

**Minutes
Committee of the Whole
May 21, 2012**

The Penn Manor School Board met in an Executive Session at 5:45 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 7:00 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. Amber Green, Mr. Frank Hoke, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Mrs. Johnna Friedman and Mr. Ken Long were absent. Present from the administrative staff were Mr. Christopher Johnston and Dr. Michael Lechliter. Also in attendance for the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Penn Manor students Evan Bigler, Sarah Evarts, and Jen Adams, Mrs. Bigler, Mrs. Ellen Altdoerffer, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, June 4, 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 May 7, 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.

Evan Bigler and Sarah Evarts provided the student report highlighting upcoming high school events. Sarah thanked the Board for the recent meeting with student leaders. Evan thanked the Board for the opportunity to serve as a student school board representative.

Dr. Lechliter recognized Evan Bigler for his contributions to Penn Manor High School, his personal accomplishments, and future plans. Mr. Schlotzhauer presented Evan with a gift from the Board and thanked him for his reports to the Board at the meetings.

Dr. Frerichs reviewed upcoming Board development opportunities.

Ms. Wert reviewed the proposed 2012-2013 Lancaster County Academy budget. Approval for this item on the May 21 board agenda was approved on a motion by Ms. Wert and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, absent; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Frerichs updated the board on the May 14th meeting of the Facility Committee. The site plan for the new Hambright Elementary School complex was reviewed.

Mr. Johnston reviewed the Act 34 public hearing resolution for the proposed new Hambright Elementary School. The hearing will be held on June 18th. Approval for placement of this item on the May 21 board agenda was approved on a motion by Ms. Wert and seconded by Mr. Rintz. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, absent; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston provided a review of changes to the preliminary budget since the presentation of the proposed preliminary budget on May 7th.

Mr. Johnston explained the concept of a tax amnesty program for delinquent accounts from the 2005 real estate year. He presented a sample letter, that will be sent to selected delinquent account holders, for review.

Mr. Johnston provided an update on the Architect RFP process including timelines for the architect application and interview process, and potential building projects.

The Committee of the Whole adjourned at 7:57 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 21, 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 7:58 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, June 4, 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. Amber Green, Mr. Frank Hoke, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman and Mr. Ken Long were absent. Present from the administrative staff were Mr. Christopher Johnston and Dr. Michael Leichliter. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Ellen Altdoerffer, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

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 May 7, 2012. 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. Leichliter gave the Superintendent report.

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

General Fund	\$ 2,483,081.14
Cafeteria Fund	\$ 117,666.96
Capital Reserve Fund	\$ 834.03
Technology Capital Reserve	\$ 3,359.92
2010 Construction Fund	\$ 171,340.05
Student Activity Fund	\$ 29,474.03
Payroll 4/11/2012	\$ 820,506.17
Payroll 4/25/12	\$ 798,209.03

The following roll call vote was taken on this motion: Richard L. Frerichs yes; Johnna Friedman, absent; 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 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. Lancaster County Academy 2012-2013 Proposed Operating Budget
- B. Act 34 for Hambright Elementary School (see pages 5 – 6).

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - B: It was moved by Mrs. Green and seconded by Ms. Wert to approve this items as amended. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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 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. Approval of Graduates – The members of the Class of 2012 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- C. Second Reading of Revised Policies (see enclosure distributed for the 5/7/2012 meeting).
 - #004 – Membership
 - #210 – Use of Medications
 - #210.1 – Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
 - #210.2 – Administering of Injections
 - #718 – Service Animals in Schools
- D. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service geothermal systems at Eshleman, Letort, Marticville Middle, Martic and Central Manor from 7/1/2012 through 6/30/2013 as per the attached proposal (see pages 7 – 8).

Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period.

- E. Graduation Video Production Proposal agreement with Production Express, Inc. to provide dual video screens during graduation ceremonies for \$1,627.00.

Explanation: To provide dual projection screens during graduation ceremonies which will allow for larger images and better clarity for the audience.

- F. Ratification of IU Bid Awards as cited for 2012-2013 (see page 9).
 - IU Copy Paper
 - IU Athletic/Trainer/Medical Supplies
 - IU Custodial Supplies
 - IU Cafeteria Paper/Small Wares

- G. Student and Athletic Accident Insurance – purchase of insurance from Ace American Insurance Company at an annual premium of \$12,859 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24 hour per day coverage for the 2012-2013 school year.

Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, majorettes, student coaches, student trainers, and student manager. Also covered are all non-athletic, interscholastic or extracurricular activities. The amount represents a 8.74% increase over last year.

- H. Judicial Review Committee Actions as cited (see attached).

- I. Tuition student for 2012-2013
Yanling Xu, grade 12

- J. Approval for Special Education Class at Pequea Elementary - To approve the addition of a K-1 full time learning support/life skills support class.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – J: It was moved by Mr. Hoke and seconded by Mr. Schlotzhauer to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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 Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Employment and Change in Status of the individual listed per the effective date for the 2011-2012 school year:
Michelle Reinhart, support staff substitute, permanent employee, sub rate, effective 5/7/2012
- B. Substitute Teacher 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.
Shaun M. Ulmer
- C. Leaves to the individuals according to the terms listed.
Classified:
- Employee Z2 – Designated Family Medical, March 14 – April 24, 2012
 - Employee A3 – Designated Family Medical, March 19 – May 20, 2012
- D. Strength and Conditioning Coach approval of Matthew Willard, effective June 11, 2012 and continuing through the 2012-2013 school year for a maximum of 586 hours at \$23.20 per hour.

Explanation: Responsibilities will include monitoring of the Weight Room at Penn Manor High School during the school year, training high school and junior high school

athletic teams in season and out of season, and conducting Speed Training/Cross Fit classes for athletic teams out of season.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – D: It was moved by Mr. Rintz and seconded by Mrs. Green to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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 5. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Judicial Review Committee Actions as cited (see attached).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 A: It was moved by Mr. Schlotzhauer and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; 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 8:05 p.m. on a motion by Mrs. Green and seconded by Ms. Wert and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary