

**Minutes  
Committee of the Whole  
March 5, 2012**

The Act 93 Meet and Discuss Committee met at 4:00 p.m.

The Penn Manor School Board met in an Executive Session at 5:30 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, Dr. Richard Frerichs. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Mr. Frank Hoke was absent. Present from the administrative staff were Ms. Ellen Pollock and Dr. Michael Leichliter. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Judy Duke, Sue Kelshaw, Mary Kay Fair, Amy Wall, Kim Moore, Connie Jackson, Mindy Rottmund, Beth Rosenberg, John Matusek, Dave Hess, Peg Murr, Kim Frey, Mary Ann Saylor, Jen Kroesen, Michelle Henry, Kari Steinbacher, Del Jackson, Wendy Leary, 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, March 19, 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 February 21, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz a second by Mrs. Green 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.

Dr. Leichliter highlighted portions of the two-year tentative agreement with the Penn Manor Education Association. Mrs. Mary Kay Fair announced that the Penn Manor Education Association overwhelmingly ratified the tentative agreement. Approval for placement of the Agreement 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, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mrs. Friedman reviewed upcoming Board development opportunities.

Mr. Straub highlighted the Manor Middle School breakfast.

Mr. Schlotzhauer provided a report from the CTC Joint Operating Committee meeting. He also provided information on the Military Child Education Coalition.

Dr. Leichliter introduced Mrs. Judy Duke, Assistant Business Manager, and Mrs. Susan Kelshaw, Transportation Director. Mrs. Kelshaw highlighted some major cost cutting changes in transportation that were implemented for the current school year. Dr. Leichliter and Dr. Frerichs commended Mrs. Kelshaw for her dedication to her position. Mrs. Duke announced that over 90 applications have been received for Mrs. Kelshaw's replacement when she retires at the end of July.

Dr. Leichliter reviewed the proposed calendar for the 2012-2013 school year. He said an early dismissal half-day will be added to December 21. Approval for placement of the revised calendar on the March 19 board agenda was approved on a motion by Mrs. Green and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichliter explained that the board must nominate a board member, for a term that expires on June 30, on the IU 13 board. Dr. Frerichs expressed an interest that he would like to continue as the Penn Manor representative to the IU board. Approval for placement of this item on the March 5 board agenda was approved on a motion by Mrs. Friedman and seconded by Mrs. Green. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Ms. Wert provided some information on the Lancaster County Academy proposed budget items. She reviewed some of the areas that will be increasing and decreasing in the budget. The increase for the district will be 2.5% or \$750 for ten slots. Mrs. Wert also provided a report on a recent Academy meeting.

Mr. Reisinger reviewed the ERATE proposals for additional Internet bandwidth and network connectivity between district buildings. Approval for placement these items on the March 5 board agenda was approved on a motion by Mr. Long and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; 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 8:08 p.m. on a motion by Mrs. Friedman, 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**  
**March 5, 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 8:09 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, March 19, 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. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Frank Hoke was absent. Present from the administrative staff were Ms. Ellen Pollock and Dr. Michael Lechlitter. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, John Matusek, Mindy Rottmund, Del Jackson, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades and Board Secretary Mrs. Paula Howard.

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

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the February 21, 2012. Hearing none, on a motion by Mrs. Friedman, a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter gave the Superintendent report on the middle school and high school plays, the upcoming Hourglass Forum, and a Penn Manor graduate, Henry Stewart, who wrote an original composition.

Dr. Kreider reported on the Millersville University and Penn Manor Mentor program for psychologists and social workers.

**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.    Collective Bargaining Agreement between the Penn Manor School District and the Penn Manor Education Association of July 1, 2012 through June 30, 2014.
- B.    Intermediate Unit 13 Board Member – appointment of Dr. Richard Frerichs to the IU 13 Board for a three year term beginning July 1, 2012.
- C.    Internet Services Agreement with Comcast Business Communications to provide additional Internet connectivity as per the enclosed proposal at a cost of \$2,200 per month for 36 months (see enclosure).

*Explanation: This Comcast contract is for the addition of 100MB of dedicated Internet connectivity in support of the district instructional program. E-rate will discount this at 50%/month.*

- D. Network Services Agreement with Comcast Business Communications to provide network connectivity as per the enclosed Second Rider at a cost of \$4,600 per month for an additional 15 months (see enclosure).

*Explanation: Comcast provides a 1Gbs dedicated metro Ethernet network between all districts. The proposed Rider extends the existing contract by 15 months to June 30, 2014. E-rate will discount this at 50%/month.*

- E. Textbook -- American Government Foundations Series (Civics and Government, Grade 10)

125 textbooks, \$85.00 each for a total of \$10,625.00

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

**2 A:** It was moved by Mrs. Green and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, abstained (family member works for the district); Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, absent; J. Kenneth Long, abstained (family members work for the district); Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

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

**ITEMS 2 B - E:** 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, absent; 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. Second Reading of Revised Board Policies as presented:

#113 – Special Education  
 #113.3 – Screening and Evaluations for Students with Disabilities  
 #201 – Admission of Students  
 #302 – Employment of Superintendent/Assistant Superintendent  
 #304 – Employment of District Staff  
 #305 – Employment of Substitutes  
 #306 – Employment of Summer School Staff  
 #307 – Student Teachers/Interns  
 #309 – Assignment and Transfer  
 #317 – Conduct/Disciplinary Procedures  
 #333 – Professional Development  
 #701 – Facilities Planning  
 #818 – Contracted Services

- B. Traffic Impact Study for Traffic Planning and Design, Inc. to conduct a traffic impact study for the Hambright Elementary School project as described in the enclosed proposal at a cost of \$12,900 for professional services plus expenses (see enclosure).

*Explanation: The traffic study is required to move forward with the Hambright Construction project. Traffic Planning and Design, Inc. has done previous studies for the district.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – B:** It was moved by Mr. Straub and seconded by Mr. Long 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, absent; 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 5).
- 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:  
Breanna L. Alba  
Tatyana N. Simmers
- C. Leaves to the individuals according to the terms listed:  
Professional Employees:  
Employee O2 – Designated Family Medical, January 18 – February 14, 2012  
Employee P2 – Family Medical, April 12, 2012-end of the 2011-2012 school yr.  
Employee Q2 – Intermittent Family Medical, February 23 – June 7, 2012  
Classified Employee:  
Employee R2 – Designated Family Medical, January 24 – February 15, 2012
- D. Tenure for the individual listed as he has completed the requirement of three years of satisfactory teaching performance with the school district:  
Matthew Fox
- E. Mentor for the 2011-2012 school year as listed:  
Carole Fay -- \$301.00 for Diane S. Glock-Cornman effective 2/27/2012

*Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the EStrategic Plan.*

- F. Personal Care Assistant for Co-Curricular Activities of the individual listed to provide personal care assistance during co-curricular activities at her normal rate.

Tara Etzweiler

*Explanation: Tara Etzweiler will perform approximately 20 hours during the school year to support a student with a disability to fully participate in co-curricular activities.*

- G. Administrative Stipend – payment of an administrative stipend of \$1,655.21 to Tamara Baker, Elementary Guidance Counselor, for serving as acting building principal at Letort Elementary from March 29 through May 23, 2012.

*Tamara Baker graduated from Millersville University with a degree in Elementary Education. She then earned her Masters' Degree in Counseling Education and started working for Penn Manor School District twelve years ago as a school counselor at Letort and Hambright. During that time, she earned her Masters' Degree in Educational Leadership along with Principal Certification, K-12. Two years ago she completed a six-month term as acting principal at Hambright. We look forward to her contributions as she serves as acting principal at Letort.*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – G:** It was moved by Mrs. Friedman 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, absent; 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. Termination of the individuals listed below, effective March 3, 2012, for failure to complete Form PDE-6004 or provide new background checks as per Act 24:  
 Carol Ebersole, Support Staff Substitute  
 Adrienne Groff, Substitute  
 Maureen Nolt, Substitute  
 Jennifer White, Substitute  
 Nikki Wilson, Substitute

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 A:** It was moved by Mr. Rintz 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, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:20 p.m. on a motion by Mr. Straub and seconded by Mrs. Friedman and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary