

**Minutes  
Committee of the Whole  
March 19, 2012**

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

The Penn Manor School Board met as a Committee of the Whole at 7:11 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, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Mrs. Amber Green was absent. Present from the administrative staff were Ms. Ellen Pollock, Mr. Christopher Johnston, and Dr. Michael Leichliter. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. Phil Gale, students Sarah Evarts and Evan Bigler, a Millersville University student, 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, April 2, 2012, 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 March 5, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz a second by Mr. Long and a unanimous voice vote, the Minutes were approved as printed.

Evan Bigler and Sarah Evarts provided the student report highlighting upcoming high school events. They thanked the Board for a recent meeting with high school student leaders.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs reported on the PSBA Open Campus Lunch and Learn webinar. He also reported on the Hourglass Foundation meeting, and commended Charlie Reisinger for his presentation at this meeting. Mr. Schlotzhauer reported on the IU Legislative Breakfast.

Mrs. Hallock announced that Kindergarten teachers will be inviting Board members to read to students during the week of April 22. In the near future she will be distributing a schedule to Board members.

Dr. Frerichs distributed informational handouts to the Board.

Mrs. Friedman reviewed upcoming Board development opportunities.

Dr. Leichliter, Mr. Reisinger and Mr. Gale provided an update on the status of the Open Campus PA initiative. They provided specific information regarding the courses to be offered during the pilot year. Approval for placement of the courses on the board agenda was approved on a motion by Ms. Wert and seconded by Mrs. Friedman. The following vote was taken on

this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichliter presented a sample Pre-employment Drug Screen policy for board direction for further consideration of the potential policy. He reviewed potential costs for the screening. The Board supported Dr. Leichliter presenting a proposed policy for board review.

Dr. Kreider updated the Board on the status of potential transfer between entity classes. She said at this time the district will not be proposing transferring the Diagnostic Kindergarten or any other class.

Dr. Kreider reported on school-based therapy programs providing services to students and families at no expense to the district. She explained the district and agency responsibilities, and the benefits of the school based therapy.

Mr. Reisinger provided an overview of the planned replacement cycle for district office/room phones. He explained the reasons for the change and the advantages of the new system.

The Committee of the Whole adjourned at 8:08 p.m. on a motion by Mrs. Friedman, a second by Mr. Long, 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**  
**March 19, 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 8:24 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, April 2, 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, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Amber Green was absent. Present from the administrative staff were Ms. Ellen Pollock, Mr. Christopher Johnston, and Dr. Michael Leichliter. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, a Millersville University student, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades and Board Secretary Mrs. Paula Howard.

Dr. Frerichs asked if there were any Citizen's Comments. Millersville student, Mark Stallings, introduced himself and explained he was attending a School Board meeting to fulfill a class requirement.

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the March 5, 2012. Hearing none, on a motion by Mr. Rintz, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report. He announced that students from Penn Points recently received additional recognition, a Kids Only Auction will be held on Sunday, March 25, and the second round of interviews for the Assistant Superintendent will be held on Thursday, March 22.

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

General Fund	\$	2,327,902.95
Cafeteria Fund	\$	50,644.01
Capital Reserve Fund	\$	41,858.91
Technology Capital Reserve	\$	29,658.12
2010 Construction Fund	\$	521,174.89
Student Activity Fund	\$	6,501.77
Payroll 2/1/2012	\$	802,587.79
Payroll 2/15/2012	\$	842,507.93
Payroll 2/29/12	\$	890,663.96

The following roll call vote was taken on this motion: Richard L. Frerichs yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, Christopher Straub, absent, 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.     The 2012-2013 School District Calendar – (see page 5).
- B.     Pilot Open Campus joint courses offered in conjunction with Manheim Township and Hempfield School Districts (see pages 6 – 8).

**MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA**

**ITEMS 2 A - B:** 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, absent; 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.     Judicial Review Committee Actions as cited (see attached).
- C.     Transportation Coordinator Position Description (see pages 9 – 11).
- D.     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, 2012 through March 31, 2013 as per the attached (see pages 12 – 13).

*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.*

- E.     Farm Lease Agreement – The lease of 41 acres of farm land to Mr. Clifford Charles at the rate of \$250.00 per acre or \$10,250 for the period of April 1, 2012 through March 31, 2013 as per the attached (see pages 14 – 15).

*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.*

- F.     Penn Manor Education Foundation Venture Grants (see pages 16 – 18).
- G.     Honeysuckle Field Restoration – to advertise and bid the restoration of Honeysuckle Field.

*Explanation: As approved in the Capital Projects Plan, to reconstruct the athletic field including the addition of organic matter and soil amendments. The project also includes re-crowning the field and sodding for use in fall sports.*

- H. Manor Middle Terrazzo Replacement – to advertise and bid the repair and replace the terrazzo floor at Manor Middle School.

*Explanation: As approved in the Capital Projects Plan, to replace the existing terrazzo on the first floor from the lobby to the end of the corridor. The existing terrazzo is no longer bonded to the concrete substrate resulting in bubbled surfaces.*

- I. Manor Middle Energy Upgrades – to advertise and bid the required analysis and installation of a new building management system at Manor Middle School.

*Explanation: As approved in the Capital Projects Plan, to install a new building management system and evaluate the cost/benefit for the installation of high efficient lighting and lighting controls. Cost analysis will also be conducted to remove the Administration and school office from the chiller and place these spaces on an independent cooling system during the summer eliminating the need to run the large chiller.*

- J. High School Paving Repairs – to advertise and bid for paving repair work at Penn Manor High School.

*Explanation: As approved in the Capital Projects Plan, repairs would be made to the Cottage Avenue entrance and parking lots around the building.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – J:** It was moved by Mr. Straub 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, absent; 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 2011-2012 school year (see page 19).
- B. 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:
- Meagan A. Dougherty
  - Danielle M. Dreisbach
  - Jennifer A. Forney

- C. Leaves to the individuals according to the terms listed:  
Professional Employee  
 S2 – January 13 – February 14, 2012, Designated Family Medical
- Classified Employees  
 T2 – January 4 – March 27, 2012, Designated Family Medical  
 U2 – January 30 – March 4, 2012, Designated Family Medical
- D. Resignation of the individual listed below per the effective date:  
 Kerry Bushong, ERA-LST, effective 2/24/2012
- E. Twilight School Instructor for the 2011-2012 school year at the rate of \$32.00 per hour.  
 Jim Horner

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – 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, absent; 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 Action – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Substitute Teacher, pending receipt of required documents, 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:  
 Shannon A. Madara

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 A:** It was moved by Mr. Long 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, absent; 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 8:35 p.m. on a motion by Mr. Schlotzhauer and seconded by Mrs. Long and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary