

**Minutes
Committee of the Whole
June 20, 2011**

The Penn Manor School Board met in Executive Session at 6:15 p.m. for the discussion of 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. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was absent. 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. Denny Coleman, Mrs. Connie Jackson, Mrs. Rhonda Lord, KKAG, Caroline Hoffer, Barley Snyder LLC, Keith Heigel, Donna Deerin Ward, Wilbur McMichael, Rich Ozimek and Anthony Billet, LMS Commercial Real Estate, Mr. Larry Lovato, Crabtree Rohrbach & Associates, 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, July 11, 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 6, 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 if there were any Citizen's Comments. There were none at this time.

Ms. Wert provided an update on Lancaster County Academy.

Mr. Rintz provided an update on a recent Co-curricular meeting.

Dr. Frerichs distributed the Board retreat agenda and the building tour form. He also reviewed upcoming board opportunities. Dr. Frerichs provided an update of a recent meeting with Representative Ryan Aument.

Donna Deerin Ward, Wilbur McMichael, Rich Ozimek and Anthony Billet, from LMS Commercial Real Estate explained the proposed development on the portion of the Commercial Triangle that is under agreement. They reviewed their request for an adjustment to the existing agreement. After much discussion the board adjourned to Executive Session to seek advice from counsel for a related legal issue at 7:44 p.m. until 8:15 p.m. At that time Dr. Frerichs called the meeting back to order.

A resolution to extend the due diligence period by six weeks for an agreement of sale dated April 25, 2011 with Blackford Development was read by Dr. Frerichs. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz and seconded by Mr.

Long. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Larry Levato, Crabtree Rohrbach & Associates, presented and reviewed Plancon A/B for Hambright Elementary School. Approval for placement of this item on the board agenda was approved on a motion by Mr. Long and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; 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 and explained the Hambright Project Reimbursement Resolution. Approval for placement of this item on the board agenda was approved on a motion by Ms. Wert and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; 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 and explained the Homestead and Farmstead Exclusion Resolution. He explained the total slot distribution for 2011-2012, the number of approved homesteads and farmsteads, and the amount of tax relief per approval will be \$118.33. Approval for placement of this item on the board agenda was approved on a motion by Mr. Straub and seconded by Mrs. Green. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; 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 and explained the 2011-2012 proposed final budget with expenses totaling \$64,716,620 and with a 1.4% tax increase. Approval for placement of this item on the board agenda was approved on a motion by Mr. Hoke and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, opposed; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston presented the Resolution for Commitment of June 30, 2011 Fund Balance. The resolution recognizes and approves commitments of the general fund for future retirement benefit costs and for future textbook series purchases. Approval for placement of this item on the board agenda was approved on a motion by Mr. Straub and seconded by Mr. Hoke. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; 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 9:15 p.m. on a motion by Mr. Long, 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 20, 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 9:16 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, July 11, 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. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance: Mrs. Connie Jackson, 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 6, 2011. Hearing none, on a motion by Mr. Hoke, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter reported on recent FFA accomplishments. He provided information on the senior awards ceremony and public water connection for Pequea Elementary.

Mrs. Rhoades provided information on the 2011 Summer B.R.E.A.K. program.

Mr. Johnston reviewed the treasurer's report for May 2011. Mr. Johnston presented for payment the May 2011 bills. It was moved by Mr. Long and seconded by Mr. Schlotzhauer to approve to authorize payment of bills:

General Fund	\$	2,290,167.96
Cafeteria Fund	\$	42,235.22
Capital Reserve Fund	\$	69,496.15
2010 Construction Fund	\$	195,227.76
Student Activity Fund	\$	32,722.99
Payroll, 5/11/2011	\$	859,945.71
Payroll, 5/25/2011	\$	882,378.54

The following roll call vote was taken on this motion: Richard L. Frerichs, yes; Johnna Friedman, absent; 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. Employee Group Agreements – Act 93, Administrative Leadership Team Compensation Plan and Administrative Support Compensation Plan (copies available upon request).
- B. Hambright Project Reimbursement Resolution (see pages 7 – 8).
- C. Hambright Plancon A/B (see enclosure)
- D. Act 1 Slots Distribution – The 2011 Homestead and Farmstead Exclusion Resolution as per the attached resolution (see pages 9 – 11).
- E. Committed Fund Balance – The Resolution for Commitment of June 30, 2011 Fund Balance (see page 12).

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A – E: It was moved by Mr. Schlotzhauer and seconded by Mr. Long to approve these items as amended. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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. Tax Exonerations

<u>BILL NO.</u>	<u>NAME</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
<i>MANOR TOWNSHIP</i>				
41010-3-3782	LANCASTER COUNTY SOLID WASTE	Exempt	\$ 14,500.00	\$ 98.08
41010-3-3776	LANCASTER COUNTY SOLID WASTE	Exempt	\$ 551,300.00	\$ 3,729.20

- C. ALEK’s Pilot Math Supplemental Program – (see pages 13 – 14).

Explanation: This is a high school math supplemental program. It is free for the first three months. After that (January) it is \$25.00 per student for a total of \$5,000.00. It is part of the School Improvement Plan.

- D. Adoption of the 2011-2012 Final Budget – Items regarding the adoption of the 2011-2012 Penn Manor School District budget:

1. Adoption of the final budget for 2011-2012 listing expenditures in the amount of \$64,716,620.
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 15).
4. Adoption of a resolution for approval of the 2011 Annual Tax Levy Resolution (see pages 16 – 17).
5. Adoption of a resolution authorizing installment payments (see page 18).

E. High School Track Repairs (see pages 19 – 20).

Explanation: To repair bubbles and refinish surface.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 2 A – C, E:

It was moved by Ms. Wert and seconded by Mr. Straub to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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 ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 2 D: It was moved by Mr. Hoke and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, no; 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. Saturday School and/or after School Detention for the 2011-2012 school year

Erick Dutchess	Paul Milot
Kathy Grenier	Jeremy Nesmith
Kathy Kirk	Brian Osmolinski
Tresa Kirk	Heather Paquette
Doug Kramer	Maryann Saylor
Jen Kroesen	Nick Swartz
Jim McGlynn	

B. Seventh Grade Basketball Coach for 2011-2012

Matt Cristino

C. Resignations of the individual listed per the effective date.

Karen Hedrick, Elementary Title I Aide, effective June 8, 2011
Melissa Telesco, Music teacher, effective June 8, 2011

D. Benchmark Assessments Coach – the following person will be working on developing benchmarks for the 2011-2012 school year at the professional rate:

Anna Marmer

- E. Employment and Change in Status of the individuals listed per the effective date for the 2011-2012 school year (see pages 21 – 22).
- F. Leaves to the individuals according to the terms listed:
Classified Employees
 Employee J1 – May 31 – June 8, 2011 – Family Medical
 Employee K1 – April 7 – June 1, 2011 – Designated Family Medical
- G. Substitute Pay Rates for the 2011-2012 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 2011-2012 school year.

Explanation: This is the same rate as the 2010-2011 school 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 2011-2012 per the Negotiated Agreement with fringe benefits as defined by the Negotiated Agreement.

Explanation: This is the same rate as the 2010-2011 school year.
 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: This is the same rate as the 2010-2011 school year.
- H. Department Coordinator Stipend Calculation used to determine Department Coordinator stipends for the 2011-2012 school year (see page 23).

Explanation: This is the same rate as the 2010-2011 school year.

- I. 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.

- J. 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 2011-2012 school year.

Explanation: The rate and hours are identical to the compensation for the 2009-2010 and 2010-2011 school years.

- K. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2011-2012 school year (available upon request).

Explanation: Salaries are the same as the 2010-2011 school year.

- L. Support Staff Salaries for the 2011-2012 school year (available upon request).

Explanation: Salaries are the same as the 2010-2011 school year.

- M. 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 2011-2012 school year.

Explanation: This is the same rate as the 2010-2011 school year.

- N. 2011/2012 Band Positions for the 2011-2012 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

- O. Rates for Co-curricular Work for the 2011/2012 school year as cited (see page 24).

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

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – O: It was moved by Mr. Rintz and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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. Agreement of Sale with Blackford Development

- A. The Committee of the Whole is recommending approval to extend the due diligence period by six weeks for an agreement of sale dated April 25, 2011 with Blackford Development.

MOTION ON COMMITTEE OF THE WHOLE AGENDA ITEM 5 A: It was moved by Mr. Schlotzhauer and seconded by Mr. Hoke to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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 9:32 p.m. on a motion by Ms. Wert, and seconded by Mr. Straub and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary