

**Minutes
Committee of the Whole
June 6, 2011**

The Penn Manor School Board met in Executive Session at 4:45 p.m. for the discussion of personnel and student matters.

The Penn Manor School Board met in a Workshop Session beginning at 5:00 p.m. The topic, Strategic Planning Process, was presented by Dr. Leichliter, Ms. Pollock and Mr. Johnston. The Workshop Session concluded at 6:00 p.m.

The Penn Manor School Board met in Executive Session at 6:00 p.m. for the discussion of the Superintendent's evaluation and negotiations.

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. Kirk Schlotzhauer, and Ms. Donna Wert. Mr. Carlton Rintz and Mr. Christopher Straub were absent. 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. Charlie Reisinger, Mrs. Pamela Price, from PSBA, Mindy Rottmund, Mike Rottmund, Diane Tyson, Kari Steinbacher, Connie Jackson, Deron Gue, Jeff Roth, student Gabriel Matos and his family, Lancaster Newspaper reporter Elaine Jones, community members Charles McCollum, Don Miley and Linda Dommel, 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, June 20, 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 May 17, 2011, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Long, a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Dr. Frerichs asked if there were any Citizen's Comments. Charles McCollum spoke in support of replacing a retiring elementary physical education teacher. Don Miley asked if employees who voluntarily took a pay freeze received any bonus. Dr. Leichliter responded that bonuses were not given.

Mr. Schlotzhauer presented a video of the first biodiesel motorcycle produced by the CTC. He also reported on the Willow Street CTC graduation he attended.

Mrs. Green reported on her recent visit to the CTC.

Mr. Long announced the new members of the Penn Manor Education Foundation. Mr. Long will be off the Foundation board but will continue on the Finance Committee.

Dr. Frerichs reported on a recent meeting with Representative Bryan Cutler, his visit to the special needs classroom at Pequea Elementary, and the board retreat agenda.

Dr. Leichliter reviewed the schedule for the school site visits.

Mrs. Wert reported that the Lancaster County Academy Graduation will be on Saturday, June 11.

Mr. Deron Gue introduced Gabriel Matos, one of the two Penn Manor Middle School runner-ups in the National Geoskills contest. Mr. Gue explained Gabriel's entry. Mrs. Green read a Board resolution honoring Gabriel and Dr. Frerichs presented it to him. Nicole Hege, the other runner-up, could not attend the board meeting.

Mrs. Pam Price, PSBA Director of Board Development Services, presented Penn Manor with the School of Excellence in Technology Award from the Pennsylvania School Board Association. Mr. Reisinger accepted the award on behalf of the district. Mrs. Price explained the application process and announced that Penn Manor and the other two districts who won the award will be exhibiting at the annual PSBA conference in October.

Mrs. Price also presented School Board Honor Roll Awards to Johnna Friedman, Donna Wert and Carlton Rintz for their years of service on the Penn Manor School District Board of School Directors.

Dr. Leichliter announced that Mrs. Mindy Rottmund was recently selected as the State Family and Consumer Sciences Teacher of the Year. Mrs. Friedman read a Board resolution honoring Mrs. Rottmund and Dr. Frerichs presented it to her. Mrs. Rottmund explained her project on nutrition education.

Ms. Wert introduced Diane Tyson, Director of the Lancaster County Academy. Mrs. Tyson explained the changes in the 2011-2012 Academy Operating Budget. She also reported that Penn Manor will have five graduates from the Academy this year. Approval for placement of the Academy Operating Budget on the board agenda was approved on a motion by Ms. Wert and seconded by Mr. Schlotzhauer. 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, absent; and Ms. Wert, yes.

Mr. Johnston presented information for discussion regarding school sports media advertising. He explained that the advertising could be on the district website, Penn Points newspaper, and sports venues, and could provide revenue to the district. He explained that it would be for national brand advertising and sponsorships. Final approval on all advertisers, ad content and ad placement would reside with the district. After much discussion it was decided that the administration would present a proposal at a future meeting. Mr. Hoke will be the board representative on a committee that will be formed to review the proposal.

Dr. Leichliter explained the changes in the Act 93, Administrative Leadership Team Compensation Plan, and Administrative Support Compensation Plans. He said all agreements formalize the wage freeze previously presented to the board. Approval for placement of the agreements on the board agenda was approved on a motion by Ms. Wert and seconded by Mr.

Long. 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, absent; and Ms. Wert, yes.

Mr. Long and Dr. Leichter reviewed discussions from the Facility Committee Meeting. They reported that discussions will be held with Manor Township regarding rezoning the Hambright property. Dr. Leichter said that Manor Township inquired if a modular unit would be available for use by the new fire company. He will contact the solicitor and report back to the board regarding donating the unit.

Mr. Don Miley spoke regarding building and consolidating elementary schools.

Mrs. Linda Dommel spoke regarding Act 93 benefits and district instruction.

The Committee of the Whole adjourned at 9:08 p.m. on a motion by Mr. Long, a second by Mr. Hoke, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
June 6, 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 9:10 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, June 20, 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. Kirk Schlotzhauer, and Ms. Donna Wert. Mr. Carlton Rintz and Mr. Christopher Straub were absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Connie Jackson, Mrs. Kari Steinbacher, Mr. Don Miley, 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 May 17, 2011. Hearing none, on a motion by Mrs. Green, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter reported on the results of the Quiz Bowl National competition. He announced that the Girls' Soccer and Lacrosse teams will be participating in state semi-final competitions.

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. Lancaster County Academy Proposed Budget for 2011-2012 totaling \$370,547 with a Penn Manor contribution of \$30,535 for 10 student enrollment slots.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 2 A: It was moved by Mrs. Friedman and seconded by Ms. Wert 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, absent, and Donna J. Wert, yes.

Item 3. **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, 2011 through June 30, 2012.

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

- B. Donation of Ten Mimio Tablets to Martic Elementary School from Jake Stokes, a Penn Manor graduate, estimated value of \$3,000.
- C. Final Approval of Penn Manor High School School Improvement Plan (see 2 enclosures)

Explanation: The elements of the School Improvement Plan were reviewed in April by Dr. Steve Iovino, Distinguished Educator assigned by the PDE, and Mr. Phil Gale, Penn Manor High School principal. Once the Penn Manor School Board President and Superintendent have signed off, the plan will go to the Lancaster Lebanon IU 13 Executive Director for approval and then for final approval to the Pennsylvania Department of Education.

- D. Water Treatment Contract, from Water Treatment By Design, LLC products and services, for Eshleman, Letort, Marticville and Martic School at the cost of \$4,800 effective the July 1, 2011 through June 30, 2012.
- E. School Board Meeting Date Change from July 18, 2011 to July 11, 2011
- F. Ratification of IU Bid Awards as cited for 2011-2012 (see page 5).
 - IU Custodial Supplies
 - IU Cafeteria Paper/Small Wares
 - IU Technology Education Supplies
- G. District Income Protection Insurance Carrier – Assurant Employee Benefits for the period of 8/1/2011 to 8/1/2014 at a rate of .16% of covered payroll.

Explanation: Income Protection (disability benefits are provided to all employees eligible for health care benefits, except for long-term substitutes). The level of coverage is defined in the negotiated agreement. The current rate is .20% so the new rate will save approximately \$11,000 per year. Proposals were obtained and Assurant Employee Benefits had the most competitive proposal. Prices are guaranteed for 3 years.

- H. District Life Insurance – Assurant Employee for the period of 8/1/2011 to 8/1/2014 at a rate of .09 per \$1,000 for Life coverage and .02 per \$1,000 for Accidental Death and Dismemberment coverage.

Explanation: Life and AD&D benefits are provided to all active employees eligible for health care benefits. The level of coverage is defined in the negotiated agreement. The current rate is .11 per \$1,000 so the new rate will save approximately \$4,500 per year. Proposals were obtained and Assurant Employee Benefits had the most competitive proposal. Prices are guaranteed for 3 years.

- I. 2011-2012 School Breakfast and Lunch Prices as cited (see page 6).

Explanation: Modest increases to lunch and breakfast prices are required under the Hunger-Free Kids act of 2010 in order to meet the federally mandated targets. Price increases will likely be needed in each of the next three years. Breakfast program pricing was last revised in 2007-2008.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 2 A – I: 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, absent, 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.
Julie Bibiloni – secondary teacher, effective August 23, 2011
Anne Kinderwater Carroll – Eshleman Elementary Principal, effective June 21, 2011

- B. Tenure for the individuals listed as he/she have completed the requirement of three years of satisfactory teaching performance with the school district (see page 7).

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

- C. Employment and Change in Status of the individuals listed per the effective date for the 2010-2011 school year (see pages 8 – 10).

- D. Leaves to the individuals according to the terms listed:
Professional Employee
Employee H1 – Child Rearing, First Semester of the 2011-2012 School Year

Classified Employee
Employee I1 – Designated Family Medical, January 28 – April 21, 2011

- E. Head Girls' Cheerleading Coach
Cindy Bachman

- F. Summer Break Instructors at the professional hourly rate for the hours cited (see page 11).

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

- G. Aide at Central Manor (2010-2011) Acting Secretary at the Central Manor Cottages – Continuation of hours for Deb Jones from June 9 – June 16 (6.5 hours per day) to close out Central Manor Cottage office and transition back to Central Manor Main Building.

- H. Acceptance of Bus Drivers listed for the 2010-2011 school term.

ESCHBACH

Carolyn Noll, Laura Jefferson, Paul Obrien, Rebecca Deyo

SHULTZ

Yvette Irizarry, Melissa Curtis

- I. Benchmark Assessments Math Coaches – the following people will be working on developing and assessing the math and reading benchmarks for the 2011-2012 school year:

Math

Kathy Grenier, Elizabeth Kelly, Dori O'Connor, Tricia Paparo

Reading

Chris McKnight, Cece O'Day, Melissa Frerichs, Jeff Taylor, Michelle Wolfersberger

Explanation: The need exists for the development of benchmark assessments that can be administered to students in grades 7-11 at designated times of the school year. These assessments will identify the progress that students are making towards acquiring the necessary skills to meet the math and reading standards. In order to develop these assessments, \$10,000 should be designated to provide the necessary materials and compensate the teachers who develop the assessments.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A, C – H: 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, absent, and Donna J. Wert, yes.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 4 B: 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, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, abstained; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, absent, and Donna J. Wert, yes.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 4 I: 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, abstained; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, absent, and Donna J. Wert, yes.

Item 5. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see attachment).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 A: It was moved by Ms. Wert and seconded by Mrs. Friedman 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, absent, and Donna J. Wert, yes.

The meeting adjourned at 9:21 p.m. on a motion by Mr. Long, and seconded by Mrs. Friedman and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary