

**Minutes
Committee of the Whole
September 4, 2012**

The Penn Manor School Board met in a Bond Financing Workshop beginning at 5:00 p.m. Mr. Ken Philips and Ms. Lauren Eby, RBC Capital Markets LLC and Rhonda Lord, Esq, Kegel Kelin Almy & Lord presented the workshop.

The Penn Manor School Board met in an Executive Session at 6:20 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 7:00 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. Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. Phil Gale, Mrs. Cece O'Day, Ms. Angie Stiklaitis, Mr. John Matussek, Mr. Denny Coleman, Mr. Hal Hart and Mr. Larry Levato from Crabtree Rohrbach & Associates Architects, a community member, Lancaster Newspaper reporter Mrs. 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, September 17, 2012, at 7:00 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 August 20, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz a second by Mr. Straub 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.

Mr. Chris Straub reported on the Lancaster County Career and Technology Center Joint Operating Committee meeting. He also reminded the board of the CTC Board recognition dinner on September 27 at the Mt. Joy CTC.

Ms. Donna Wert provided a Lancaster County Academy update on enrollment statistics for the 2011-2012 school year, and the current enrollment for this school year.

Dr. Frerichs reviewed the upcoming Board development opportunities.

Mr. Gale, Mrs. O'Day, and Ms. Stiklaitis reviewed the Penn Manor high school improvements in English and Mathematics for the Class of 2013. Information on changes in the secondary mathematics program was also provided. Dr. Leichliter congratulated the high school staff on their progress in the improved reading and math scores. Dr. Shaffer commended Mr. Gale for his leadership with the improvement plan and the results.

Mr. Larry Levato provided information on the Pequea Elementary PlanconA approach and preliminary renovation plans. Dr. Leichter thanked Mr. Hart and Mr. Levato for their two week effort to prepare the preliminary plan. Approval for placement of the Pequea Plancon A on the September 17 board agenda was approved on a motion by Mr. Long 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, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Reisinger reviewed the district's participation in E-RATE, a federal program which provides significant discounts for school communication bills.

Mr. Johnston reviewed the proposed calendar for developing, discussing and approving the budget for the 2013-2014 school year.

The Committee of the Whole adjourned at 8:24 p.m. on a motion by Mr. Rintz, 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
September 4, 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 8:25 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, September 17, 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. Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. John Matussek, a community member, Lancaster Newspaper reporter Mrs. 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 August 20, 2012. Hearing none, on a motion by Mr. Hoke, a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report. He reported that the opening of school was very successful. The student enrollment on opening day was 5,165 the lowest since the 1993-1994 school year.

Item 1. **The School Board Meeting Agenda was reviewed.**

Item 2. **Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

A. Middle School and High School Code of Student Conduct listed in the 2012-2013 Student Handbooks

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 2 A: It was moved by Mr. Straub and seconded by Mrs. Green 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, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

Item 3. **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 2012-2013 school year (see pages 4 – 5).
- 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 (see page 6).
- C. Resignations of the individual listed per the effective date:
 - Coleen Aston, health room tech, effective August 24, 2012
 - Steven Hess, secondary teacher, effective September 3, 2012
 - Angie Klugh, custodian, effective August 20, 2012
 - Maria Wright, health room substitute, August 23, 2012
- D. Leave to the individuals according to the terms listed:
 - Professional Employee:
 - B17 – August 27, 2012 – August 26, 2013, Intermittent Family Medical
 - B18 – December 6, 2012 – January 30, 2013, Family Medical
- E. Volunteer Coaches pending receipt of clearances:
 - Arleya Loss – Girls Soccer
 - Mike Stover – Football
- F. Mentors for the 2012-2013 school year as listed (see page 7).

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the EStrategic Plan.

- G. Middle School Tutors for the 2012-2013 school year at a rate of \$32.00 per hour.

Lisa Bitler	Jon Bittenbender
Courtney Costello	Curt Elledge
Jennifer Ennis	Connie Jackson
Maricia Kligge	Erica Kopp
Kerri Miller	Amy Niemkiewicz
Tom Wainman	

- H. Retirement of the individual listed per the effective date:
 - Carol Horst, Food Service Manager, effective October 31, 2012

Explanation: Change of effective date from October 15 to October 31, 2012.

- I. 2012-2013 Co-curricular Position as listed:

Ed Weber	Auditorium Technical Supervisor General	\$1,223
----------	---	---------
- J. 2012-2013 Fall Play Co-curricular Positions as listed:

Carol Shellenberger	Director	\$2,174
Melissa Mintzer	Assistant Director	\$1,924

Elizabeth Sheerer	Costume Coordinator	\$1,000
Ed Weber	Auditorium Technical Supervisor	\$ 929
Ed Weber	Set Design	\$ 554
Ed Weber	Construction Supervisor	\$ 892

K. Twilight School Instructors for the 2012-2013 school year at the rate of \$32.00 per hour.

Billie Jo Atkins	Jim Bender
Shawn Canaday	Nick Crowther
Erick Dutchess	Patrick Eichelberger
Curt Elledge	Kathy Grenier
Barry Groff	Jodie Henderson
Kathy Kirk	Tresa Kirk
Karen Miller	Jess Minko
Heather Paquette	Michele Pletcher
Liz Sheerer	Curtis Snelbaker
Tom Wainman	Steve Weidner

L. Pennsylvania Constables to provide security for the school district during the 2012-2013 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.

Robert Benson	John Griffith
Dan Harsh	Randall Kreiser
Bill Perkins	Jeff Pokepec
Fred Townsend	Christopher Wiggins

M. 2012-13 Middle School Weight Room Coverage for the after school middle school weight room for the 2012-13 school year at the rate of \$23.20 per hour, 1 hour per day, 2 days per week.

Steve Kramer
Ginny Neiss
John Young

N. Detention/Saturday School Monitors for the 2012-2013 school year at the rate of \$32.00 per hour.

Jon Bittenbender	Jim Horner
Connie Jackson	Curt Snelbaker
Chris Telesco	

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

The meeting adjourned at 8:29 p.m. on a motion by Mr. Long and seconded by Mr. Straub and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary