

**Minutes**  
Committee of the Whole  
September 13, 2010

The Penn Manor School Board met in Executive Session at 6:15 p.m. for the discussion of the Superintendent's evaluation. The Executive Session adjourned at 6:55 p.m.

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 Vice-President, Mr. Carlton Rintz. The following members were present: Mrs. Friedman, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Ms. Wert. Dr. Frerichs was absent. Note: Due to the recent resignation of Mr. DeLuca there are currently 8 board members. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Also in attendance were for all or part of the meeting: Mrs. Vickie Hallock, Mrs. Beth Martin, Mrs. Peg Murr, Mr. Del Jackson, Mr. Travis Masten, Penn Manor citizen, Mr. Abe Fisher, student, Evan Bigler, and Mrs. Howard.

Mr. Rintz announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, October 4, 2010, at 7:00 p.m. in the Board Room of the Manor Middle School.

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

Mr. Rintz asked the committee whether there were any additions or corrections to the Minutes of the September 7, 2010, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Mr. Schlotzhauer and Mr. Rintz highlighted topics from Representative Boyd's Public Education Legislative breakfast.

Mrs. Wert reported on the changes that the Textbook Committee would like to the textbook evaluation form. Ms. Pollock will revise the form and present it to the board.

Mr. Rintz announced that the Plancon C public hearing for the purpose of purchasing property adjacent to Manor Middle School will be held on October 12, 2010 at 5:30 p.m. in the Manor Middle School auditorium.

Dr. Leichliter introduced Evan Bigler, the junior representative to the School Board. Evan reported on beginning of the year high school activities and upcoming high school events.

Dr. Leichliter presented the revised School Board Policy Manual for a final reading. Approval for placement of this item on the board agenda was approved on a motion by Mr. Long, and seconded by Mr. Hoke. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes

Mrs. Hallock presented a PowerPoint showing the Central Manor cottages for grades 5 and 6. She explained the layout of the buildings, supervision procedures and the schedule for the students. Mr. Long thanked Mrs. Hallock and the teachers for working hard to prepare the classrooms in a short period of time.

Mr. Johnston updated the Board on the health care reform. He explained the potential financial impact of the provision dealing with the 40% excise tax imposed on “Cadillac” health care plans.

Dr. Leichliter reviewed a proposed schedule for board member visits to various district buildings. He also provided a proposed schedule for School Board breakfasts in the buildings.

Dr. Leichliter presented information on the proposed Co-Curricular Review Committee to evaluate co-curricular programs throughout the district. Mr. Rintz and Mrs. Friedman volunteered to serve on the committee. Mr. Straub volunteered to be an alternate on the committee. Other committee members will include Mr. Gale, Mr. Richard Eby, Mr. Roth, parents, students, committee members, coaches and advisors. Dr. Leichliter explained the topics that will be discussed and the timeline for the committee.

Mr. Johnston provided an update on proposed changes for the Business Office reorganization. He explained the proposed changes in responsibilities for Mr. Wolfgang, Mrs. Duke and Mrs. Musser. Mr. Johnston also provided details on proposed changes for the district receptionist and district office phone system. Board members commended Mr. Johnston on the smooth transition for the business office.

Dr. Leichliter announced that a special board meeting will be held on September 27, 2010 at 5:00 in the board room at Manor Middle School for the purpose of interviewing candidates for the School Board vacancy. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman, and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

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

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Mr. Carlton Rintz, Vice-President

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Paula E. Howard, Secretary

MINUTES  
Penn Manor Board of School Directors  
September 13, 2010

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 Vice-President, Mr. Carlton Rintz at 8:24 p.m.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, October 4, 2010, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

Mr. Rintz announced that a Facility Committee Meeting will be held on Thursday, September 30, 2010 at 9:30 a.m. in the Board Room of the Manor Middle School.

The following members were present: Mrs. Friedman, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Ms. Wert. Dr. Frerichs was absent. Note: Due to the recent resignation of Mr. DeLuca there are currently 8 board members. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Also in attendance were: Mrs. Beth Martin, Mrs. Peg Murr, Mr. Del Jackson, Mr. Travis Masten, Penn Manor citizen, Mr. Abe Fisher, and Mrs. Howard.

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

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the September 7, 2010. Hearing none, on a motion by Mr. Schlotzhauer, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter announced the back to school nights for the buildings. He reported that the three Penn Manor employees, Linda Deal, Todd Mealy and Melissa Ostrowski who have been academically published will attend the December board meeting. Also at the December meeting previous board members and superintendents will be invited to a dinner preceding the meeting.

Mr. Johnston reviewed the treasurer's report for July 2010. Mr. Johnston presented for payment the August 2010 bills. It was moved by Mrs. Friedman and seconded by Mr. Hoke to approve to authorize payment of bills in the amounts of \$3,166,526.61 from the General Fund; \$868.34 from the Capital Reserve Fund; \$483,830.10 from the 2006 Construction Fund; \$27,566.01 from the Student Activity Fund and payroll in the amounts of \$715,197.28 dated 8/4/10, and \$725,706.26 dated 8/18/10. The following roll call vote was taken on this motion: Richard L. Frerichs, absent; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, Christopher Straub, yes, and Donna J. Wert, yes.

The School Board Meeting Agenda was reviewed.

**Items 2 A – B:                      Consent Agenda for Committee of the Whole Meeting**

- A.     “Final Reading” of the Penn Manor Board Policy Procedures – The committee is recommending the approval of the “Final Reading” of the Penn Manor Board Policy Procedures.
- B.     Special Meeting – The committee is recommending the approval to schedule a special meeting on Monday, September 27, 2010 beginning at 5:00 in the Board Room at Manor Middle School for the purpose of interviewing candidates for the School Board vacancy.

**MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A - B:**

It was moved by Mrs. Friedman 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**Items 3 A - F:                      Consent Agenda for Personnel**

- A.     Employment or Change in Status(\*) – The administrative staff is recommending the board accept the individuals listed for employment or change in status(\*) according to the conditions listed (see page 4).
- B.     Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.  
           Linda Sauer, Letort Building Aide – effective August 30, 2010
- C.     Substitute Teachers – The administrative staff is recommending that the individuals listed be approved for substitute teaching 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.  
           Laura S. Graybill  
           Kathleen W. McConaghay  
           Lori A. Medina  
           Charles W. Trautman, Jr.  
           Ashley N. Weer  
           Nikki L. Wilson
- D.     Fall, Winter and Spring Athletic Worker – The administrative staff is recommending the approval of the individual listed as athletic workers for the 2010-2011 school year.  
           Pam Eshleman
- E.     Co-curricular Positions – The administrative staff is recommending the following changes to the co-curricular positions for 2010-2011 for Marticville Middle School.  
           Jaime Gehres to replace Lindsey Smoker as 50% Student Council Advisor – Entry Level -- \$426  
           Choral Competition position to be vacant for 2010-2011

- F. Business Office Realignment – the administrative staff is recommending the following changes as part of the district’s business office transition plan and realignment of duties.  
 Judy Duke – Elevation from Accountant position to Assistant Business Manager at an annual salary of \$62,320 (prorated) effective 9/14/2010.

Randy Wolfgang – Elevation of Director of Support Staff position to level 26 at an annual salary of \$73,085 (prorated) effective 9/14/2010.

Jill Musser – Elevation from Secretary/Receptionist position to Secretary Business Office at an hourly rate of \$16.75 effective 10/1/2010.

*Explanation: Changes result from elevation of positions on the support staff compensation schedule. All three individuals will see increased duties and responsibilities. The proposed changes will result in an approximate net savings of \$ 70,000.*

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 3 A – F:** It was moved by Mrs. Wert 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**Item 4 A: Consent Agenda for Administrative Actions**

- A. Central Manor Change Order – The administrative staff is recommending approval of a change order for the Central Manor Elementary renovation project in an amount not to exceed \$206,885 for site remediation work to be paid from the 2006 Construction Fund.

*Explanation: This general contractor change order involves work needed to stabilize the geothermal bore field sink holes and depressions.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 4 A:** It was moved by Mr. Long and seconded by Mr. Hoke to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, absent; Johnna Friedman, 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 8:37 p.m. on a motion by Mr. Long, and seconded by Mrs. Friedman and a unanimous voice vote.

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 Mr. Carlton Rintz, Vice-President

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 Paula E. Howard, Secretary