

**Minutes  
Committee of the Whole  
January 2, 2012**

The Penn Manor School Board met in a Workshop Session at 4:30 until 5:30 p.m. The Hambright Schematic Design was reviewed.

The Penn Manor School Board met in an Executive Session at 5:30 until 6:45 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. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Mr. Carlton Rintz was absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. Jeff Roth, Mr. John Matussek, Mr. Bill Zapata, Mrs. Susan Baldrige, Mr. Jason Hottenstein, Mr. Tom Ecker, Mrs. Megan Groff, Mrs. Judy Ruth, Ms. Diane Bounds, Mrs. Kathy Ashworth, Mrs. Laura Heverling, students Greta Lindsley, Bryan Hess, Sarah Schaeffer, athletes from the 2011 Girls' Soccer team, parents, Lancaster Newspaper reporter Elaine Jones, 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 Tuesday, January 17, 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 December 5, 2011, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Long 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.

Mr. Chris Straub read the Board resolution recognizing and commending the 2011 Girls' Soccer team it's outstanding performance, and for the team's distinction as NSCAA All-American Academic Soccer team. Mrs. Friedman and Mr. Hoke presented copies of the resolution to team members. The team presented the Board with a plaque with their accomplishments.

Mr. Straub read the Board resolution recognizing and commending Mr. William Zapata for being selected the National Soccer Coaches Association of America Mid-Atlantic Region Girls' Soccer Coach of the Year. Dr. Frerichs presented the resolution to Mr. Zapata.

Mr. Schlotzhauer read the Board resolution recognizing and commending Greta Lindsley for her outstanding achievement in the sport of cross country. Greta won the Lancaster-Lebanon and the District III Cross Country titles, and finished eighth in the PIAA Class AAA Girls' Cross Country State championship. Mr. Ken Long presented the resolution to Greta.

Mrs. Amber Green read the Board Resolutions recognizing and commending Sarah Schaeffer and Bryan Hess for their outstanding achievement in the National Scholastic Press Association competition. The students were co-winners of the Brasler Prize 2011 Story of the Year Award in the Feature Story category. Ms. Wert presented the resolutions to Sarah and Bryan.

Ms. Wert reported on the Lancaster County Academy meeting. She announced that the Academy graduation will be January 21 with possibly one Penn Manor student graduating.

Mrs. Friedman reviewed upcoming Board development opportunities.

Dr. Frerichs and Dr. Leichliter distributed informational handouts to the Board.

The School Librarians provided a presentation, Libraries Then and Now. They updated the Board on current school library programming.

Dr. Frerichs presented a list of Board Committees previously distributed to board members. The Board reviewed and agreed on their assignments as listed.

Mrs. Green motioned for placement on the agenda that Mr. Schlotzhauer to be approved as the Lancaster County Career & Technology representative and Mr. Chris Straub as the alternate. The motion was seconded by Mrs. Friedman. 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Straub motioned for placement on the agenda that Ms. Wert to be approved as the Lancaster County Academy representative and Mrs. Amber Green as the alternate. The motion was seconded by Mr. Schlotzhauer. 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Leichliter presented a joint resolution in support of the open campus initiative pilot between Penn Manor, Hempfield and Manheim Township School Districts. Approval for placement of 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, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:16 p.m. on a motion by Mr. Long, a second by Mrs. Friedman, and a unanimous voice vote.

---

Dr. Richard Frerichs, President

---

Paula E. Howard, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**January 2, 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 8:17 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Tuesday, January 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. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Carlton Rintz was absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. John Matussek, Lancaster Newspaper reporter Elaine Jones, 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 December 5, 2011. Hearing none, on a motion by Mr. Long, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report. He thanked the students who participated in the Holiday Concerts in the schools and community. He reported that he will be attending a non-public transportation consortium meeting presentation on January 4. Dr. Leichliter informed the Board that the IU 13 inquired about Penn Manor being the host for a GED class. The Board approved of the request.

Mr. Johnston provided the Treasurer's report for November 2011. He presented for payment the November 2011 bills. It was moved by Mrs. Friedman and seconded by Mr. Hoke to approve to authorize payment of bills:

General Fund	\$	3,108,730.24
Cafeteria Fund	\$	94,013.98
Capital Reserve Fund	\$	20,641.43
2010 Construction Fund	\$	32,897.10
Student Activity Fund	\$	20,167.17
Payroll, 11/9/2011	\$	819,714.51
Payroll, 11/23/2011	\$	828,055.17

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, absent; Kirk Schlotzhauer, yes, abstained from check #10735, 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.    Revised Job Descriptions: (see pages 6-18)  
       Assistant Superintendent  
       Business Manager  
       Director of Student Support Services  
       Supervisor of Elementary Education  
       Technology Director
  
- B.    Lancaster County Career & Technology Center Representatives appoint Kirk Schlotzhauer as representative to the Lancaster County Career & Technology Center and Christopher Straub as alternate.
  
- C.    Lancaster County Academy Representatives appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Amber Green as alternate.
  
- D.    Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
  
- E.    Appointment of Tax Collector – Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
  
- F.    Appointment of Board Treasurer – Christopher L. Johnston, Business Manager, as Board Treasurer for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
  
- G.    Appointment of Board Secretary – Paula E. Howard as Board Secretary for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.

**MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA**

**ITEMS 2 A - G:** It was moved by Mrs. Friedman and seconded by Mrs. Green 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, absent; 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.    Revised 2011 – 2012 Penn Manor School District Calendar (see page 19)  
       *Explanation: Administration is recommending a change to the May early dismissal from May 18 to May 11 to accommodate Post Prom set-up.*

- B. JAMF Software License Contract -- License and support contract with JAMF Software (Minneapolis, MN) in the amount of \$23,850.00 for a one-year period effective January 9, 2012.

*Explanation: The agreement will permit continuation of the remote software update and computer management tools in use across the district network since 2007. A total of 2,385 staff and student Macs are covered under this agreement.*

- C. Approval to Contract with IU 13 to complete a district All Hazards Plan in the amount of \$2,400.

*Explanation: Pennsylvania Chapter 10 regulations now require the district to have an All Hazards Plan modeled on the PEMA All Hazard Plan. IU 13 will complete this plan with participation from relevant district personnel.*

- D. Judicial Review Committee Actions as cited (see pages 20-28)

- E. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Account	President
PMSD Payroll Account	Vice President
Cafeteria Account	Treasurer
Capital Reserve Accounts	
PMSD Section 125 Accounts	
Construction Fund Accounts	
PMSD Student Activity Fund Account	
PMSD Student Activity Athletic Fund Account	

*Explanation: To formally authorize two board members to represent the district as designated signers for the above checking accounts.*

- F. Mileage Rate Approval – The administrative staff is recommending approval of the standard mileage rate for business use of an automobile from 55.5 cents per mile to the amount to be determined by the IRS effective January 1, 2012.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.*

- G. Marticville Middle School Bleacher Safety Railings – proposal from C. M. Eichenlaub Co. To furnish and install the safety railing for the bleachers at Marticville Middle School for \$3,113.

*Explanation: for the addition of fold down aisle rails identified as required from the 11/3/2011 safety inspection.*

- H. Appointment of Special Counsel to the School Board at the hourly rate of \$185.00 plus expenses.  
Stephen S. Russell, Stock and Leader LLP
- I. Open Campus Initiative – The administrative staff is recommending the approval of the open campus initiative pilot between Penn Manor, Hempfield and Manheim Township.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – I:** It was moved by Mr. Straub 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, absent; 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 29)
- 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 30)
- C. Leaves to the individuals according to the terms listed:  
Professional Employee:  
 Employee Y1 - April 2, 2012 - end of the 2011-2012 school year, Family Medical  
 Employee Z1 - December 1, 2011 – Nov. 30, 2012, Intermittent Family Medical  
  
Classified Employee:  
 Employee A2 - September 8 - November 30, 2011, Designated Family Medical  
 Employee B2 - November 14 - December 18, 2011, Designated Family Medical  
 Employee C2 - November 8 - December 18, 2011, Designated Family Medical
- D. Head Coaches Recommended for Renewal for the Fall 2012 Season:  
 Boys' Soccer – Steve McCabe  
 Cheerleading – Cindy Bachman  
 Cross Country – Robert Ulmer/Tom Ecker (co-head coaches)  
 Football – Todd Mealy  
 Girls' Tennis – Vickie Miller  
 Girl's Volleyball – Jarod Staub  
 Golf – Trevor Pope
- E. Special Education Aide Co-curricular Hours for the individual listed below to provide assistance to a special education student during co-curricular activities, up to 15 hours at the existing hourly rate.  
 Amy Reis

- F. Contracted Psychologist Hours for the individual listed below to provide special education evaluations in Spanish, up to 15 hours at the rate of \$70.00 per hour.  
Elaine Torres
- G. Science Tutor, individual listed below, for the Penn Manor Virtual School effective December 15, 2011 for the 2011-2012 school year at the professional hourly rate to provide tutoring as required.  
Kristin Sloyer
- H. Resignation of the individual listed below per the effective date cited.  
Kate Diem – ERA-LTS, December 6, 2011  
Laura Jefferson – Food Service, January 2, 2012  
Kelly Musser – Middle School Teacher, December 23, 2011  
Bonnie Weidman – ERA-Academic Support, December 20, 2011

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – H:** It was moved by Mrs. Green and seconded by Mr. Long 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

**Item 5. Consent Agenda for Personnel Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Dismissal of John R. Erisman from his employment as a professional employee, effective December 9, 2011, subject to the understanding that this action will be challenged by the filing of a grievance starting at Level IV of the grievance procedure set forth in the collective bargaining agreement between PMEA and the School District.

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 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, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

Dr. Frerichs announced that the Penn Manor School Board would reconvene to an Executive Session beginning at 8:30 p.m. for the discussion of student and personnel matters.

The meeting adjourned at 8:29 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