

## Minutes

### Committee of the Whole September 7, 2010

The Penn Manor School Board met in a Workshop Session beginning at 5:30 p.m. The topic, presented by Mrs. Melissa Ostrowski, was Career/Post Secondary Education. The Workshop Session concluded at 6:15 p.m.

The Penn Manor School Board met in Executive Session at 6:15 p.m. for the discussion of real estate and negotiations. 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 President, Dr. Richard Frerichs. The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Ms. Wert. Present from the administrative staff were Mr. Johnston, Dr. Lechlitter, and Ms. Pollock. Also in attendance were for all or part of the meeting: Mrs. Rhonda Lord, Mrs. Steinbacher, Robin Meadows, Mrs. Rhoades, and Mrs. 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, September 13, 2010, at 7:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs asked if there were any Citizen's Comments. There were none.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the August 9, 2010, Committee of the Whole Meeting. Hearing none, on a motion by Mr. DeLuca, a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long, a member of the Facility Committee, recommended placement on the voting agenda for the purchase of the Herr Farmland adjacent to Manor Middle School. Mrs. Friedman said she did not feel that it is fiscally sound at this time to purchase the farmland. Approval for placement of this item on the board agenda was approved on a motion by Mr. Schlotzhauer, and seconded by Mr. Straub. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, no; Mr. Hoke, no; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes

Dr. Lechlitter explained the need to conduct a Plancon C public hearing in relation to the purchase of the Herr farmland. The committee is recommending the meeting be held on Tuesday, October 12, 2010 at 5:30 p.m. in the Manor Middle School auditorium. Approval for placement of this item on the board agenda was approved on a motion by Mr. Schlotzhauer, and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes

Mr. Hoke updated the board on information regarding the possibility of Credit Union banking functions at Penn Manor High School. After much discussion it was decided that additional information would be presented to the board in the future.

Mr. Johnston provided an update on proposed changes for the Business Office reorganization. He explained and presented the revised Assistant Business Manager job description for placement on the agenda. Questions were asked by board members. Approval for placement of this item on the board agenda was approved on a motion by Mr. Long, and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mrs. Wert provided information on the tuition and fee structure for adults attending classes at the Lancaster County Academy. The option will be available to residents of participating Lancaster County Academy school districts, and based on space availability. Questions were asked by board members.

Mr. Johnston presented the 2011-2012 budget calendar. He explained the projected Index percentage and highlighted dates on the proposed budget calendar.

Dr. Frerichs announced that Mr. DeLuca will be resigning from the School Board at the end of the voting meeting this evening. A timeline for filling the school board vacancy and a list of questions were presented to the board for review. Much discussion ensued on the structure for interviewing the candidates. Dr. Lechlitter presented the advertisement that will be sent to the newspaper and posted on the district web site on September 8, 2010.

Dr. Frerichs provided a list of upcoming board development opportunities.

The Committee of the Whole adjourned at 8:35 p.m. on a motion by Mr. Long, a second by Mr. DeLuca, and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary

MINUTES  
Penn Manor Board of School Directors  
September 7, 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 President, Dr. Richard Frerichs at 8:35 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, September 13, 2010, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Ms. Wert. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Also in attendance were: Mrs. Steinbacher, Robin Meadows, Mrs. Rhoades, and Mrs. Howard.

Dr. Frerichs asked if there were any Citizen's Comments. There were none.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the August 9, 2010. Hearing none, on a motion by Mr. Straub, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter reported that the district had a very successful opening teacher day and student day. He thanked Ms. Pollock for her efforts for the opening teacher day program. Dr. Leichliter reported that the opening day student enrollment was 5299. He read a letter from a Penn Manor graduate commending the district and administration. Dr. Leichliter reported that three Penn Manor employees, Linda Deal, Todd Mealy and Melissa Ostrowski have been academically published. They will be invited to attend a future board meeting.

The School Board Meeting Agenda was reviewed.

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

- A.     Plancon C Public Hearing – The committee is recommending a Plancon C Public Hearing on October 12, 2010 at 5:30 p.m. in the Manor Middle School auditorium for the purpose of purchasing property adjacent to Manor Middle School.
- B.     Purchase of Real Estate – The committee is recommending approval of the Resolution authorizing the School District to purchase approximately 44.48 acres of real estate located at 2950 Charlestown Road, Manor Township, Lancaster County, Pennsylvania and to enter into an Agreement for Sale of Real Estate with C. Willis Herr for the land purchase (see page 6).
- C.     Assistant Business Manager Job Description – The committee is recommending the approval of the Assistant Business Manager job description (see pages 7 – 10).

**MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A and**

**C:** It was moved by Mr. DeLuca and seconded by Mrs. Friedman to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2B:** It was moved by Mr. DeLuca and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, no; Franklin Hoke, no; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**Items 3 A - H:**

**Consent Agenda for Administrative Actions**

- A. Middle School and High School Handbooks – The administrative staff is recommending approval of the Middle School and High School Handbooks.
- B. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 11).
- C. Manor Township, Millersville Borough and Southern Regional Police – The administrative staff is recommending approval for payments to Manor Township, Millersville Borough and Southern Regional Police Departments for providing police security at Penn Manor home athletic competitions. Estimated cost is \$48.50 per hour.
- D. Herr Property Boundary Survey – The administrative staff is recommending approval of the proposal to provide professional survey services in the amount of \$6,900.00 by Deihm & Sons, Inc for the Herr property.

*Explanation: Services associated with the purchase of the Herr property. To be paid from the 2005 Construction Fund.*

- E. Herr Property Phase I Assessment – The administrative staff is recommending approval of the proposal to provide environmental site assessment services in the amount of \$1,475.00 by Earth Engineering Incorporated for the Herr property.

*Explanation: Services associated with the purchase of the Herr property. To be paid from the 2005 Construction Fund.*

- F. Marticville Middle School Bleachers – The committee is recommending the purchase and installation of 200 additional bleacher seats at Marticville Middle School with C.M. Eichenlaub Company in the amount of \$33,859.00.

*Explanation: The Pennsylvania Department of General Services COSTARS contract will be utilized for the purchase. Payment to be made from the 2006 Construction Fund.*

- G. Water Utility Easement and Right of Way Agreement – The administrative staff is recommending approval of the Right Of Way and Easement Agreement with the

Columbia Water Company for land within the current LASA right of way along Donnerville Road pending solicitor review.

*Explanation: The Water Company is installing a water main along Donnerville Road within the boundaries of a current right of way granted to LASA.*

- H. Planned Maintenance Agreement – The administrative staff is recommending approval of an annual maintenance agreement with Sems Tech for the generators located at the High School (\$250), Marticville Middle School (\$450) and Martic Elementary (\$375).

*Explanation: Sems Tech will provide annual planned services on generators. The remaining seven buildings are covered under an existing agreement.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – C, F -**

**- H:** It was moved by Mr. Long and seconded by Mr. DeLuca to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3 D:** It was moved by Mr. Straub and seconded by Mr. Schlotzhauer to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, no; Franklin Hoke, no; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3 E:** It was moved by Mr. Straub and seconded by Mrs. Wert to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, no; Franklin Hoke, no; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**Items 4 A - N:**

**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 12; support staff list to be distributed at meeting).
- B. 2010/2011 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed as fall coaches for the 2010/2011 school year. (see page 13).

*Explanation: The attachment shows the recent additions and revisions for the coaches and positions by sport for the 2010/2011 fall season.*

- C. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.
- Melissa Alexander – learning support aide – August 20, 2010
  - Jennifer Duke – food service – August 11, 2010
  - Steve Marsh – learning support aide – August 19, 2010

Mary Prescott – elementary guidance counselor – September 2, 2010

- D. Leaves – The administrative staff is recommending granting the medical leaves to the individuals listed according to the terms listed (see page 14).
- E. 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 (see page 15).
- F. Personal Care Assistant for Co-Curricular Activities – The administrative staff is recommending the following individual to provide personal care assistance during co-curricular activities at her normal hourly rate of \$11.14.  
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.*

- G. Fall, Winter and Spring Athletic Workers – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2010-2011 school year (see page 16).
- H. 2010-11 Middle School Weight Room Coverage – The administrative staff is recommending approval of the following individuals to provide coverage for the after school middle school weight room for the 2010-11 school year at the rate of \$23.20 per hour, 1 hour per day, 3 days per week.  
Steve Kramer  
John Young
- I. Middle School Tutors – The administrative staff is recommending approval of the following individuals to the position of middle school tutor for the 2010-2011 school year at a rate of \$32.00 per hour.
- |                   |                |
|-------------------|----------------|
| Brad Aungst       | Curt Elledge   |
| Lisa Bitler       | Jennifer Ennis |
| Courtney Costello | Connie Jackson |
| Steve Evans       | Maricia Kligge |
| Erica Repsch      | Kerri Miller   |
| Lindsey Smoker    | Amy Williams   |
| Amy Spina         |                |

- J. Detention/Saturday School Monitors – The administrative staff is recommending the board approve the following individuals as detention monitors and Saturday School monitors for the 2010-2011 school year at the rate of \$31.40 per hour.
- |                   |                 |
|-------------------|-----------------|
| Brad Aungst       | Holly Astheimer |
| Lisa Bitler       | Erick Dutchess  |
| Courtney Costello | Kathy Grenier   |
| Steve Evans       | Kathy Kirk      |
| Erica Repsch      | Doug Kramer     |
| Lindsey Smoker    | Jen Kroesen     |

Amy Spina  
 Jim Horner  
 Curt Snelbaker  
 Cheryl Youtz  
 Brian Osmolinski  
 Maryann Saylor  
 Jeremy Nesmith

Cindy Lonergan  
 Lisa Mayo  
 Jim McGlynn  
 Gregg McGough  
 Heather Paquette  
 Cindy Stoner

- K. Security – The administrative staff is recommending approval for the following Pennsylvania Constables to provide security for the school district during the 2010-11 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.

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

- L. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School Instructor for the 2010-2011 school year at the rate of \$32.00 per hour.

Billie Jo Atkins  
 Shawn Canaday  
 Brian Chismar  
 Nick Crowther  
 Erick Dutchess  
 Patrick Eichelberger  
 Curt Elledge  
 Barry Groff  
 Steve Hess

Tresa Kirk  
 Greg McGough  
 Sean McKnight  
 Karen Miller  
 Brian Osmolinski  
 Heather Paquette  
 Michele Pletcher  
 Liz Sheerer  
 Tom Wainman

- M. Mentors – The administrative staff is recommending approval of the individuals listed as Mentors for the 2010-2011 school year (see page 17).

*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.*

- N. Department Coordinators Salaries – The administrative staff is recommending approval of the Department Coordinators salaries for the 2010-2011 school year as listed (see page 18).

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – F, H – N:** It was moved by Mr. Hoke and seconded by Mr. Long to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 4 G:** It was moved by Mr. Schlotzhauer and seconded by Mr. Hoke to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, abstained; 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 5 A - B:**

**Consent Agenda for Administrative Actions**

- A. Resignation – The Board accepts the resignation of Joseph DeLuca from the Penn Manor Board of School Directors effective September 7, 2010.
- B. Lancaster County Career & Technology Center Representatives – The committee is recommending approval to appoint Kirk Schlotzhauer as representative to the Lancaster County Career & Technology Center and Christopher Straub as alternate.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 B:** It was moved by Mrs. Friedman and seconded by Mrs. Wert to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3 A:** It was moved by Mr. Long and seconded by Mrs. Wert to approve this item. The following call vote was taken on this motion. Joseph DeLuca, did not vote; Richard L. Frerichs, yes; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Mr. Rintz read a resolution honoring Mr. DeLuca for his time serving on the Penn Manor School Board. The resolution and a plaque were presented to Mr. DeLuca by Dr. Frerichs.

Mr. DeLuca thanked the board. He said he enjoyed serving on the board, and working with a group functioning as one entity.

The meeting adjourned at 9:10 p.m. on a motion by Mr. Long, and seconded by Mrs. Friedman and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary



Agenda – Committee of the Whole  
Penn Manor School District  
Tuesday, September 7, 2010  
Manor Middle School – Board Room

**BOARD WORKSHOP**

(5:30 – 6:15)

Career/Post-Secondary Education – Mrs. Ostrowski

**EXECUTIVE SESSION**

(6:15 – 6:45)

Real Estate

Negotiations

**COMMITTEE OF THE WHOLE**

**7:00**

CALL TO ORDER:

Dr. Richard Frerichs

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on **Monday, September 13, 2010** at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

APPROVAL OF MINUTES:

August 9, 2010  
(<http://www.pennmanor.net/board/minutes.html>)

Item 1.  
(7:15 – 7:45)

Facility Committee Report – Mr. Long  
(see page 4)

*Explanation: The Committee will recommend purchase of the Herr Farmland to the full board.*

Committee Action Requested:  
Approval for Placement on September 7 School Board Meeting Agenda

Item 2.  
(7:45 – 7:55)

Plancon C Public Hearing – Dr. Leichliter

Committee Action Requested:  
Approval for Placement on September 7 School Board Meeting Agenda

Item 3.  
(7:55 – 8:10)

Update on Credit Union in the High School – Mr. Hoke and  
and Dr. Leichliter

Committee Action Requested:  
Information Only

Item 4.  
(8:10 – 8:40)

Update on Business Office Reorganization – Mr. Johnston  
(see pages 5 – 8)

Committee Action Requested:  
Approval for Placement on September 7 School Board Meeting Agenda

Item 5.  
(8:40 – 8:50)

Lancaster County Academy Adult Fee Proposal – Mrs. Wert  
(see pages 9 – 10)

Committee Action Requested:  
Information Only

Item 6.  
(8:50 – 9:05)

2011-2012 Budget Calendar – Mr. Johnston  
(see page 11)

Committee Action Requested:  
Information Only

Item 7.  
(9:05 – 9:20)

Board Replacement Schedule – Dr. Frerichs

Committee Action Requested:  
Information Only

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

Any individual or group wishing to address the Board of School Directors may do so at each meeting during the agenda item titled Citizen's Comments. At this time the President will ask if any district resident or taxpayer wishes to address the Board of School Directors. If so, the following procedures shall be followed:

- The resident or taxpayer wishing to speak will be recognized by the President and then state his/her name and address.
- The speaker may choose to speak at that time or request a delay until specific agenda item is before the Board of School Directors for consideration.
- Comments shall be limited to no more than five minutes.
- The chair may limit repetitive comments.
- The right to comment is for the purpose of addressing the Board of School Directors, not for asking questions of the directors or persons employed by the Penn Manor School District.
- Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.

## PENN MANOR SCHOOL DISTRICT

### Resolution Authorizing Acquisition and Approving Agreement for Sale

Date: September 7, 2010

**Background:** Penn Manor School District (the "School District") has need of fee simple title to a tract of land consisting of approximately 44.48 acres that is presently owned by Christian Willis Herr ("Herr") and is located adjacent to Manor Middle School in Manor Township, Lancaster County, Pennsylvania.

NOW, THEREFORE, the Board of School Directors of Penn Manor School District ("School Board") hereby takes the following action:

1. The School Board authorizes the acquisition, by condemnation or purchase, of a parcel of land, containing approximately 44.48 acres, identified as Account No. 410-70753-0-0000 (Manor Township) ("Property").
2. The School District officers are authorized and directed to arrange to have a survey made of the precise boundaries of the Property.
3. The School District officers are authorized and directed to execute all documents and to take whatever other action may be necessary or appropriate in order to complete the acquisition of the Property by condemnation or negotiated purchase, including conveyance by deed in lieu of condemnation, in accordance with the intent of this resolution, including without limitation, convening a public meeting pursuant to 22 Pa. Code § 21.42, conducting an Act 34 hearing and preparing and submitting documents and information in order to obtain Pennsylvania Department of Education PlanCon-C approval. .
4. The agreement for purchase of real estate in form as presented to the School Board, and the execution of such agreement by School District officers, is hereby ratified, confirmed, and approved.
5. The School District officers are authorized and directed to take all other action which may be necessary or appropriate to complete the acquisition of the Property in accordance with the intent of this resolution.
6. All other actions taken by School District officers to date in connection with the acquisition of the Property are ratified, confirmed and approved.

Duly adopted by the Board of School Directors of Penn Manor School District as of this \_\_\_\_ day of \_\_\_\_\_ 2010

(School District Seal)

PENN MANOR SCHOOL DISTRICT

ATTEST: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

**Penn Manor School District  
Position Description**

|                        |  |
|------------------------|--|
| Title:                 | Assistant Business Manager                   |
| Department:            | Business Office                              |
| Location:              | Central Office                               |
| Organization Position: | Classified Administrative Position – Level 1 |
| Reports To:            | Business Manager                             |

**General Scope of Responsibilities**

Under the leadership of the Business Manager, the Assistant Business Manager provides necessary expertise and supervision for all aspects of Business Office systems administered by the Penn Manor School District in accord with the School Board policies, districtwide administrative regulations, and directives from the Business Manager.

**Essential Functions**

1. Establish personal goals and develop goals with the business office staff to assure the effective and efficient implementation of School Board policy and goals.
2. Provide, direct, and supervise business office staff in planning and carrying out the approved programs of the School Board.
3. Provide accounting, management, and technological expertise for structuring business office systems for current and future years.
4. Recommend personnel actions for business office staff for School Board action.
5. Serve as the district liaison for the local independent audit and state audit.
6. Direct all financial procedures in administering the current school budget which provide prudent safeguards for public funds. Included, but not limited to, are the development and administration of effective procedures for purchasing, accounting, payroll, benefits, investing, financial reporting, bidding, administrative regulations, and state and federal guidelines.
7. Maintain financial system of fixed assets and inventory control including accounting, acquisition, and disposal of real property and surplus equipment in accordance with state and federal agencies and by the procedures/policies of the school district.

8. Supervise/complete the necessary local, state, and federal reporting relative to district budget, student activity fund accounts, petty cash, federal project programs, annual district census, and others as required.
9. Coordinate routine tax procedures, including, but not limited to, billing, reporting, and maintaining records.
10. Maintain and secure all permanent records, including property inventory.
11. Maintain all student activity and athletic fund records and serve as the fund custodian for all accounts.
12. Perform internal district audits where needed.
13. Research and recommend use of modern technology options for the business office including personal computers, mainframe, and shared services, which result in efficiencies for the district.
14. Work cooperatively with directors, supervisors, and administrators to effect continuity and articulation of the business program throughout the district.
15. Manage the school district's cash flow program and invest funds, per district policy, as they become available.
16. Plan education programs and professional development programs for the business office staff.
17. Perform closing out journal entries for each month and the end of the year.
18. Attend and make presentations at School Board meetings when necessary.
19. Serve as a liaison with the Lancaster County Tax Collection Bureau.
20. Perform other duties as may be assigned by the Business Manager

### Marginal Functions

Marginal functions will vary with the specific assignment and depend on the particular unit or function for which the person is responsible.

### Scope and Impact

This position accomplishes most of its tasks through the integration of highly complex procedures exercising a great deal of judgment when necessary. Normal contacts are both inside and outside the school district. Internal contacts include School Board,

business office staff, Business Manager, and other school district employees. External contacts include parents, business and government contacts, general public, and individuals from other school districts.

### Minimum Requirements

This position requires a bachelor's degree in business administration, or the equivalent, to include appropriate business, accounting, and computer background equal to 7 to 10 years of experience which includes experience or knowledge in payroll, accounts payable, budgeting, supervision, investments, and other business and school practices. The position requires a valid Pennsylvania driver's license and access to personal transportation.

### Special Skills

This position requires a keen knowledge of finance in addition to strong managerial and human relations skills. The ability to establish departmental goals and objectives and to continually assess management and employee development is also required.

### Physical/Mental Requirements/Environment

#### Physical

|                 |        |
|-----------------|--------|
| Sit:            | 60%    |
| Walk/stand:     | 35%    |
| Drive:          | 5%     |
| Body Movements: | Normal |
| Lifting:        | None   |

#### Mental

Ability to interpret, analyze, and problem solve detailed written and verbal communications.

#### Environment

Normal office environment

### Information in Accordance with the Americans with Disabilities Act

1. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed are essential job functions. Employees will also be required to follow any other job-related instructions and to perform any other job related duties as requested by their supervisor.

2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitudes necessary to address each duty proficiently.
3. All requirements are subject to possible modification to accommodate reasonably any individuals with disabilities. It is the responsibility of the employee to inform the Superintendent of Schools of any and all reasonable accommodations that will be needed.
4. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, students, or the general public.
5. The Penn Manor School District is an Equal Opportunity Employer. We do not discriminate against any employee or applicant because of age, race, sex, creed, religion, color, national origin, or physical or mental disability in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Act Amendment of 1972, Section 504 of the Vocational Rehabilitation Act of 1973 and the American with Disabilities Act.

For Board approval: 9/7/2010



# **Lancaster County Academy**

## **Proposed fees for Adult students**

### ***Rationale:***

The Lancaster County Academy collaborated with IU13, beginning in 1994-95 program year, to serve adult students. LCA graduate 103 adults enrolled under the sponsorship of IU13 Adult Education. Of the 103, 29 were students who had attended under the sponsorship of their school district but did not complete the program while in high school.

Funding for adult students was taken from the GED allocation, then in 2002, via the Adult Diploma Program. This fund was cut steadily over the past three years and was eliminated in the current budget. GED allocations have also been steadily reduced over the past 5 years.

Because adult students have been an integral part of LCA since the second year of operation, we recommend that a tuition option, per Article VII of the Articles of Agreement be instituted, to give adults the option of earning a high school diploma. This option will only be available to residents of participating LCA school districts, and based on space availability. Students would need to meet all LCA graduation requirements to earn a diploma. Adults who have already graduated from high school, but need to take a high school level course for college pre-requisite (e.g. Algebra 2) could also pay a fee for service for the course needed. This service would be available as space permits.

The future fiscal outlook is not promising for the return of IU13 participation via Adult Education funding. LCA will look for grant opportunities to fund adult enrollments through Adult Education and Workforce Development avenues.

### ***The following fees are proposed:***

\$25 -Application Fee

\$25- 1st Semester User Fee

\$50- per Semester User Fee after 1st semester (Fall, Spring, Summer)

\$100 per ½ credits

\$200 per credit

### **2007-2010 Lancaster County Academy Adult Student Statistics**

- 113 Applications from adults
- 36 inactive students- Completed application process, but never started classes
- 17 rejected students – they did not complete the application process or there was a lack of funds.
- 35 Withdrawals
- 2 Active students

- 19 Graduates earned 110 Credits. This is an average of 5.75 credits. If these credits are earned during 2 semesters it would cost \$1250.00.
- Of the 60 applicants, we have transcripts for the median number of credits needed was 6. The average number of credits needed was 5.86.

#### Lancaster County School Districts Fees for Summer School

|                              |   |                      |
|------------------------------|---|----------------------|
| Ephrata                      | \$165 -½ credit                                   | \$285 -1 credit      |
| School District of Lancaster | \$165- ½ credit                                   | \$325-1 credit       |
| Manheim Township             | \$350- ½credit (online) remedial                  | \$250 -1 credit      |
|                              | \$350-1 credit advanced                           |                      |
| Keystone (online)            | \$116 (part A or B)                               | \$155-(part A and B) |
| IU13 Virtual Summer          | \$225 per course                                  |                      |
| Hempfield                    | \$230-1 credit remedial (+\$100 for non resident) | \$105- Health/PE     |
| Solanco                      | \$200 -½-credit                                   | \$275-1 credit       |

# Budget Calendar for 2011-2012

Board Meeting Dates

## With Application for Exceptions

|            |   |
|------------|---|
| 9/1/2010   | Base Index Published by PDE   |
| 9/7/2010   | Review budget timeline  |
| 9/13/2010  |   |
| 9/30/2010  | Adjusted Index Published by PDE   |
| 10/4/2010  | Inform Board of PMSD base and adjusted Index                                      |
| 10/12/2010 |   |
| 11/1/2010  |   |
| 11/8/2010  |   |
| 12/6/2010  | Board Update and distribution of budget based solely upon projection assumptions  |
| 12/31/2010 | Deadline to notify residents of Homestead Exclusion                               |
| 1/3/2011   | <b>Resolution Authorizing Proposed Preliminary Budget Display and Advertising</b> |
| 1/18/2011  | Proposed Preliminary Budget available for public inspection                       |
| 2/7/2011   | <b>Adoption of Preliminary Budget</b>   |
| 2/21/2011  | Deadline to submit proposed tax rate increase to PDE                              |
| 2/22/2011  |   |
| 3/7/2011   |   |
| 3/1/2011   | Homestead/Farmstead Application Deadline  |
| 3/3/2011   | Deadline for Referendum Exception Request   |
| 3/22/2011  |   |
| 3/23/2011  | Dept of Education ruling on Referendum Exception Request                          |
| 4/4/2011   |   |
| 4/18/2011  |   |
| 5/1/2011   | County Provides Certified Homestead/Farmstead Information                         |
| 5/1/2011   | PDE provides slot money allocation  |
| 5/2/2011   |   |
| 5/17/2011  | <b>Adoption of Proposed Final Budget</b>  |
| 5/17/2011  | Primary Election  |
| 6/6/2011   |   |
| 6/20/2011  | <b>Final Budget Adoption</b>  |

Agenda – School Board Meeting  
Penn Manor School District  
Tuesday, September 7, 2010  
Manor Middle School – Board Room  
At the Conclusion of the Committee of the Whole

CALL TO ORDER: Dr. Richard Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, September 13, 2010 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

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.

ROLL CALL:

CITIZEN’S COMMENTS: Name and Address

APPROVAL OF MINUTES: August 9, 2010  
(<http://www.pennmanor.net/board/minutes.html>)

SUPERINTENDENT’S REPORT:

Item 1. Review of School Board Meeting Agenda – Dr. Frerichs

Item 2. Consent Agenda for the Committee of the Whole Meeting –  
(ROLL CALL)

- A. Plancon C Public Hearing – The committee is recommending a Plancon C Public Hearing on October 12, 2010 at 5:30 p.m. in the Manor Middle School auditorium for the purpose of purchasing property adjacent to Manor Middle School.
- B. Purchase of Real Estate – The committee is recommending approval of the Resolution authorizing the School District to purchase approximately 44.48 acres of real estate located at 2950

Charlestown Road, Manor Township, Lancaster County, Pennsylvania and to enter into an Agreement for Sale of Real Estate with C. Willis Herr for the land purchase (see page 6).

- C. Assistant Business Manager Job Description – The committee is recommending the approval of the Assistant Business Manager job description (see pages 7 – 10).

Item 3. Consent Agenda for Administrative Actions – (ROLL CALL)

- A. Middle School and High School Handbooks – The administrative staff is recommending approval of the Middle School and High School Handbooks.
- B. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 11).
- C. Manor Township, Millersville Borough and Southern Regional Police – The administrative staff is recommending approval for payments to Manor Township, Millersville Borough and Southern Regional Police Departments for providing police security at Penn Manor home athletic competitions. Estimated cost is \$48.50 per hour.
- D. Herr Property Boundary Survey – The administrative staff is recommending approval of the proposal to provide professional survey services in the amount of \$6,900.00 by Deihm & Sons, Inc for the Herr property.

*Explanation: Services associated with the purchase of the Herr property. To be paid from the 2005 Construction Fund.*

- E. Herr Property Phase I Assessment – The administrative staff is recommending approval of the proposal to provide environmental site assessment services in the amount of \$1,475.00 by Earth Engineering Incorporated for the Herr property.

*Explanation: Services associated with the purchase of the Herr property. To be paid from the 2005 Construction Fund.*

- F. Marticville Middle School Bleachers – The committee is recommending the purchase and installation of 200 additional bleacher seats at Marticville Middle School with C.M. Eichenlaub Company in the amount of \$33,859.00.

*Explanation: The Pennsylvania Department of General Services COSTARS contract will be utilized for the purchase. Payment to be made from the 2006 Construction Fund.*

- G. Water Utility Easement and Right of Way Agreement – The administrative staff is recommending approval of the Right Of Way and Easement Agreement with the Columbia Water Company for land within the current LASA right of way along Donnerville Road pending solicitor review.

*Explanation: The Water Company is installing a water main along Donnerville Road within the boundaries of a current right of way granted to LASA.*

- H. Planned Maintenance Agreement – The administrative staff is recommending approval of an annual maintenance agreement with Sems Tech for the generators located at the High School (\$250), Marticville Middle School (\$450) and Martic Elementary (\$375).

*Explanation: Sems Tech will provide annual planned services on generators. The remaining seven buildings are covered under an existing agreement.*

Item 4. Consent Agenda for Personnel – (ROLL CALL)

- 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 12; support staff list to be distributed at meeting).
- B. 2010/2011 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed as fall coaches for the 2010/2011 school year. (see page 13).

*Explanation: The attachment shows the recent additions and revisions for the coaches and positions by sport for the 2010/2011 fall season.*

- C. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.  
Melissa Alexander – learning support aide – August 20, 2010  
Jennifer Duke – food service – August 11, 2010  
Steve Marsh – learning support aide – August 19, 2010  
Mary Prescott – elementary guidance counselor – September 2, 2010
- D. Leaves – The administrative staff is recommending granting the medical leaves to the individuals listed according to the terms listed (see page 14).
- E. 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 (see page 15).
- F. Personal Care Assistant for Co-Curricular Activities – The administrative staff is recommending the following individual to provide personal care assistance during co-curricular activities at her normal hourly rate of \$11.14.  
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.*

- G. Fall, Winter and Spring Athletic Workers – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2010-2011 school year (see page 16).

- H. 2010-11 Middle School Weight Room Coverage – The administrative staff is recommending approval of the following individuals to provide coverage for the after school middle school weight room for the 2010-11 school year at the rate of \$23.20 per hour, 1 hour per day, 3 days per week.
- Steve Kramer  
John Young
- I. Middle School Tutors – The administrative staff is recommending approval of the following individuals to the position of middle school tutor for the 2010-2011 school year at a rate of \$32.00 per hour.
- |                   |                |
|-------------------|----------------|
| Brad Aungst       | Curt Elledge   |
| Lisa Bitler       | Jennifer Ennis |
| Courtney Costello | Connie Jackson |
| Steve Evans       | Maricia Kligge |
| Erica Repsch      | Kerri Miller   |
| Lindsey Smoker    | Amy Williams   |
| Amy Spina         |                |
- J. Detention/Saturday School Monitors – The administrative staff is recommending the board approve the following individuals as detention monitors and Saturday School monitors for the 2010-2011 school year at the rate of \$31.40 per hour.
- |                   |                  |
|-------------------|------------------|
| Brad Aungst       | Holly Astheimer  |
| Lisa Bitler       | Erick Dutchess   |
| Courtney Costello | Kathy Grenier    |
| Steve Evans       | Kathy Kirk       |
| Erica Repsch      | Doug Kramer      |
| Lindsey Smoker    | Jen Kroesen      |
| Amy Spina         | Cindy Lonergan   |
| Jim Horner        | Lisa Mayo        |
| Curt Snelbaker    | Jim McGlynn      |
| Cheryl Youtz      | Gregg McGough    |
| Brian Osmolinski  | Heather Paquette |
| Maryann Saylor    | Cindy Stoner     |
| Jeremy Nesmith    |                  |
- K. Security – The administrative staff is recommending approval for the following Pennsylvania Constables to provide security for the school district during the 2010-11 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.
- Robert Benson  
Fred Townsend  
John Griffith  
Bill Perkins  
Randall Kreiser  
Christopher Wiggins  
Jeff Pokepec

- L. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School Instructor for the 2010-2011 school year at the rate of \$32.00 per hour.

Billie Jo Atkins  
Shawn Canaday  
Brian Chismar  
Nick Crowther  
Erick Dutchess  
Patrick Eichelberger  
Curt Elledge  
Barry Groff  
Steve Hess

Tresa Kirk  
Greg McGough  
Sean McKnight  
Karen Miller  
Brian Osmolinski  
Heather Paquette  
Michele Pletcher  
Liz Sheerer  
Tom Wainman

- M. Mentors – The administrative staff is recommending approval of the individuals listed as Mentors for the 2010-2011 school year (see page 17).

*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.*

- N. Department Coordinators Salaries – The administrative staff is recommending approval of the Department Coordinators salaries for the 2010-2011 school year as listed (see page 18).

## ADJOURNMENT

### SCHEDULING AN APPEARANCE ON THE AGENDA

Any individual or group wishing to address the Board of School Directors may do so at each meeting during the agenda item titled Citizen's Comments. At this time the President will ask if any district resident or taxpayer wishes to address the Board of School Directors. If so, the following procedures shall be followed:

- The resident or taxpayer wishing to speak will be recognized by the President and then state his/her name and address.
- The speaker may choose to speak at that time or request a delay until specific agenda item is before the Board of School Directors for consideration.
- Comments shall be limited to no more than five minutes.
- The chair may limit repetitive comments.
- The right to comment is for the purpose of addressing the Board of School Directors, not for asking questions of the directors or persons employed by the Penn Manor School District.
- Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.



## PENN MANOR SCHOOL DISTRICT

### Resolution Authorizing Acquisition and Approving Agreement for Sale

Date: September 7, 2010

**Background:** Penn Manor School District (the "School District") has need of fee simple title to a tract of land consisting of approximately 44.48 acres that is presently owned by Christian Willis Herr ("Herr") and is located adjacent to Manor Middle School in Manor Township, Lancaster County, Pennsylvania.

NOW, THEREFORE, the Board of School Directors of Penn Manor School District ("School Board") hereby takes the following action:

1. The School Board authorizes the acquisition, by condemnation or purchase, of a parcel of land, containing approximately 44.48 acres, identified as Account No. 410-70753-0-0000 (Manor Township) ("Property").
2. The School District officers are authorized and directed to arrange to have a survey made of the precise boundaries of the Property.
3. The School District officers are authorized and directed to execute all documents and to take whatever other action may be necessary or appropriate in order to complete the acquisition of the Property by condemnation or negotiated purchase, including conveyance by deed in lieu of condemnation, in accordance with the intent of this resolution, including without limitation, convening a public meeting pursuant to 22 Pa. Code § 21.42, conducting an Act 34 hearing and preparing and submitting documents and information in order to obtain Pennsylvania Department of Education PlanCon-C approval. .
4. The agreement for purchase of real estate in form as presented to the School Board, and the execution of such agreement by School District officers, is hereby ratified, confirmed, and approved.
5. The School District officers are authorized and directed to take all other action which may be necessary or appropriate to complete the acquisition of the Property in accordance with the intent of this resolution.
6. All other actions taken by School District officers to date in connection with the acquisition of the Property are ratified, confirmed and approved.

Duly adopted by the Board of School Directors of Penn Manor School District as of this \_\_\_\_ day of \_\_\_\_\_ 2010

(School District Seal)

PENN MANOR SCHOOL DISTRICT

ATTEST: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

**Penn Manor School District  
Position Description**

|                        |  |
|------------------------|--|
| Title:                 | Assistant Business Manager                   |
| Department:            | Business Office                              |
| Location:              | Central Office                               |
| Organization Position: | Classified Administrative Position – Level 1 |
| Reports To:            | Business Manager                             |

**General Scope of Responsibilities**

Under the leadership of the Business Manager, the Assistant Business Manager provides necessary expertise and supervision for all aspects of Business Office systems administered by the Penn Manor School District in accord with the School Board policies, districtwide administrative regulations, and directives from the Business Manager.

**Essential Functions**

1. Establish personal goals and develop goals with the business office staff to assure the effective and efficient implementation of School Board policy and goals.
2. Provide, direct, and supervise business office staff in planning and carrying out the approved programs of the School Board.
3. Provide accounting, management, and technological expertise for structuring business office systems for current and future years.
4. Recommend personnel actions for business office staff for School Board action.
5. Serve as the district liaison for the local independent audit and state audit.
6. Direct all financial procedures in administering the current school budget which provide prudent safeguards for public funds. Included, but not limited to, are the development and administration of effective procedures for purchasing, accounting, payroll, benefits, investing, financial reporting, bidding, administrative regulations, and state and federal guidelines.
7. Maintain financial system of fixed assets and inventory control including accounting, acquisition, and disposal of real property and surplus equipment in accordance with state and federal agencies and by the procedures/policies of the school district.

8. Supervise/complete the necessary local, state, and federal reporting relative to district budget, student activity fund accounts, petty cash, federal project programs, annual district census, and others as required.
9. Coordinate routine tax procedures, including, but not limited to, billing, reporting, and maintaining records.
10. Maintain and secure all permanent records, including property inventory.
11. Maintain all student activity and athletic fund records and serve as the fund custodian for all accounts.
12. Perform internal district audits where needed.
13. Research and recommend use of modern technology options for the business office including personal computers, mainframe, and shared services, which result in efficiencies for the district.
14. Work cooperatively with directors, supervisors, and administrators to effect continuity and articulation of the business program throughout the district.
15. Manage the school district's cash flow program and invest funds, per district policy, as they become available.
16. Plan education programs and professional development programs for the business office staff.
17. Perform closing out journal entries for each month and the end of the year.
18. Attend and make presentations at School Board meetings when necessary.
19. Serve as a liaison with the Lancaster County Tax Collection Bureau.
20. Perform other duties as may be assigned by the Business Manager

#### Marginal Functions

Marginal functions will vary with the specific assignment and depend on the particular unit or function for which the person is responsible.

#### Scope and Impact

This position accomplishes most of its tasks through the integration of highly complex procedures exercising a great deal of judgment when necessary. Normal contacts are both inside and outside the school district. Internal contacts include School Board,

business office staff, Business Manager, and other school district employees. External contacts include parents, business and government contacts, general public, and individuals from other school districts.

### Minimum Requirements

This position requires a bachelor's degree in business administration, or the equivalent, to include appropriate business, accounting, and computer background equal to 7 to 10 years of experience which includes experience or knowledge in payroll, accounts payable, budgeting, supervision, investments, and other business and school practices. The position requires a valid Pennsylvania driver's license and access to personal transportation.

### Special Skills

This position requires a keen knowledge of finance in addition to strong managerial and human relations skills. The ability to establish departmental goals and objectives and to continually assess management and employee development is also required.

### Physical/Mental Requirements/Environment

#### Physical

|                 |        |
|-----------------|--------|
| Sit:            | 60%    |
| Walk/stand:     | 35%    |
| Drive:          | 5%     |
| Body Movements: | Normal |
| Lifting:        | None   |

#### Mental

Ability to interpret, analyze, and problem solve detailed written and verbal communications.

#### Environment

Normal office environment

### Information in Accordance with the Americans with Disabilities Act

1. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed are essential job functions. Employees will also be required to follow any other job-related instructions and to perform any other job related duties as requested by their supervisor.

2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitudes necessary to address each duty proficiently.
3. All requirements are subject to possible modification to accommodate reasonably any individuals with disabilities. It is the responsibility of the employee to inform the Superintendent of Schools of any and all reasonable accommodations that will be needed.
4. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, students, or the general public.
5. The Penn Manor School District is an Equal Opportunity Employer. We do not discriminate against any employee or applicant because of age, race, sex, creed, religion, color, national origin, or physical or mental disability in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Act Amendment of 1972, Section 504 of the Vocational Rehabilitation Act of 1973 and the American with Disabilities Act.

For Board approval: 9/7/2010

PENN MANOR SCHOOL DISTRICT - SEPTEMBER 7, 2010  
 2010 REAL ESTATE TAX EXONERATION  
 2009 REAL ESTATE TAX EXONERATION  
 2008 REAL ESTATE TAX EXONERATION

| <u>BILL NO.</u>             | <u>NAME</u>                | <u>REASON</u>       | <u>ASSESSMENT<br/>CHANGE</u> | <u>TAX<br/>DOLLARS<br/>LOST</u> |
|-----------------------------|----------------------------|---------------------|------------------------------|---------------------------------|
| <b>CONESTOGA TOWNSHIP</b>   |                            |                     |                              |                                 |
| 12010-3-1483                | STOLTZFUS, TOBY            | BUILDING REMOVED    | \$ 75,000.00                 | \$ 1,234.50                     |
| <b>MANOR TOWNSHIP</b>       |                            |                     |                              |                                 |
| 41010-3-403                 | BEIHOFF, PETER & HELEN     | MOBILE HOME REMOVED | \$ 43,700.00                 | \$ 719.30                       |
| 41010-3-5120                | PENN MANOR SCHOOL DISTRICT | DISTRICT PROPERTY   | \$ 148,900.00                | \$ 2,450.89                     |
| 41010-3-5946                | SCHROEDER, FREDERICK       | CATASTROPHIC LOSS   | \$ 46,300.00                 | \$ 762.10                       |
| <b>MARTIC TOWNSHIP</b>      |                            |                     |                              |                                 |
| 43010-3-216                 | BYERLY JEREMY              | MOBILE HOME REMOVED | \$ 8,000.00                  | \$ 131.68                       |
| 43009-3-212                 | BYERLY JEREMY              | MOBILE HOME REMOVED | \$ 8,000.00                  | \$ 127.28                       |
| 43008-3-1979                | BYERLY JEREMY              | MOBILE HOME REMOVED | \$ 8,000.00                  | \$ 127.28                       |
| <b>MILLERSVILLE BOROUGH</b> |                            |                     |                              |                                 |
| 44010-3-1396                | PENN MANOR SCHOOL DISTRICT | DISTRICT PROPERTY   | \$ 6,000.00                  | \$ 98.76                        |

PENN MANOR SCHOOL DISTRICT

September 7, 2010 Board Agenda

New employees and [\*] change in status for the 2010-2011 school year:

Bookman, Sallie H.\* – secondary professional employee, 125%, full-time, permanent position, retroactive to August 25, 2010, B.S. +24 Degree, 12.6 years experience, Step 12, \$69,890 (\$55,432 at 125% = \$69,290 plus \$600 gifted stipend), [change from \$55,432 plus \$600 gifted stipend = \$56,032]. Assignment: Gifted Teacher/Penn Manor High School

*Sallie is a gifted teacher who does not have a contractual prep period due to teaching 4 blocks. We are paying her to compensate for the loss of preparation time.*

Cornell, Tracy L. – elementary professional employee, 50%, part-time, permanent position, retroactive to August 25, 2010, B.S. Degree, 1 year experience, Step 2, \$41,089 (\$20,544.70 prorated 50% @ \$108.13 per diem for 181 days = \$19,571.53 plus 4.5 in-service days @ \$216.26 = \$973.17), pending receipt of required documents. Assignment: Kindergarten Teacher/A.M. Session/Hambright Elementary School

*Mrs. Cornell served in the Penn Manor School District during the 2008-2009 school year for a period of three months serving as a second grade teacher. She also successfully substituted in a number of grade levels during that year. After being transferred to the Pottstown Area, she obtained a first grade position in the Owen J. Roberts School District as a long-term substitute. After a successful year, she has returned to Penn Manor as a half-day, kindergarten teacher at Hambright Elementary.*

Grenier, Kathleen\* – secondary professional employee, full-time, permanent position, retroactive to August 25, 2010, Masters' +15 Degree, 17.87 years experience, Step 18, \$73,809 [change minus \$200 one-third gifted stipend]. Assignment: Mathematics Teacher/Penn Manor High School

O'Connor, Dorina A.\* – secondary professional employee, full-time, permanent position, retroactive to August 25, 2010, Masters' +15 Degree, 13 years experience, Step 12, \$62,173 plus \$200 one-third gifted stipend = \$62,373 [change from \$62,173]. Assignment: Mathematics/Gifted Teacher/Penn Manor High School/Eshleman/Hambright Elementary Schools

Quinn, Megan A. – elementary/secondary professional employee, long-term substitute, first semester, retroactive to August 25, 2010, B.S. Degree, no experience, Step 1, \$40,987 (\$19,738.38 prorated 87 days plus 4.5 in-service days), pending receipt of required documents. Assignment: ESL Teacher/Manor Middle School/Hambright Elementary School

*Megan was a day-to-day sub in the Penn Manor School District beginning last school year and began with the ESL department last April. She will continue as an ESL teacher at Hambright for the first semester.*

Rogers, Danielle L. – elementary professional employee, full-time, permanent position, retroactive to August 25, 2010, Masters' +60 Degree, 12 years experience, Step 11, \$64,411 (\$62,716.85 prorated 181 days plus 4 in-service days), pending receipt of required documents. Assignment: School Counselor K-6/Central Manor Elementary School

*Danielle has 12 years experience as a school counselor in the Keystone Central School District in Mill Hall, PA. She graduated from Lock Haven University with a B.A. in Psychology, from Marywood University with a M.S. in K to 12 counseling, and earned her elementary principals' certificate from St. Francis College. She was the Second Mile Program Coordinator for Clinton County for five years and was the Girls on the Run Program Director in Lock Haven for four years.*

| FALL 2010 ATHLETIC COACHING CONTRACTS |                  |               |               |       | Salary | Actual |          |
|---------------------------------------|------------------|---------------|---------------|-------|--------|--------|----------|
| Sport                                 | Coach            | Title         | Schedule      |       |        | Salary | Variance |
| Football                              |                  |               |               |       |        |        |          |
|                                       | Adam Cobb        | Volunteer     |               |       |        |        |          |
|                                       | Tyler Klugh      | Volunteer     |               |       |        |        |          |
| Total for Football                    |                  |               |               |       | -      | -      | -        |
| Girls Volleyball                      |                  |               |               |       |        |        |          |
|                                       | Chris Staub      | Volunteer     |               |       |        |        |          |
|                                       |                  |               |               |       |        |        |          |
| Total for Girls Volleyball            |                  |               |               |       | -      | -      | -        |
| Boys Soccer                           |                  |               |               |       |        |        |          |
|                                       | replace Garcia   | Tim Kurtz     | JV Coach      | 3,146 | 3,318  | 172    |          |
|                                       | replace Kurtz    | Holly Homsher | JH Head Coach | 3,146 | 3,100  | (46)   |          |
|                                       |                  | Carli Brill   | Volunteer     |       |        |        |          |
|                                       |                  |               |               | 6,292 | 6,418  | 126    |          |
| Total for Boys Soccer                 |                  |               |               |       |        |        |          |
| Cross Country                         |                  |               |               |       |        |        |          |
|                                       | Jim Walsh        | Volunteer     |               |       |        |        |          |
|                                       |                  |               |               |       |        |        |          |
| Total for Cross Country               |                  |               |               |       | -      | -      | -        |
| Field Hockey                          |                  |               |               |       |        |        |          |
|                                       | Billie Jo Atkins | Volunteer     |               |       |        |        |          |
|                                       |                  |               |               |       |        |        |          |
| Total for Field Hockey                |                  |               |               |       | -      | -      | -        |
| Golf                                  |                  |               |               |       |        |        |          |
|                                       | Jeremy Todd      | Volunteer     |               |       |        |        |          |
|                                       |                  |               |               |       |        |        |          |
| Total for Golf                        |                  |               |               |       | -      | -      | -        |



## LEAVES

September 7, 2010 Board Agenda

### PROFESSIONAL EMPLOYEES

- Andrew, Anne M. - October 6, 2010 – January 17, 2011  
Family Medical
- Gingerich, Karen K. - August 24, 2010 – September 26, 2010  
Family Medical  
September 27, 2010 – June 8, 2011  
Intermittent Family Medical

### CLASSIFIED EMPLOYEE

- Herr, Jay L. - June 14, 2010 – September 5, 2010  
Designated Family Medical
- Homsher, Mark A. - June 1, 2010 – August 23, 2010  
Designated Family Medical

Substitutes for September 7, 2010 Board Approval

\* Pending receipt of required paperwork

|           |       |              |           |    |              |
|-----------|-------|--------------|-----------|----|--------------|
| Melissa   | L.    | Alexander    | Shawn     | M. | Machia       |
| Diana     |       | Aviles       | Kellie    | T. | McAdams      |
| Clifford  | T.    | Bagwell      | Kimberly  | A. | McDonnell    |
| Gail      | M.    | Beyer        | Terrence  | E. | Michalson    |
| Courtney  | L.    | Blechschiidt | Rebecca   | R. | Miles        |
| Alison    | C.    | Bridges      | Camille   |    | Mule         |
| Brittney  | L.    | Brown        | Jane      | E. | Myers        |
| Donna     |       | Carle        | Andrew    | S. | Parmer       |
| Kelly     | R.    | Carr         | Margaret  | M. | Peart        |
| Michele   | L.    | Colvin       | Eric      | R. | Pontius      |
| Brittany  | N.    | Craul        | Karen     | S. | Reen         |
| Laura     | M.    | Day          | Evelyn    |    | Rivera       |
| Debra     | A.    | DeBerdine    | Kathryn   | A. | Rosenfeld    |
| Suzanne   | M.    | Delahunt     | Richard   | L. | Rothan       |
| MaryAnn   | D.    | Detwiler     | Joel      | T. | Scarsella    |
| Michael   | J.    | Duncan       | Ronald    | D. | Schaible     |
| Linda     | D.    | Dunn         | Victoria  | S. | Schlack      |
| Stephanie | A.    | Finn         | Christina | T. | Schwindinger |
| Paul      | B.    | Fogell       | Brenna    | C. | Seely        |
| Kimberly  | R.    | Garvey       | Abel      | M. | Silvera      |
| Jason     | M.    | Genise-Gdula | Janice    | L. | Smith        |
| Anne      | E.    | Ginder       | Trietia   | A. | Smucker      |
| R.        | Brian | Good         | James     | P. | Stewart      |
| Lori      | B.    | Greenawalt   | Miriam    | S. | Stroh        |
| Jeffrey   | A.    | Heiney       | Juli      | E. | Sunderlin    |
| Kelly     | L.    | Herman       | Lisa      | M. | Suydam       |
| Tia       | R.    | Herr         | Janice    | A. | Trievel      |
| Lori      | B.    | Hess         | H. Grant  |    | Troop        |
| Jennifer  | M.    | Hreben       | Karen     | D. | Ulery        |
| Christina | A.    | Hunsicker    | Maureen   | A. | Ulmer        |
| Tara      | L.    | Katerman     | Yoneichi  |    | Uyeda        |
| Christine | A.    | Kortze       | Rashelle  | J. | Whitcomb*    |
| Michelle  | M.    | Landis       | Suzanne   |    | Wickstrom    |
| Stephanie | D.    | Latham       | Ruby      | M. | Woods        |
| Harold    | J.    | Lintner      | Kenneth   | C. | Zeller       |
| Donald    | W.    | Lovett       |           |    |              |

## Athletic Workers 2010-2011

Alston, Diana  
Bachman, Cindy  
Barnett, Mary  
Basile, Aron  
Basile, Brandy  
Bibiloni, Julie  
Binkley, Jason  
Bosso, Valerie  
Chismar, Carole  
Chismar, Elizabeth  
Chismar, Paul  
Deibert, Christine  
Dell'Estate, Frank  
Deb Drexel  
Dutchess, Erick  
Eby, Doug  
Ennis, Jennifer  
Evans, Steve  
Fowler, Mike  
Frerichs, Melissa  
Frey, Harry  
Galgon, Angela  
Good, Lindsay  
Goodhart, Deb  
Grenier, Kathy  
Henderson, Jodie  
Herman, Janice  
Herman, Joe  
Hess, Dave  
Hess, Steve  
Hoffman, Wayne  
Hottenstein, Jason  
Jackson, Connie  
Jackson, Wardell  
Kauffman, Barry  
Keen, Kay  
Kirchner, Jeremy  
Kmiecik, Dave  
Kramer, Doug  
Kroesen, Dean

Kroesen, Jen  
Longeran, Cindy  
Marsh, Kim  
Martin, Cindy  
Metzler Roth, Deb  
Musser, Jill  
MyGlynn, Jim  
Morrison, Dave  
Ochs, Janet  
Ohl, Dave  
Osmolinski, Brian  
Paquette, Heather  
Ruth, Marylou  
Santaniello, Chris  
Smith, Nancy  
Snelbaker, Curt  
Snyder, Mary  
Staub, Jarod  
Stoudt, John  
Tucker, Gary  
Valetine, Heather  
Weaner, Laura  
Webster, Ken  
Weidner, Steve  
Wood, Bruce  
Yearsley, James  
Youtz, Cheryl  
Youtz, Don  
Zapata, Bill  
Zander, Jim

| Mentors - 2010-2011          | Step   | Total Pay | Pay % | Total Pay   | New Teacher      | Assignment |
|------------------------------|--------|-----------|-------|-------------|------------------|------------|
| MENTORS FOR NEW TEACHERS     |        |           |       |             |                  |            |
| Melissa Mulder               | Step 2 | \$ 820.00 | 50%   | \$ 410.00   | Tracy L. Cornell | ELEMENTARY |
| Michele Semple               | Entry  | \$ 788.00 | 100%  | \$ 788.00   | Danielle Rogers  | ELEMENTARY |
| MENTORS FOR LTS - 1 SEMESTER |        |           |       |             |                  |            |
| Kathy Houck                  | Entry  | \$ 600.00 | 50%   | \$ 300.00   | Megan Quinn      | ELEMENTARY |
|                              |        |           |       | \$ 1,498.00 |                  |            |

| Last Name | First Name | Position              | Teachers in the department | 2010-11 Base Rate | 2010-11 Certification   | 2010-11 K-12 Resp.   | 2010-11 7-12 Resp.   | 2010-11 7-8 Resp.   | 2010-11 # in Dept.                             | 2010-11 Load Comp.  | 2010-11 Total |
|-----------|------------|-----------------------|----------------------------|-------------------|---|--|--|---|--|---|---------------|
| Fay       | Carole     | Ag.                   | 3                          | \$ 2,525          | \$400 added for coordinators that have supervisory certificates | \$200 added for coordinators that have K-12 Responsibilities | \$100 added for coordinators that have only secondary responsibilities | \$50 added for coordinators that have only middle school responsibilities | \$25 added for every teacher in the department | No Open Blocks - \$300<br>1 Open Block - \$150<br>2 Open Blocks - \$0 | \$ 3,000      |
| Shank     | Tina       | Fam. & Con. Science   | 6                          | \$ 2,525          | -   | -  | -  | -   | 150  | 150   | \$ 2,925      |
| Himes     | Jeff       | Art                   | 9.1                        | \$ 2,525          | -   | 200  | -  | -   | 250  | 150   | \$ 3,125      |
| McKnight  | Sean       | IATE                  | 7                          | \$ 2,525          | -   | -  | -  | -   | 175  | 150   | \$ 2,950      |
| Hess      | Steve      | Science High School   | 16                         | \$ 2,525          | -   | -  | -  | -   | 400  | 150   | \$ 3,175      |
| Leitzel   | Jayne      | Science Middle School | 7                          | \$ 2,525          | -   | -  | -  | 50  | 175  | 150   | \$ 2,900      |
| Sitkialis | Angie      | Math                  | 24.4                       | \$ 2,525          | 400   | -  | -  | -   | 625  | -   | \$ 3,650      |
| Reddig    | Agnew      | Music                 | 12                         | \$ 2,525          | -   | 200  | -  | -   | 300  | 300   | \$ 3,325      |
| Maxwell   | Shawn      | P/E - split           | 8                          | \$ 1,263          | -   | -  | -  | -   | 200  | 150   | \$ 1,713      |
| Neiss     | Ginny      | P/E - split           | 8                          | \$ 2,525          | -   | -  | -  | -   | 225  | 150   | \$ 3,000      |
| Mintzer   | Melissa    | Foreign Language      | 9                          | \$ 2,525          | -   | -  | -  | -   | 375  | 150   | \$ 3,150      |
| Kirchner  | Jeremy     | Social Studies        | 15                         | \$ 2,525          | -   | -  | -  | -   | 400  | 150   | \$ 3,175      |
| O'Day     | CeCe       | English               | 15.5                       | \$ 2,525          | -   | -  | -  | 50  | 300  | 150   | \$ 3,025      |
| McKnight  | Chris      | Language Arts         | 11.5                       | \$ 2,525          | -   | -  | -  | -   | -  | -   | \$ 2,525      |
| Letavic   | Wendy      | ESL                   | 0                          | \$ 0              | -   | -  | -  | -   | 275  | 150   | \$ 3,050      |
| Pletcher  | Michele    | Special Education     | 10.3                       | \$ 2,525          | -   | -  | -  | -   | 200  | 300   | \$ 3,125      |
| Ostrowski | Melissa    | Guidance              | 7.5                        | \$ 2,525          | -   | -  | -  | -   | 4,325  | 2,700   | \$ 49,526     |
| TOTALS    |            |                       |                            | \$ 40,400         | \$ 400  | \$ 400   | \$ 1,200   | \$ 100  | \$   | \$  | \$            |