

**Minutes**  
Committee of the Whole  
February 7, 2005

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. Present were Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston and Mr. Skrocki. Mrs. Griffis was absent. Also in attendance were Mr. Reisinger, Mrs. Wall, Mr. Eckenroth, Mr. Coleman, Mrs. Hoffer, Mrs. Rhoades, Mrs. Knapp, Penn Manor residents and Mrs. Howard.

Mr. Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the January 31, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon a second by Mr. Rintz, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart introduced Mr. Jere Eckenroth who is the substitute principal at Hambright Elementary School while Mr. Peart is on sabbatical. Mr. Stewart reviewed Mr. Eckenroth's educational and career accomplishments. He commented that Mr. Eckenroth, since his retirement, has substituted twice for an administrator before his current position at Hambright. Mr. Stewart welcomed Mr. Eckenroth and the experience he brings to the district. Mr. Eckenroth thanked the board for the opportunity at Hambright. He commented that because of daily issues in a school it is important to have an administrator in the building. Mr. Eckenroth commented that is impressed with a board that believes in bringing substitute principals.

Mr. Skrocki introduced Mrs. Danielle Hoffer, from Gilbert Architects. He said Mrs. Hoffer will be reviewing the proposed building plan, updated site plan, cost estimates and project schedule. Mrs. Hoffer presented drawings of the updated proposed maintenance facility. She stated that the main entrance will be off Ironstone Ridge Road. The facility would basically be built where the existing barn is located. She pointed out the location of the tractor trailer entrance, the 2 loading docks and the parking areas. There will be a modification to the grading and walking path. The building will have 7,866 square feet consisting of a warehouse area with storage racks, areas for maintenance and minor repairs of vehicles, an emergency eyewash station, offices and a section for display of memorabilia from the current barn. There will be 3 separate exterior athletic storage areas. Mrs. Hoffer presented the elevation and exterior design concepts. She reviewed the project estimates including the construction costs, soft costs, total cost and deduct alternates. Because it is unclear how much of the existing stone will be left for reuse on the new building, the cost estimate includes a manufactured stone veneer. Mrs. Wert inquired if all existing materials, including the stone, will be taken by the Barn Saver. Mr. Stewart explained the details of the contract with Barn Saver. Mrs. Wert asked if any of the current stone could be used on the building would it exceed the cost of the manufactured veneer. Mrs. Hoffer didn't have an estimate for reusing the stone. Mrs.

Hoffer commented that the stone would have to be relocated, stored and moved to the site when the contractor was ready to use it; consequently, there would be a lot of handling costs associated with reusing the stone. Mr. Herr asked if the Property Committee had any input. Mr. Geist replied that in the committee meeting there was much discussion about reusing the original stone. However, since there would not be enough of the original stone for the exterior of the building the committee supported using the veneer. He also reported that the committee talked about capturing the heritage of the property. He said the plan indicates a display section in the lobby to hopefully incorporate the cornerstone, wood and stone from the original barn. Mr. Rintz added, if there was only enough original stone to do one or two sides of the building, there might be regrets in the future that the stone was not continued around the entire building. There was discussion about the athletic storage area and the assignment of the area to the athletic programs. Mr. Kreider questioned if the inside of the building would be insulated and if a ceiling would be installed. Mrs. Hoffer responded that insulated metal panels would be used on the walls. There was discussion about putting a ceiling in a portion of the storage areas. Mrs. Hoffer reviewed the project design schedule. Mr. Stewart stated that the final design plan and cost estimate will be presented to the board in March.

Mr. Skrocki presented the long-range maintenance plan. He reported that after individual principal interviews the list has been revised from the original report. He stated that some of the years have been re-prioritized from the previously recommended sequence. Also, a low, medium and high priority has been established to the projects in the 2005-06 year. Since the last report, the new maintenance facility cost estimate has been updated. He reported that some items have been added including some security enhancements at individual buildings, a window replacement project at Marticville in 2009-10 and some aesthetic enhancements to Marticville in 2009-10. Mr. Skrocki commented that for 2005-2006 there will be no impact on the general fund budget. The cost of the items on the list will come from capital reserve money or the most recent bond issue passed by the school board. Mr. Skrocki reported that the final long-range maintenance plan will be presented at the February 28 Committee of the Whole meeting with a request for formal approval at the March voting meeting.

Mr. Johnston reviewed the proposed Athletics Budget. He reported that the proposed budget of \$120,000 is up 5.4% over 2004-2005 with the largest increase in the supplies category. Because of less home athletic games next year, the largest decrease is the cost of the Millersville football field rental. Mr. Stewart stated that it's possible that there will only be 3-4 home games next year. Mr. Herr inquired if it was unusual that there would only be 4 games. Mr. Stewart briefly explained the scheduling of games. He will invite Mr. Roth to a meeting to explain the scheduling process.

The Transportation Budget was reviewed by Mr. Johnston. The proposed budget is almost \$2,500,000 which is up 5.3% over 2004-2005. He stated it is based on the consumer price index of 4.7% and the budget is contract driven for transportation costs.

With a PowerPoint presentation Mr. Reisinger presented technology initiatives and the Data Processing and Technology Budgets for 2005-2006. He reported that the current technology initiatives include the teaching and learning of technology, Moodle,

Dimensions and Data Cleansing. He explained that there are four main pillars for curriculum learning in the district. They include providing access to technology, professional development, the elementary teaching program and digital classroom. Mr. Reisinger reviewed the digital communications strategy. He said Moodle has been the predominant methodology for building digital classrooms, information on the district website has been increased and Lettergrade has allowed parents to have access to grades. Mr. Reisinger reported on the current data cleansing project is being done by an internal team. Using a flow chart he reviewed the current enrollment process. He explained that there are 31 different forms used to collect student data with some repetition on the forms. He stated that because the data is entered into a number of systems, good business rules must be developed for entering the data consistently. Mr. Reisinger reviewed the Data Processing and Technology budgets for 2005-2006. He commented that the largest expenses in the data processing budget are the T1 digital lines and the fees for Tenex. He also commented that most of the expenditures in the technology budget will be for computer equipment, wires, switches, servers and software. He reported no increase in either budget is planned. There have been very few fluctuations in the budget for the past five years which he attributes to very aggressive cost cutting measures. The measures included a \$215,000 savings in custom computer builds, the Millersville University Digital Alliance, wireless wide area network and the open-source free software tools. He stated there are a great number of free software tools and packages made available under the Linux platform. Large items for consideration in the budget include the AS400 replacement, finalizing the district phone system, a district-wide fiber optic network and photocopier replacements. Mr. Reisinger reported that 3 teams will be presenting at the PA Educational Tech Conference. John Berry and Carin Leisure will be presenting tech tools in grades K-2. Tina Shank and Dave Solon will have a presentation on Technology in Family and Consumer Sciences classrooms. Shelby Foster will be presenting Moodle along with Mr. Reisinger. He announced that a free evening workshop on home computer safety will be offered to the community in February at Manor Middle School. Mr. Rintz inquired how much student enrollment data collected by Penn Manor was required by the state. Mr. Reisinger replied that specific information is required for state reports but the majority of the data collected is Penn Manor specific.

Mr. Stewart explained the changes to the proposed 2005-2006 calendar. Mrs. Friedman made a suggestion that consideration be given to a late start rather than an early dismissal the day following a parent back-to-school night. Mr. Stewart replied the contract stipulates, when the staff is required to stay for the back-to-school night an early dismissal release time will be provided. He will talk with the association to inquire if they would be willing to make the change. Mr. Geist added that the transportation coordinator should also be contacted. Approval for placement of the calendar on the February School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

Mr. Johnston briefly reviewed the packet of Act 72 information distributed to board members. The first item was distributed at the PASBO webcast analyzing the pros and cons in 10 different areas. Other information included an article sent to the Lancaster New Era by Scott Boyd, a newspaper article about the possibility of legal action by PSBA against Act 72 and a message from the president of PASBO. He also distributed a

flyer concerning the Act 72 meetings that will be held at Penn Manor. Mr. Skrocki explained that the format for the Act 72 public forums has been finalized. The meetings will be at 7:00 on March 14 at Manor Middle School and March 15 at Marticville Middle School. He stated there will be an article in the upcoming Above and Beyond which is being sent to the homes later this week. The article is a recap of Act 72, questions and answers, a highlight on upcoming dates and emphasis on the March presentations. Mr. Skrocki also reported that the Act 72 presentation was given at the Education Foundation meeting. After feedback from the Foundation board, modifications will be made to the presentation before the first forum on March 14. He stated that to further educate the community the Act 72 link on the Penn Manor website is continuously being updated and small groups are being targeted for presentations. The community is constantly being encouraged to return the Homestead/Farmstead exemption form by the March deadline.

Mr. Stewart reminded the board of the Legislative Breakfast on March 14. He distributed a card for the board to submit panel questions prior to the breakfast. If anyone would like to submit a question, the card should be returned to Mr. Stewart by February 28 to be sent to the IU by the deadline.

Mr. Rintz inquired if Mr. Reisinger has noticed an increase in activity on the Act 72 link on the website. Mr. Reisinger responded that he has not looked at the tracking recently.

Mr. Stewart explained that at the request of the board he has prepared the resolution to support the Family Institute Challenge against Act 72. The resolution has been placed on the voting agenda. Mr. Stewart read highlights from a recent ILS article regarding PSBA's position. After discussion about the resolution and the board's position, it was decided to proceed with placing this item on the voting agenda. If approved, it should be sent to local politicians, PSBA, local school districts and the media. Approval for placement of the resolution on the February School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

The Committee of the Whole adjourned at 8:05 p.m. on a motion by Mr. DeLuca, a second by Mrs. Friedman, and a unanimous voice vote.

February 7, 2005

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room of the Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr at 8:17 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Donald Stewart, Mr. Christopher Johnston and Mr. Steve Skrocki. Mrs. Griffis was absent. Also in attendance were Penn Manor residents and students, Mrs. Amy Wall, Mrs. Cindy Rhoades, Mr. Darrin Donmoyer, Mrs. Donmoyer, Mrs. Shelby Foster, Mr. Neil Fellenbaum and Mrs. Paula Howard.

Mr. Willis Herr announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District would be held on Monday, March 7, 2005, at 8:15 p.m. in the Board Room of the Manor Middle School.

Mr. Willis Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the January 10, 2005, School Board Meeting. There were none. It was moved by Mr. Lyon and seconded by Mr. DeLuca to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Student representative, Amanda Hake, reported that the high school Quiz Bowl team will compete in the third round on WGAL's Brain Busters, Parents' Night is February 10, there will be an early dismissal on February 11 and the Serteen Club will sponsor a dance on February 11 to benefit the Four Diamonds Foundation. Steve Mohimani reported that the juniors will be taking the PSSA writing test February 14-16, February 24 is course selection night, the musical, "Anything Goes," will be March 3-5 and on March 14 a PHEAA representative will be at the high school to talk about college career planning services.

Mr. Stewart introduced Darrin Donmoyer the Student Assistance Team Leader. Mr. Stewart remarked that Darrin offers exceptional insights to the types of issues our students are facing. He reviewed Darrin's work history stating that his most recent employment was at Manos House. He introduced his wife Lisa. Mr. Donmoyer said he is anxious and excited to start at Penn Manor. Mr. Stewart thanked Mr. Jeff Himes and the art staff for the new artwork in the Board Room created by elementary students. Mr. Stewart reported that the Girls Basketball Team has made it into the district playoffs and will be playing on Tuesday night. He also reported that a team of teachers and administrators from Eastern Lebanon County School District visited the high school to learn about Penn Manor's school improvement program. Mr. Stewart distributed an article about senior Neal Trump who has been invited to attend the U. S. Military Academy at West Point. Mr. Stewart reviewed the successes of the Penn Manor FFA students at the Pennsylvania Farm Show. He stated that Kristy Garrett's parents were

recognized with a special parent award for having their 4<sup>th</sup> child earn the Keystone FFA Degree. Penn Manor received the most Keystones in the Eastern PA and was second in the state. Mr. Neil Fellenbaum, a teacher in the FFA program, thanked the board for their support. Mr. Stewart reported that Governor Rendell will be releasing the state budget on February 9. He commented that the term used to describe the budget plan was “grim” reflecting rising costs and fewer federal funds.

Mr. Johnston reported that the Treasurer’s Report for the month of January has been posted. He reviewed some of the items presented for payment. It was moved by Mrs. Wert and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$1,600.00 dated 1/3/05, \$331,772.56 dated 1/5/05, \$189,667.72 dated 1/12/05, \$211,753.73 dated 1/14/05, \$465,981.06 dated 1/19/05, \$144,542.70 dated 1/21/05, \$54,495.06 dated 1/25/05, \$170,469.87 dated 1/28/05 for a total of \$1,570,282.70 from the General Fund; \$149,118.57 dated 1/13/05, \$108,151.66 dated 1/24/05, \$59,757.73 dated 1/28/05 for a total of \$317,027.96 from the Cafeteria Fund; \$225.00 dated 1/14/05, \$1,058.10 dated 1/18/05 for a total of \$1,283.10 from the Capital Reserve Fund; and payroll in the amounts of \$657,196.33 dated 1/5/04 and \$637,853.87 dated 1/19/05 for a total of \$1,295,050.10. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes with an abstention to check #82425; Carlton Rintz, yes; and Donna J. Wert, yes.

Mrs. Amy Wall distributed a flyer announcing the 5<sup>th</sup> Annual Penn Manor Read Across America on Sunday, February 27 from 1:00-4:00 at the high school for the community. Mrs. Wall reported that the focus of the day is to encourage the children to read in the presence of a caring adult. Gift certificates to Barnes Noble and Dr. Seuss lunch boxes will be given away. Mrs. Griffis will again be the Cat in the Hat and she will be whisked away in a fire truck at the end of the day.

The February School Board Meeting Agenda was reviewed.

**Item 2. A-D. Consent Agenda for the January 31 and February 7, 2005 Committee of the Whole Meetings**

- A. Cell Phone Contract – The committee is recommending approval of the DataServe Systems cell phone contract for Nextel service for the period of 7/1/2005 to 6/30/2006 as per the terms of the attached proposal. (see page 7)
- B. Support Staff Salary Band Adjustment – The committee is recommending approval of the support staff salary band adjustment of 2.3%.
- C. Resolution – The committee is recommending approval of the resolution urging PSBA and PASBO to support Family Institution constitutional challenge to slot machine legislation. (see pages 8-9)
- D. 2005-2006 Calendar – The committee is recommending approval of the 2005/2006 school calendar. (see page 10)

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

**ITEMS 2 A - D:** It was moved by Donna Wert and seconded by Jeff Lyon to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

**Item 3. A–O.Consent Agenda for Administrative Actions**

- A. 2005 Graduation Date – The administrative staff is recommending that Tuesday, June 7 be designated as the Class of 2005 graduation date. (see pages 11-14)
- B. Commonwealth Telephone Entreprises Contract – The administrative staff is recommending approval of the contract with Commonwealth Telephone Entreprises for point-to-point (between Martic and Marticville) T-1 access for a monthly fee of \$185.41, plus applicable taxes, for the period of 7/1/2005 to 6/30/2006.
- C. Plancon J Approval – The school board is acknowledging review and approval of Plancon Part J, Project Accounting based on final costs, by the Pennsylvania Department of Education for the Eshleman Elementary School Project at a reimbursable percentage of 31.39% for the portion of the project funded by the GOB Series A of 2001 and of 31.03% of the portion of the project funded by cash.
- D. Plancon K Approval - The school board is acknowledging receipt and approval of the Plancon, Part K, Project Refinancing, for the Series of 2003 Bonds to refund the Series of 1998 Bonds, by the Pennsylvania Department of Education at a reimbursable percentage of 37.92%.
- E. Close Eshleman Project PLGIT Accounts – The administrative staff is recommending approval for the closing of the Eshleman Project PLGIT account (#1428351) and the Eshleman Project PLGIT Plus account (#2428350). Money remaining in the accounts will be transferred to the main PLGIT Capital Reserve Fund account (#1428306).
- F. Revised Position Description – The administrative staff is recommending approval of the revised position description for the Administrative Assistant for Business. (see pages 15-16)
- G. New Position Descriptions – The administrative staff is recommending approval of Middle School Teacher of the Gifted, High School Teacher of the Gifted and High School Assistant Cafeteria Manager position descriptions. (see pages 17-22)

- H. Acceptance of Gift – The administrative staff is recommending the board accept a donation of 3 Panasonic Video Cameras from Images Unlimited for student use (\$1,200 value).
- I. Delinquent Real Estate Taxes – The administrative staff is recommending ratification of the submission of delinquent real estate taxes to the Lancaster County Tax Claim Bureau on January 18, 2005 for collections. (see page 23)
- J. Tax Exoneration – The administrative staff is recommending approval of the tax exoneration as cited. (see page 24)
- K. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- L. Request for Proposals – The administrative staff is recommending approval of advertising RFP’s for banking/investment services and auditing services.
- M. Income Protection – The administrative staff is recommending ratification of Madison National Life as the district’s income protection carrier effective February 1, 2005 through January 31, 2006 at a rate of .22% of covered payroll.
- N. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee. (see pages 25-26)
- O. Judicial Review Committee – The administrative staff is recommending that the following school board members be appointed to the Judicial Review Committee.

Joseph DeLuca	Frank Geist	Jeffrey Lyon
Richard Frerichs	Willis Herr	Carlton (Herk) Rintz
Johnna Friedman	Jeffrey Kreider	Donna Wert

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - O:** It was moved by Johnna Friedman and seconded by Joe DeLuca to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

**Item 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 pages 27-28)



- B. 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 29)
- C. Medical Leaves – The administrative staff is recommending granting Family Medical and Designated Family Medical Leaves to the individuals listed according to the terms listed. (see page 30)
- D. 2004/2005 Winter Coaching Positions – The administrative staff is recommending approval of the individuals listed below as intramural swimming coaches for the 2004-2005 school year at the rate of \$20.55 per hour for no more than 12 hours each.  
Linda Eckman  
Lauren Rand
- E. Tutors/Substitute Tutors – The administrative staff is recommending the following professional employee be approved as middle school tutor at a rate of \$30.00 per hour. Total program hours do not exceed four hours per week.  
Amanda Manuel
- F. Data Entry – The administrative staff is recommending the following employee be approved to do data entry for course selection at the rate of \$10.91 per hour for no more than 6 hours.  
Traci Frantz
- G. Substitute Athletic Trainer – The administrative staff is recommending the approval for the following individual as a substitute athletic trainer at the hourly of \$15.  
Nicole Plumbo
- H. Contracted Psychological Services – The administrative staff is recommending approval of contracted psychological services at a rate of \$50.00 per hour as follows:  
Jennifer Smyth – 50 hours
- I. Data Cleansing – The administrative staff is recommending approval of Sue Smith to do data cleansing at the rate of \$12.33 per hour not to exceed 20 hours.
- J. Athletic Co-curricular Position – The administrative staff is recommending the approval of the individuals listed below as athletic workers for the 2004-2005 school year.  
Bryan Norris  
Nicole Plumbo
- K. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School instructors for the 2004-2005 school year at the rate of \$30.00 per hour.

Heather Feracco  
Carin Foy

- L. Mentor – The administrative staff is recommending approval of James McGlynn as a mentor for Michele Brady, step 1, \$780.00 prorated, beginning January 24 for the 2004/2005 school year.
- M. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed below per the effective date cited.  
Gloria Denlinger – effective June 21, 2005
- N. Gifted Hours – The administrative staff is recommending the following employee be approved to do gifted IEP processing at the rate of \$10.91 per hour for no more than 45 hours.  
Traci Frantz

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - N:** It was moved by Jeffrey Kreider and seconded by Joseph DeLuca to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

The meeting adjourned at 8:39 p.m. on a motion by Mr. Rintz and seconded by Mr. Lyon and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary