

**Minutes  
Committee of the Whole  
March 4, 2013**

The Penn Manor School Board met in a workshop beginning at 5:00 on Transportation.

The Penn Manor School Board met in an Executive Session at 5:40 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 7:00 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: Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer and Mr. Christopher Straub, and Ms. Donna Wert. Dr. Richard Frerichs was absent. Present from the administrative staff were Dr. Michael Lechlitter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for all or part of the meeting: Mr. Larry Levato, Crabtree Rohrbaugh & Associates, Mr. Del Jackson, Mr. John Girvin, 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, March 18, 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 February 19, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Green, a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

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

Ms. Wert reported on the Lancaster County Academy JOC meeting and proposed budget.

Mr. Straub reported on the Lancaster County Career and Technology meeting.

Mr. Rintz reviewed the upcoming Board development opportunities.

Mr. Larry Levato, Crabtree Rohrbaugh and Associates reviewed the Plancon submissions for the new Hambright Elementary School. Approval for placement of Plancon F on the board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, absent; 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.

Dr. Lechlitter reviewed the Lancaster-Lebanon Virtual School history and proposed three year contract. 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, absent; 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.

Dr. Leichliter reviewed a proposed new policy and changes to numerous current district policies. Approval for placement of the policies on the board agenda was approved on a motion by Mrs. Green and seconded by Mr. Hoke. The following vote was taken on this motion: Dr. Frerichs, absent; 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.

Dr. Leichliter reviewed the proposed calendar for the 2013-2014 school year. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Green and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, absent; 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.

Dr. Leichliter, Dr. Shaffer and Mrs. Hallock updated the board on preparations regarding Act 120 including recent items from Dr. Leichliter's Stakeholder group meeting.

Mr. Johnston reviewed information presented on Act 1 projections from the recent Commonwealth budget seminar.

The Committee of the Whole adjourned at 8:14 p.m. on a motion by Mrs. Green, a second by Mr. Hoke, and a unanimous voice vote.

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Mr. J. Kenneth Long, President

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Paula E. Howard, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**March 4, 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: 15 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, March 18, 2013, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

The following members were present: Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub, Ms. Donna Wert. Dr. Richard Frerichs was 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. Del Jackson, Mr. John Girvin, Mrs. Elaine Jones, 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 February 19, 2013. 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 provided the Superintendent's report.

**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.     2013 – 2014 School District Calendar (see page 4).
- B.     Approval of a 3-year renewal with the Lancaster-Lebanon Virtual School through IU13 (see enclosure).

*Explanation: Penn Manor partnered with IU13 two years ago in order to offer an alternative to cyber charter programs. We continue to recruit enough students to cover the cost of memberships. The three-year option is offered by IU13 at a discount over shorter contracts.*

C.     First 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. Hambright Elementary School Plancon F – Approval and submission of Plancon Part F (Construction Documents) to the Pennsylvania Department of Education for the Hambright Elementary School new project (PDE Project Number 3677).

*Explanation: Plancon Part F provides for further refinement of the architectural aspects of the project and documentation that other state and local agency requirements have been met or will be met before entering into construction contracts. Departmental approval of Plancon Part F authorizes a district to receive bids and enter into construction contracts (see enclosure).*

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

**ITEMS 2 A -- D:** It was moved by Mrs. Green and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, absent; 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 Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Open Campus PA Courses for 2012-2013 (see pages 5 – 8).
- B. Tuition Free Senior for the remainder of the 2012-2013 school year.  
Madeline Rohrer
- C. Approval of Trane, U.S. Inc. to conduct a detailed energy audit for Manor Middle School to determine project recommendations under the Guaranteed Energy Savings Act.

*Explanation: As a result of the recent request for proposals, the administration is recommending that the district enter into an agreement with Trane to conduct an in-depth analysis of Manor Middle School and to provide recommendations for energy saving projects and systems upgrades. The recommendations will be shared with the board at a future meeting and prior approval will be sought before proceeding with any projects related to the audit.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – C:** It was moved by Ms. Wert and seconded by Mrs. Green to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, absent; 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 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 2012-2013 school year (see page 9).
- 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.  
       Kelly L. Derr  
       Paul G. Fierro  
       Luke A. Grice  
       Joseph M. Irwin  
       Lucas C. Sandoe  
       Typhany L. Sellers  
       Nathan A. Strohl  
       Emily F. Wise
- C.    Leaves to the individuals according to the terms listed:  
       Professional Employee:  
           Employee B45 – May 6, 2013 – end of 2012-2013 school year, Family Medical
- Classified Employees:  
           Employee B46 – January 7 – February 10, 2013, Designated Family Medical  
           Employee B47 – January 31 – February 12, 2013, Designated Family Medical  
           Employee B48 – January 7 – February 18, 2013, Designated Family Medical
- D.    Athletic Workers for 2012-2013 as listed.  
       Billie Jo Atkins  
       Josh Tucker
- E.    Volunteer Track and Field Coach for 2012-2013.  
       Ben Schober

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - E:** 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, absent; 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 8:23 p.m. on a motion by Mrs. Friedman and seconded by Mr. Straub and a unanimous voice vote.