 7:00 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 4, 2012, 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 if there were any Citizen's Comments. Penn Manor graduate, Jordan Franssen, spoke regarding the future of the Penn Manor Rocket Club.

Ms. Wert read the Board resolution recognizing and commending Kristen Longsderff for being awarded the National American Visions Award Medal. Mrs. Green presented the resolution to Kristen. Kristen provided some information on her art project.

Mrs. Friedman read the Board resolution recognizing and commending Miss Maria Vita for being awarded the American Psychological Association's TOPSS Excellence in Teaching Award. Mr. Rintz presented the resolution to Miss Vita. Miss Vita thanked the board and administration for their support.

Mrs. Friedman reviewed the upcoming Board development opportunity.

Mrs. Melissa Ostrowski and Mrs. Deb Meckley presented information on the Penn Manor/Millersville University Mentoring Program. The program provided mentoring for Penn

Manor High School students in student academic achievement, personal/social development, and career development.

Mr. Roth provided an update on Athletic Measures of Success. He distributed and explained information relating to the Athletic Program Measures of Success brochure, community involvement of athletic teams, the reporting of grades and follow-up by coaches, and a summary of athletic accomplishments for 2011-2012.

Mr. Johnston provided information on Act 1 Slots distribution. He reviewed information relating to Homestead and Farmstead exemptions, and tax relief for 2012-2013. Approval for placement of the resolution on the June 18 board agenda was approved on a motion by Mrs. Green and seconded by Mrs. Friedman. 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 proposed 2012 – 2013 final budget. He reviewed changes from the preliminary budget. Approval for placement of this item on the June 18 board agenda was approved on a motion by Mr. Long and seconded by Mrs. Friedman. 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, no; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston provided information the committed fund balance. Approval for placement of the resolution on the June 18 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.

The Committee of the Whole adjourned at 8:36 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
June 18, 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 8:37 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, July 18, 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. Christopher Johnston and Dr. Michael Leichliter. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Penn Manor graduate Jordan Franssen, Heather Heesen, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

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 4, 2012. 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 announced that an Executive Session was held on June 14, 2012, during the Board Retreat, for the discussion of personnel matters.

Dr. Leichliter gave the Superintendent report.

Mr. Johnston provided the Treasurer's report for May 2012. He presented for payment the May 2012 bills. It was moved by Mr. Hoke and seconded by Mrs. Green to approve to authorize payment of bills:

General Fund	\$	2,945,936.30
Cafeteria Fund	\$	60,936.07
Capital Reserve Fund	\$	2,234.51
Technology Capital Reserve	\$	52,339.30
2010 Construction Fund	\$	76,924.72
Student Activity Fund	\$	38,270.94
Payroll 5/9/2012	\$	803,529.05
Payroll 5/23/12	\$	835,057.27

The following roll call vote was taken on this motion: Richard L. Frerichs yes, abstained from check #12895; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes, abstained from check #12626; Kirk Schlotzhauer, yes, Christopher Straub, yes, and Donna J. Wert, yes, abstained from check #12735.

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. Adoption of the 2012-2013 Final Budget – Items regarding the adoption of the 2012-2013 Penn Manor School District budget:
1. Adoption of the final budget for 2012-2013 listing expenditures in the amount of \$66,130,149.
 2. Authorization of the intent to levy taxes necessary for the support of the budget under act 511.
 3. Adoption of a resolution for approval of the Final Budget for the General Fund (see page 7).
 4. Adoption of a resolution for approval of the 2011 Annual Tax Levy Resolution (see pages 8 – 9).
 5. Adoption of a resolution authorizing installment payments (see page 10).
- B. Act 1 Slots Distribution – The 2012 Homestead and Farmstead Exclusion Resolution as per the attached resolution (see pages 11 – 13).
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2012 Fund Balance (see page 14).
- D. Custodial Lead Worker job description for high school second shift to aide in supervising/monitoring custodial operations and event management (see pages 15 – 17).

Explanation: Per a review of current operations and proposed departmental changes, the administration is recommending this position to assist in coordinating and monitoring evening cleaning and events at the High School. This position would replace an existing custodian, not create a new position.

- E. Maintenance Supervisor job description for the maintenance department to aide in scheduling/supervising/monitoring maintenance operations throughout the district (see pages 18 – 21).

Explanation: Per a review of current operations and proposed departmental changes, the administration is recommending this position to assist in scheduling, supervising and monitoring the maintenance department. This position would replace an existing maintenance position, not create a new position.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A. 1-4: It was moved by Mr. Straub 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, no; Kirk Schlotzhauer, no; Christopher Straub, yes, and Donna J. Wert, yes.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A. 5: It was moved by Mr. Straub 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.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 B - E: It was moved by Mrs. Friedman 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.

Item 3. **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. 2012-2013 School Breakfast and Lunch Prices as cited (see page 22).

Explanation: Modest increases to tiered lunch and breakfast prices are requested for students and adults. Student tiered pricing has not been adjusted since 2009-2010.

- C. Trane Tracer ES Express Graphical Interface Proposal as cited (see pages 23 – 27).

Explanation: Provides web based access to the building control system at Manor Middle School.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – C: It

was moved by Mrs. Friedman 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.

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 2012-2013 school year (see pages 28 – 29).
- B. Substitute Pay Rates for the 2012-2013 school year:
 - 1. Daily Substitute Teacher Pay Rate – daily rate of \$100, no fringe benefits, except that, if the daily substitute teacher is assigned to and works for 15 days in the same position, the daily rate shall be \$216 (100% of beginning salary daily rate rounded to the nearest dollar.) This daily rate of \$216 shall begin on the 16th day and continue for each day the employee is assigned to that identical position for the 2012-2013 school year.

Explanation: Rate remains unchanged from the previous year.

2. Long-term Substitute Teachers – (those persons employed in professional positions and whose employment at the time of hiring is expected to continue for one semester or more) shall be paid a per diem rate equal to the starting salary for the applicable credit column divided by 189 days in 2012-2014 per the Negotiated Agreement with fringe benefits as defined by the Negotiated Agreement.

3. Support Staff Substitute Pay Rates – as noted below:

Athletic Trainer - \$20.00 per hour
 Food Service Sub - \$8.50 per hour
 Food Service Manager Sub Hourly Rate Differential - \$.80 (elementary)
 Food Service Manager Sub Hourly Rate Differential - \$.85 (secondary)
 Food Service Banquet Hourly Rate Differential - \$2.50
 Custodial Sub -- \$8.50 per hour
 Clerical Sub - \$8.50 per hour
 Building Aide Sub - \$8.50 per hour
 Learning Support Aide Sub - \$8.50 per hour
 Healthroom Tech Aide Sub - \$11.00 per hour
 Healthroom Tech Nurse Sub for RN - \$14.81 (elementary)
 Healthroom Tech Nurse Sub for RN - \$14.12 (secondary)

Explanation: Rates remain unchanged from the previous year.

- C. Department Coordinator Stipend Calculation used to determine Department Coordinator stipends for the 2012-2013 school year (see page 30).

Explanation: The rate calculation has remained unchanged since 2009-2010.

- D. Department Coordinator Fringe Benefits – The superintendent is recommending approval of the following benefits for Department Coordinators.
- Governance for all benefits not defined below shall be aligned with those benefits outlined in the Penn Manor School District Negotiated Agreement.
 - Life insurance in an amount equal to that stated in the Negotiated Agreement plus \$10,000.
 - The district shall pay the cost of tuition according to the terms and conditions contained in the Negotiated Agreement, but in an amount of \$250.00 above the maximum as stated therein.
 - The district shall reimburse employees for membership in professional organizations at \$100.00 per annum. A maximum of \$300.00 is available dependent upon expended funds in an individual tuition reimbursement. All such payments shall require the approval of the Superintendent.

Explanation: The benefits stated above represent no change over the current benefit levels.

- E. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 660 hours for a total of \$31,350 for the 2012-2013 school year.

Explanation: The rate and hours have remained unchanged since 2009-2010.

- F. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2012-2013 school year (available upon request).

- G. Support Staff Salaries for the 2012-2013 school year (available upon request).

- H. Board Secretary Services – The administrative staff is recommending approval for Paula E. Howard to receive \$3,110 for her services as Board Secretary for the 2012-2013 school year.

Explanation: The rate remains unchanged from the previous year.

- I. Wellness Coordinator -- Dawn Janssen to receive \$2,500 for her services as Wellness Coordinator for the 2012-2013 school year.

Explanation: This position was created in the most recent contract to aid the district in implementing wellness initiatives.

- J. Nurse Substitute Caller Stipend for contacting/arranging substitute services for health rooms for the 2012-2013 school year for a stipend of \$2,500.
Kathy Campbell

- K. 2012/2013 Band Positions for the 2012-2013 school year.

Marching Band Director	Tom Mumma	\$5,861
Brass Instructor	Dan Meeker	\$1,333
Brass Instructor	Dan Stauffer	\$1,333
Winter Guard Instructor	Katie Roberts	\$823
Woodwind Instructor	Ashley Weer	\$1,333
Percussion	RC Youse	\$1,025
Visual Captain Head	George Blakely	\$1,025
Guard Instructor	Katie Roberts	\$1,538

- L. Rates for Co-curricular Work for the 2012 – 2013 school year as cited (see page 31).

Explanation: Rates for co-curricular work are reviewed annually. Presented rates have been held constant since 2008-2009.

- M. Resignations of the individual listed per the effective date.
 - Amanda Helwig, elementary teacher, effective August 20, 2012
 - Daniel Martino, elementary principal, effective June 30, 2012
 - Kathy Spang, secondary teacher, effective August 20, 2012
 - Nicholas Swartz, secondary teacher, effective August 20, 2012

- N. Retirement of the individual listed per the effective date:
James Spackman, custodian, Marticville Middle School, effective July 20, 2012
- O. Leaves to the individuals according to the terms listed:
Professional:
 - Employee B7 – Family Medical, August 17 – November 8, 2012
 - Employee B8 – Family Medical, August 15 – 24, 2012
Classified:
 - Employee B9 – Designated Family Medical, May 8 – June 3, 2012
- P. Employee Group Agreements (copies available upon request).
Act 93
Administrative Leadership Team Compensation Plan
Administrative Support Compensation Plan

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – P: It was moved by Ms. Wert 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 5. **Consent Agenda for Personnel Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Change in status [*] for the 2012-2013 school year:

Baker, Tamara H.* – professional administrative employee, 10 month, 210 days, full-time, permanent position, Administrative Act 93 Level, \$80,360, pending receipt of required documents [change from 189 days/Elementary School Counselor/Hambright Elementary School]. Assignment: Principal/Conestoga Elementary School.

Mrs. Baker has worked as an elementary school counselor serving the students at Hambright Elementary since 1999. Tamara has served as acting principal at Hambright during Semester 1 of the 2009-2010 school year and most recently served as acting principal at Letort Elementary School.

Cox, Krista A.* – professional administrative employee, payment of an administrative stipend of \$5,059 for serving as acting principal at Eshleman Elementary School for the 2012-2013 school year.

Mrs. Cox is a graduate of Penn Manor High School and has been employed with the district since July 2009 as a high school assistant principal.

MOTION ON PERSONNEL ACTIONS CONSENT 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 8:50 p.m. on a motion by Mrs. Friedman and seconded by Mr. Straub and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary