

**Minutes
Committee of the Whole
May 7, 2012**

The Penn Manor School Board met in a 2012-2013 Budget Workshop at 5:00 p.m.

The Penn Manor School Board met in an Executive Session at 6:00 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 7:01 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. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Present from the administrative staff were Ms. Ellen Pollock, Mr. Christopher Johnston, and Dr. Michael Lechlitter. Also in attendance for the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. John Matussek, Mr. Donald Stewart, Penn Manor students Andrew Glick, Catherine Shipley, Gabrielle Bauman, Matthew Marquette, Mrs. Marquette, 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, May 21, 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 April 16, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Dr. Frerichs asked if there were any Citizen's Comments. Matthew Marquette stated that he was observing the meeting for a Boy Scout Merit Badge. High School Student, Catherine Shipley spoke in favor of the high school photography course.

Mr. Donald Stewart, Penn Manor Education Foundation Executive Director, provided an update on Foundation venture grants, scholarships, endowment, and upcoming events. Mr. Stewart thanked the Board for their support of the Foundation.

Mrs. Friedman reviewed upcoming Board development opportunities.

Mr. Schlotzhauer provided an update on the Career and Technology Center. He announced that the CTC graduations will be on May 27.

Ms. Wert provided information on the Lancaster County Academy 2012-2013 proposed budget. She announced that the Academy graduation will be on June 9.

Dr. Lechlitter and Ms. Pollock reviewed changes to a number of board policies. Approval for placement of the policies on the May 7 board agenda was approved on a motion by Mrs. Green and seconded by Mr. Long. The following vote was taken on this motion: Dr. Frerichs, yes;

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. Frerichs reminded board members to complete the IU 13 2012 Election Ballot.

Mr. Reisinger reviewed current and future technology projects, and future technology purchases and upgrades.

Mr. Johnston presented the 2012-2013 proposed final budget listing expenditures in the amount of \$65,637,762. Approval for placement of this item on the May 7 board agenda was approved on a motion by Ms. Wert and seconded by Mr. Hoke. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, no; Mr. Schlotzhauer, no; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Kreider reviewed the yearly transfer between entities occurring in the IU 13 and the impact on Penn Manor students. She explained that the IU will be closing the Diagnostic Kindergarten class at Penn Manor. Dr. Kreider reviewed the cost involved for Penn Manor to operate a Diagnostic Kindergarten class.

The Committee of the Whole adjourned at 8:22 p.m. on a motion by Mr. Long, a second by Mr. Straub, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
May 7, 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 8:23 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, May 21, 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. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. 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, Mr. John Matussek, Penn Manor students Andrew Glick, Catherine Shipley, Gabrielle Bauman, Matthew Marquette, Mrs. Marquette, 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 April 16, 2012. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent 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. Adoption of the 2012-2013 Penn Manor School District Proposed Final Budget.
1. Adoption of a proposed final budget for 2012-2013 listing expenditures in the amount of \$65,637,762 (see budget enclosure).
 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 18, 2012 for consideration of the final adoption of the budget (see pages 5 – 6).
- B. First Reading of Revised Policies (see enclosure).
- #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

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A: It was moved by Mrs. Friedman 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, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, no; Christopher Straub, yes, and Donna J. Wert, yes.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 B: It was moved by Mrs. Friedman and seconded by Mr. Hoke 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, 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. Cooling Tower Safety Upgrade for Manor Middle School per attached proposal (see enclosure).
- B. Cooling Tower Safety Upgrade for Penn Manor High School per attached proposal (see enclosure).
- C. Contract with Franklin & Marshall College for the 2012 Penn Manor High School Commencement (see enclosure).

Explanation: Commencement will be held at F&M for the second consecutive year. Total costs will again be shared with Hempfield School District who will be holding their commencement on the night following Penn Manor's graduation. This year's contract will provide some audio and visual enhancements as a result of feedback received in 2011.

- D. 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, 2012 through June 30, 2013.

Explanation: Required by School Code.

- E. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2012 through June 30, 2013.

Explanation: Required by School Code.

- F. Approval to Bid – Authorization to advertise for the bid for the following items for the 2012-2013 school year:
Ice Cream

Milk
Fruit Drinks / Iced Tea

- G. PSBA Membership – Membership in the Pennsylvania School Boards Association, Inc. for the 2012-2013 school year and payment of membership dues in the amount of \$12,300.

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

- H. Change Orders for Central Manor Project totaling \$8,194.99 as summarized (see page 7).

Explanation: Processing of plumbing related change orders for the Central Manor renovation project.

- I. 2012-2013 School Board Calendar (see page 8).

- J. The Revised 2012-2013 School District Calendar (see page 9).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – J: It was moved by Mr. Rintz and seconded by Mrs. Friedman 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, 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 10).

- B. Substitute Teachers within the school district until such time that either the school district or the individuals would opt to have their name deleted from the substitute teacher list:

Cameron W. Aument
Hillary J. Buckwalter
Courtney M. Eckman
Jean M. Farrell
Margaret A. Peart

- C. Leaves to the individuals according to the terms listed.

Professional:

- Employee W2 – Designated Family Medical, April 2 – April 26, 2012

Classified:

- Employee X2 – Intermittent Family Medical, April 5, 2012 – April 4, 2013
- Employee Y2 – Designated Family Medical, February 14 – May 7, 2012

- D. Tenure for the individual listed as he has completed the requirement of three years of satisfactory teaching performance with the school district.
Patrick S. Eichelberger

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

- E. Retirement of the individual listed per the effective date:
• Carol Horst, Food Service Manager, effective October 15, 2012.

- F. Professional Leaves – of the individuals listed, for the 2012-2013 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 (see page 11).

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.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – F: It was moved by Mr. Straub 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, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:33 p.m. on a motion by Mr. Long and seconded by Mrs. Friedman and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary