

**Minutes  
Committee of the Whole  
June 4, 2012**

The Penn Manor School Board met as a Committee of the Whole at 5:00 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. Charlie Reisinger, Mrs. Amy Wall, Mr. Larry Levato, Mr. Hal Hart, 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, June 18, 2012, following the 5:00 Hambright Act 34 hearing, 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 May 21, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz a second by Mr. Hoke 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. Larry Levato, Crabtree, Rohrbaugh & Associates, reviewed the site plan for the proposed new Hambright Elementary School, the organizational plan of the building, and 3 dimensional floor and room plans.

The Penn Manor School Board met in an Executive Session at 6:10 p.m. for the discussion of the Superintendent's evaluation, student and personnel matters.

The Committee of the Whole continued at 6:45 p.m.

Mrs. Friedman reviewed upcoming Board development opportunities.

Mrs. Green reported on the Eshleman Elementary School breakfast. Mr. Rintz reported on the Senior Recognition night. Dr. Frerichs commended Mrs. Rhoades for the volunteer breakfast. Mr. Schlotzhauer reported on a recent IU JOC meeting. Ms. Wert provided an article on the Lancaster County Academy summer classes.

Dr. Lechliter provided a current year overview of Penn Manor's participation in the 2012-2013 Education Effectiveness Evaluation pilot by the Pennsylvania Department of Education. Mrs. Hallock explained the four domains of the evaluation process, and Dr. Kreider explained the focus areas. Dr. Lechliter presented the timeline and provided information handouts for the Board.

Mr. Johnston provided information on budgeting for the district health care costs for the 2012-2013 budget.

Mr. Johnston discussed the proposed job descriptions to streamline effectiveness among the custodial and maintenance staff with two new custodial/maintenance job descriptions. 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, 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. Straub, 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**  
**June 4, 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 7:06 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, June 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, Mr. Charlie Reisinger, Mrs. Amy Wall, 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 May 21, 2012. Hearing none, on a motion by Mr. Straub, a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report.

**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.    Special Education Legal Consortium Membership at the cost of \$1,140 for the term of July 1, 2012 through June 30, 2013.

*Explanation: This is the third year we will participate as part of the IU 13 cost savings measure.*

- B.    School Resource Officer agreement with the Millersville Police Department for the 2012 – 2013 school year to pay 75% of the salary of School Resource Officer, Jason Hottenstein, with total payments not to exceed \$62,500.

*Explanation: This figure represents an increase of \$1,200 from the 2011-2012 school year due to increased contractual costs from Millersville Borough.*

- C.    Honeysuckle Field Restoration Bid to accept bid from Davis Landscape, LTD of \$86,940 as per the attached bid tabulation and to provide notice to proceed (see page 4).

*Explanation: Bids were received from two contractors. The administrative recommendation is to approve the base bid. Work will be conducted over the summer months to prepare for the fall sports season.*

- D. Ratification of IU Bid Award as cited for 2012-2013 (see page 5).  
IU Technology Education Supplies
- E. Pennsylvania Constable to provide security for the school district during the 2011-12 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.  
Shawn Vinson

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 2 A – E:** It was moved by Mr. Rintz 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 3.        Consent Agenda for Personnel Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Employment of the individual listed per the effective date for the 2011-2012 school year.
- Alexander, Melissa L. – elementary professional employee, full-time, long-term substitute, retroactive to the start of second semester, B.S. +24 Degree, no experience, Step 1, \$41,376 (\$20,797.40 prorated 94 days plus 1 in-service day).  
Assignment: Grade 2 Teacher/Martic Elementary School
- B. Employment and Change in Status of the individuals listed per the effective date for the 2012-2013 school year (see pages 6 – 7).
- C. Retirement of the individual listed per the effective date:  
James Frederick, Custodian, Hambright Elementary, effective July 31, 2012.
- D. Leaves to the individuals according to the terms listed:
- Professional:
- Employee B3 – Designated Family Medical, April 24 – May 29, 2012
  - Employee B4 – Designated Family Medical, May 3 – May 22, 2012
  - Employee B5 – Family Medical, August 23-29, 2012; Child Rearing – August 30, 2012 – end of first semester 2012-2013
  - Employee B6 – Family Medical, August 15 – November 6, 2012
- E. Tenure for the individuals listed as he has completed the requirement of three years of satisfactory teaching performance with the school district (see page 8).

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

- F. Head Girls' Cheerleading Coach  
Ashley Knepp
- G. Head Boys' Basketball Coach  
Larry Bellew
- H. Summer Break Instructors at the professional hourly rate for the hours cited (see page 9).

*Explanation: Summer Break is an enrichment program offered to elementary and middle school students.*

- I. Acceptance of Bus Drivers listed for the 2011-2012 school term.

ESCHBACH

Stanley Cramer, Richard Crouse, Kelly Ditzler, Carla Frey, Lynette Mitchell, Rita Rachor, Nevin Ranck, Tory Smith, Judy Weaver

SHULTZ

Jessica Sapp, Bob Himes, Jere Michael

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 3 A – F, H, I:** 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.

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3 G:** It was moved by Mr. Rintz and seconded by Mr. Schlotzhauer 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, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

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

- A. Accept the Resignation of Mr. Kirk Schlotzhauer as the representative to the Lancaster County Career and Technology Center.
- B. Lancaster County Career & Technology Center Representatives appoint Christopher Straub as representative to the Lancaster County Career & Technology Center and Franklin Hoke as alternate.

**MOTION ON BOARD ACTIONS CONSENT AGENDA ITEMS 4 A - B:** It was moved by Mrs. Friedman and seconded by Mr. Hoke 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 Personnel Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

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

Morgan, Holly E.\* – elementary professional employee, full-time, permanent position [change from secondary professional employee, Learning Support Teacher/Manor Middle School]. Assignment: Learning Support/Life Skills Teacher/Pequea Elementary School

*The position is for the recently approved K-1 special education class at Pequea Elementary.*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 A:** It was moved by Mrs. Friedman and seconded by Mr. Hoke 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 8:15 p.m. on a motion by Mrs. Friedman and seconded by Ms. Wert and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary