

**Minutes
Committee of the Whole
May 2, 2011**

The Penn Manor School Board met in Executive Session at 5:15 p.m. for the discussion of the superintendent's evaluation, teacher negotiations, and student matters.

The Penn Manor School Board met as a Committee of the Whole at 7:03 p.m. in the Auditorium 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. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Ken Long was absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Leichter, and Ms. Ellen Pollock. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. Denny Coleman, Mrs. Peggy Anastasio, Dr. Jerry Egan, residents Patricia Acord, Linda Dommel, Amy Donaldson, Jennifer Seiger, and Tracy Stevens, Penn Manor teachers, Peg Murr, Bill Southward, and Amy Wall, Larry Levato from Crabtree Rohrbaugh and Associates, Penn Points reporters, Lancaster Newspaper reporter Elaine Jones, community members, 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 Tuesday, May 17, 2011, at 7:00 p.m. in the Board Room of the Manor Middle School.

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

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the April 18, 2011, 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. Leichter, Mr. Johnston and Mr. Coleman presented the final community presentation for citizen input regarding the options of either renovating Hambright Elementary School or building a new facility on the Manor Middle campus. Dr. Leichter mentioned that two meetings were held, one in January and the other in March which were dedicated to soliciting public input regarding the two options. Over 100 people attended the meetings and the speakers all supported building a new facility. The only input for renovating came from two emails he received. Linda Dommel, 89 Covered Bridge Rd., Pequea asked questions regarding the debt, Tracy Stevens, 117 Buttonwood Lane, Lancaster spoke regarding the lack of space at Hambright and safety issues, and said she is in favor of building a new school, Patricia Acord, 331 Banyan Circle Dr., Lancaster also spoke in favor of building a new school, Amy Donaldson, 2219 Manor Ridge Dr., Lancaster questioned the current and a new building classroom size and boundaries for the new school. Peg Murr said she supported new facility and commended the administration and board for the informing the public and staff of the Hambright option process. Bill Southward also thanked the administration and board for the process and said he supported a new school. Mr. Larry Levato from Crabtree Rohrbaugh and Associates explained how the building size and student capacity is determined. Questions were asked by board members. Mrs. Friedman, Co-chair of the Facility Committee, said after many

months of deliberation it is the recommendation of the Facility Committee to place on the board agenda for May 17 the building of a new facility.

Mr. Denny Coleman presented a brief overview of the performance contracting process for energy savings and potential application at Penn Manor. Questions were asked by board members.

Board Development Opportunities and Reports: Board members made positive comments regarding the Employee Recognition banquet and video of the retirees. Mr. Kirk Schlotzhauer provided a report from the Career and Technology Center meeting. Ms. Donna Wert provided a report on the Lancaster County Academy. She announced that the Academy graduation will be June 11. Upcoming board opportunities were reviewed by Mrs. Friedman.

Mr. Johnston, Mrs. Hallock, Ms. Pollock and Dr. Kreider provided a report on proposed changes for the 2011-2012 school year to professional staff and support staff assignments. The changes are being proposed and will be included in the final budget in order to reduce personnel costs and take advantage of attritional savings through retirements. Questions were asked by board members.

The Committee of the Whole adjourned at 9:30 p.m. on a motion by Mr. Straub, a second by Mrs. Green, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
May 2, 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 9:31 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Tuesday, May 17, 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. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Ken Long was 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. Peggy Anastasio, Peg Murr, Amy Wall, 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 April 18, 2011. Hearing none, on a motion by Mrs. Green, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter announced that Summer Break will be June 13-18, and Mindy Rottmund was named Family and Consumer Sciences Teacher of the Year. He showed a picture of the high school chorus trip to Hawaii.

Mr. Johnston provided a third quarter budget update for 2010-2011.

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. **Revised Support Staff Structure** – Revised support staff structure including reallocation of personnel requirements as presented (see enclosure).

Explanation: As reviewed in the previous board meeting, in response to budget, financial and healthcare concerns all support staff aide positions were reviewed with building principals to determine where cuts could be made. The resulting proposed changes are recommended for the 2011-12 school year. All positions will continue to be reviewed as part of ongoing budget efforts.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 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, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, absent; Carlton Rintz, yes; Kirk Schlotzhauer, no; 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. Appointment of Board Treasurer – Appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2011 through June 30, 2012.

Explanation: Required by School Code.

- B. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2011 through June 30, 2012.

Explanation: Required by School Code.

- C. Appointment of Board Secretary – Appoint Paula E. Howard to the position of Board Secretary for the Penn Manor School District effective July 1, 2011 through June 30, 2015.

Explanation: Required by School Code. This is a four year term due to the recently revised board policy.

- D. Authorization to Bid for Integrated Pest Management Services – Authorization to advertise to bid for Integrated Pest Management Services.

Explanation: The current contract for integrated pest management was negotiated in 2006 and expires at the end of September. Bids will be solicited for integrated pest management over the next few months with a recommendation to follow in the fall.

- E. Athletic Ticket Prices – Increased ticket prices for athletic events beginning with the 2011-2012 school year.

Events

Adult	\$5	No Change
Student	\$3	No Change

All Season Pass

Adult	\$40	(was \$35)
Student	\$25	(was \$20)

Fall Season Pass

Adult	\$20	(was \$15)
Student	\$15	(was \$10)

Winter Season Pass			
Adult	\$20	(was \$15)	
Student	\$15	(was \$10)	
Spring Season Pass			
Adult	\$20	(was \$15)	
Student	\$15	(was \$10)	

Explanation: As recommended by the Athletic Director and supported by the administration, the last increase was approved for 2009-2010.

- F. Approval to Bid – Authorization to advertise for the bid for the following items for the 2011-2012 school year:
- Ice Cream
 - Milk
 - Fruit Drinks / Iced Tea

Explanation: Annual request to authorize advertisement for bidding for Food Services. Bids are normally brought to the board for approval in August.

- G. Tuition Student for the 2011-2012 School Year – Rafaela Vasconcelos
- H. PSBA Membership – Membership in the Pennsylvania School Boards Association, Inc. for the 2011-2012 school year and payment of membership dues in the amount of \$12,300.

Explanation: PSBA dues are at the 2010-2011 level. No increase was proposed.

- I. Holiday Schedule for the 2011-2012 school year as listed (see pages 5 – 6).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 2 A – I: It was moved by Ms. Wert and seconded by Mr. Straub 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, absent; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Professional Leaves – of the individuals listed, for the 2011-2012 school year, for the purpose of study pending appropriate documentation of courses. They will be taking the required number of credits in accordance with the district Compensated Professional Leave Policy #338.1.
- Wardell J. Jackson – First Semester, full pay
 - William W. Southward, Jr. – Second Semester, full pay

Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant professional development leaves of absence to professional employees who meet

specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #338.1, and Article XXVIII of the negotiated agreement.

- 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.
 Thomas M. Gallagher
 Lisa M. Searer
- C. Retirement of the individual listed per the effective date.
 Karen Eckert, food service, effective the end of the 2010-2011 school year.
- D. Employment or Change in Status (*) of the individuals listed per the effective date.
 ▪ Heather Hagelgans (*), enrollment related learning support hours at Pequea Elementary increased to 6.5 hours per day, effective 4/11/2011.
 ▪ Cirilo Ventura, enrollment related personal care assistant at Letort Elementary, 6 hours per day, \$9.00 per hours for the 2010-2011 school year only, effective 4/19/2011.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – D: 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, yes; J. Kenneth Long, absent; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

The meeting adjourned at 9:45 p.m. on a motion by Mr. Straub, and seconded by Mrs. Friedman and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary