

**Minutes
Committee of the Whole
March 18, 2013**

The Penn Manor School Board met in an Executive Session at 5:15 p.m. for the discussion of the Superintendent's evaluation and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:10 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. J. Kenneth Long. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer and Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Amber Green and Mr. Frank Hoke were absent. Present from the administrative staff were Dr. Michael Lechliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for all or part of the meeting: Mrs. Jen Sugra, Mr. Doug Kramer, Mr. Don Howard, Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Mr. Long announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, April 1, 2013, at 7:00 in the Board Room of the Manor Middle School.

Mr. Long asked the committee whether there were any additions or corrections to the Minutes of the March 4, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked if there were any Citizen's Comments. There were none.

Mr. Rintz reviewed the upcoming Board development opportunities.

Mrs. Sugra reviewed the updated Penn Manor School District job descriptions that she revised as part of her doctoral program. Approval for placement these items on the April 1 board agenda was approved on a motion by Mr. Straub and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, absent; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mrs. Friedman provided an update on the Facility Committee meeting that was held on March 12, 2013. The committee is recommending that the proceeds from the sale of the Commercial Triangle be deposited into the Athletic Capital Reserve fund for future field maintenance and improvements. Mrs. Friedman also reported that the committee recommended proceeding with the Pequea Elementary Renovation proposal as submitted. She also reported that the bids are due on Tuesday, March 26 for the new Hambright Elementary School. The ground breaking for the new school will be held in April.

Mr. Reisinger reported on one-to-one technology options that the Technology Committee discussed. The committee is recommending that effective January 2014 every student in the

high school will have a Netbook computer for their use. Approval for placement this item on the April 1 board agenda was approved on a motion by Mrs. Friedman and seconded by Dr. Frerichs. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, absent; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:25 p.m. on a motion by Mr. Straub, a second by Mr. Schlotzhauer, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Assistant Board Secretary

MINUTES
Penn Manor Board of School Directors
March 18, 2013

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, Mr. J. Kenneth Long at 8:26 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, April 1, 2013, 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, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub, Ms. Donna Wert. Mrs. Amber Green and Mr. Frank Hoke were absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. Doug Kramer, Mrs. Jen Sugra, Mr. Don Howard, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Mr. Long asked if there were any Citizen's Comments. There were none at this time.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the March 4, 2013. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Mr. Johnston provided the Treasurer's report for February 2013. He presented for payment the February 2013 bills. It was moved by Mr. Straub and seconded by Mrs. Friedman to approve to authorize payment of bills:

| | |
|----------------------------|-----------------|
| General Fund | \$ 2,504,789.98 |
| Cafeteria Fund | \$ 143,032.91 |
| Capital Reserve Fund | \$ 4,963.47 |
| Technology Capital Reserve | \$ 122,634.95 |
| Student Activity Fund | \$ 18,590.84 |
| Payroll 2/13/2013 | \$ 789,849.23 |
| Payroll 2/27/2013 | \$ 827,079.77 |

The following roll call vote was taken on this motion: Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, absent; 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 Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Tax Exoneration as cited (see page 5).
- B. Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- C Second Reading of Policies:
 #113.2 – Positive Behavior Support
 #113.4 – Confidentiality of Special Education Student Information
 #249 – Bullying/Cyberbullying
 #302 – Employment of Superintendent/Assistant Superintendent
 #308 – Employment Contract/Board Resolution
 #312 – Performance Assessment of Superintendent/Assistant Superintendent
 #333 – Professional Development
 #609 – Investment of District Funds
 #806 – Child/Student Abuse
 #818 – Contracted Services
- D. Contract with Franklin & Marshall College for the 2013 Penn Manor High School Commencement (see enclosure).

Explanation: Commencement will be held at F&M for the third consecutive year. Total costs will again be shared with Hempfield School District who will be holding their commencement on the night following Penn Manor’s graduation.

- E. Farm Lease Agreement – The lease of 23 acres of farm land to Mr. Clifford Charles at the rate of \$250.00 per acre or \$5,750.00 for the period of April 1, 2013 through March 31, 2014 as per the attached (see pages 6 – 8).

Explanation: This is an annual renewal of a farm lease agreement for property behind Manor Middle School which is owned by Penn Manor School District.

- F. Farm Lease Agreement – The lease of 21 acres of farm land to Mr. Clifford Charles at the rate of \$250.00 per acre or \$5,250 for the period of April 1, 2013 through March 31, 2014 as per the attached (see pages 9 – 11).

Explanation: This is an annual renewal of a farm lease agreement for additional property behind Manor Middle School recently purchased by Penn Manor School District. The total acreage has been reduced due to the construction of the Hambright Elementary Building and athletic fields.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 2 A – F: 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, absent; Franklin Hoke, absent; 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 and Change in Status of the individuals listed per the effective date for the 2012-2013 school year (see page 12).

B. Resignation of the individual listed below per the effective date:
 Anastasia K. Marmer, secondary math teacher, effective August 19, 2013

C. Substitute Teachers within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list (*pending receipt of required paperwork).

 Krysten V. DeHoff
 Ashley L. Harmon*
 Marcus R. Jaeger
 Timothy J. Kraynak
 Micki R. Peifer

D. Leaves to the individuals according to the terms listed:
 Professional Employees:
 Employee B49, Family Medical, February 13 – 21, 2013
 Employee B50, Designated Family Medical, January 28 – March 5, 2013

E. Tenure for the individual listed as she has completed the requirement of three years of satisfactory teaching performance with the school district.
 Lee H. Jordan

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

F. Athletic Worker for the 2012-2013 school year:
 Josh Tucker

G. Spring 2012-2013 Athletic Coaches as listed (see page 13).

Explanation: Spring coaches were approved on February 19th. Adjustments and revisions are highlighted on the revised attachment.

H. Yearbook Stipends – approval for Manor Middle School Yearbook Advisor pay for the 2012-2013 school year:

| | |
|------------------|----------------------|
| Deron Gue | \$1,158.75 (revised) |
| Jon Bittenbender | \$ 228.00 (new) |
| Mike Brown | \$ 228.00 (new) |

Explanation: Two new advisors will share duties for the remainder of the school year.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 3 A - H: It was moved by Mr. Straub and seconded by Mr. Schlotzhauer to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

- I. Retirement of the individual listed below per the effective dates:
 Paula E. Howard, School Board Secretary, effective June 30, 2013
 Paula E. Howard, Executive Administrative Secretary, effective August 6, 2013

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 I: It was moved by Dr. Frerichs 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, absent; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:40 p.m. on a motion by Mrs. Friedman and seconded by Mr. Straub and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Assistant Board Secretary