

**Minutes
Committee of the Whole
September 19, 2011**

The Penn Manor School Board met in Executive Session at 6:00 p.m. for the discussion of the Superintendent's evaluation, personnel and student 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. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Kirk Schlotzhauer was absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. Jeff Roth, Mrs. Kim Marsh, Mrs. Michelle Transue, Representative Ryan Aument, Kristie Kauffman, student representatives Evan Bigler and Sarah Evarts, 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, October 3, 2011, 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 September 6, 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.

Student representatives Evan Bigler and Sarah Evarts reported on high school, sports, and student council activities for the beginning of the school year. They also provided dates for upcoming high school and student council events. Dr. Frerichs welcomed Sarah and Evan. He asked them to provide a date for the Board to meet with students again this year, and to report at the next meeting opinions from students regarding the high school student handbook usage and format.

Dr. Frerichs asked if there were any Citizen's Comments. Representative Ryan Aument commended Dr. Leichliter and the Board for Penn Manor's willingness to participate in the Pennsylvania Department of Education Teacher Evaluation Pilot.

Mrs. Friedman reviewed upcoming Board development opportunities.

Dr. Frerichs distributed handouts on the handouts that were distributed to the Board. He asked if the Board wanted to send a letter to Senator Toomey regarding medical reimbursement to the district for special education students. The Board supported Dr. Frerichs sending a letter to Senator Toomey.

Mr. Jeff Roth introduced Mrs. Kim Marsh, the Girls' Head Lacrosse Coach.

Dr. Leichliter explained that the Board Operations Guidelines will be reviewed on an annual basis. He said after reviewing the guidelines with Dr. Frerichs one change is being recommended to \$004.1-BOG, Student Representative to School Board. Approval for placement of this item on the September 19 board agenda was approved on a motion by Mr. Long and seconded by Mr. Straub. 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, absent; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichliter provided information on the district regular and special education costs to Charter schools for 2010-2011. Dr. Leichliter and Mr. Reisinger provided an overview of the Penn Manor Virtual Cyber School that is partnered with ten member districts in the IU 13. They discussed the parent meetings that were held, explained the cost involved, the program, and future blended options. Questions were asked by Board members.

The Committee of the Whole adjourned at 8:07 p.m. on a motion by Mrs. Friedman, a second by Ms. Wert, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
September 19, 2011

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 8:08 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, October 3, 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. Ken Long, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Kirk Schlotzhauer was absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Lechlitter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Michelle Transue, Kristie Kauffman, 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 September 6, 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. Lechlitter provided the Superintendent report. He announced that the Marching Band placed first in their division at the Hempfield Band Competition. He reported that after meeting with representatives from the Boy Scouts a mutual agreement was reached regarding recruitment. He also reported that the Penn Manor Education Foundation dinner raised \$13,500, Mr. David Bender recently participated in training at Goddard Flight Center, and Dr. Lechlitter will be part of the Lancaster Chamber Advocacy Council trip to Washington, D.C.

Mr. Johnston presented for payment the September 2011 bills. It was moved by Mrs. Friedman and seconded by Mr. Hoke to approve to authorize payment of bills:

General Fund	\$ 2,747,668.07
Cafeteria Fund	\$ 28,058.83
Capital Reserve Fund	\$ 110,319.08
2010 Construction Fund	\$ 318,273.61
Student Activity Fund	\$ 2,346.19
Payroll, 8/3/2011	\$ 710,002.27
Payroll, 8/17/2011	\$ 714,080.33
Payroll, 8/31/2011	\$ 769,373.23

The following roll 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, absent; 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. PDE eStrategic Plan (see <http://is.gd/7zpYZB>)
- B. Revised Board Operations Guideline No. 004.1 Student Representative to School Board (see pages 4 – 5).

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - B: It was moved by Mr. Long and seconded by Ms. Wert 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, absent; 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. Tax Exonerations as cited.

<u>BILL NO.</u>	<u>NAME</u>	<u>Parcel ID</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
<i>Manor Township</i>					
41010-4-8300	LEFEVER, Clint & Jennifer	4107857900000	Appeal	\$ 48,000.00	\$ 263.36
41011-3-3889	LEFEVER, Clint & Jennifer	4107857900000	Appeal	\$ 60,600.00	\$ 1,011.41

- B. Management Partnership Services Inc. proposal to conduct a review and assessment of non-public transportation systems for a fee of \$5,800.

Explanation: Part of the IU Consortium study represents 5 days of professional time inclusive of all travel and expenses.

- C. Judicial Review Committee Actions as cited (see enclosure).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – C:

It was moved by Mr. Straub and seconded by Mrs. Friedman 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, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent; 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. Resignation of the individuals listed per the effective date.
 Anita Kolibas – ERA – LST, effective September 16, 2011
 Sue Sabado – Health Room Tech, effective September 16, 2011
 Brian Stouffer, Custodian , effective September 23, 2011

- B. Employment and Change in Status of the individuals listed per the effective date for the 2011-2012 school year (see page 6).
- C. 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 (see page 7).
- D. Fall, Winter and Spring Athletic Workers as listed for the 2011-2012 school year.
Britney Clugston
Amy Wall
- E. High School Choral Director of the individual listed for the 2011-2012 school year at the rate of \$1128.
Lauren Forbes
- F. Aide at Central Manor of the individual listed for August 22 – August 26, 2011, 5 transition hours per day, to help prepare for the opening of the renovated Central Manor Main Building.
Deb Jones
- G. Personal Care Assistant for Co-Curricular Activities of the individual listed to provide personal care assistance during co-curricular activities at her normal rate.
Paulette Divet
- Explanation: Paulette Divet will perform approximately 40 hours during the school year to support a student with a disability to fully participate in co-curricular activities.*
- H. Fall Costume Coordinator of the individual listed for the 2011-2012 school year at the rate of \$1,220.
Rebecca Cotich
- I. Leave to the individual according to the terms listed:
Professional Employee
Employee R1 - September 6, 2011 – September 5, 2012
Intermittent Family Medical
- J. Department Coordinators Salaries for the 2011-2012 school year as listed (see page 8).

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – C, E - J: It was moved by Mr. Rintz and seconded by Mr. Hoke 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, absent; Christopher Straub, yes, and Donna J. Wert, yes.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4D: It was moved by Mrs. Friedman and seconded by Mr. Straub 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, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, absent; 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. Awarding of Bid Approval and Notice to Proceed for Manor Middle School Fire Alarm System to G.A. Vietri in the amount of \$98,700 as per the attached bid tabulation (see page 10). Payment to be made from the Capital Reserve Fund.
- B. Awarding of Bid Approval and Notice to Proceed for Manor Middle School Baseball Dugouts Replacement to Amric Construction in the amount of \$104,500 as per the attached bid tabulation (see page 11). Payment to be made from the Capital Reserve Fund.
- C. Awarding of Bid Approval and Notice to Proceed for Marticville Middle School Basketball Court Paving to B.R. Kreider in the amount of \$48,700 as per the attached bid tabulation (see page 12). Payment to be made from the Capital Reserve Fund.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 5 A - C: It was moved by Ms. Wert 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, absent; Christopher Straub, yes, and Donna J. Wert, yes.

Item 6. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Counseling – The administrative staff is recommending approval for Melissa Ostrowski to be paid at the hourly professional rate for up to 20 hours per month during the 2011-2012 school year for assistance in counseling students and families in connection with the Penn Manor Virtual School.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 6A: It was moved by Mr. Rintz 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, absent; Christopher Straub, yes, and Donna J. Wert, yes.

The meeting adjourned at 8:18 p.m. on a motion by Mrs. Friedman, and seconded by Mrs. Green and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary