

Minutes
Committee of the Whole
June 9, 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 Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. DeLuca was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. Also in attendance were Mrs. Katey Knapp, Mrs. Mary Barnett, Mrs. Rhoades 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 May 23, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon a second by Mr. Geist, and a unanimous voice vote, the Minutes were approved as printed.

Mrs. Griffis presented a report on the parent-child workshops, which are coordinated by Tamara Baker, Guidance Counselor at Hambright. There were over 30 workshops across the district with over 1200 parents and children in attendance. The workshops were for preschool, kindergarten and grades 1, 2, 3 children. They were designed to show parents effective strategies they can use at home to enhance their child's academic goals. She also said they are created to help parents gain a deeper understanding of how children learn and a glimpse into how our teachers work with their children in the classroom. The goal is also to give the parents a comfort level with the people who are working with their children in school. There are 56 presenters which include academic support teachers, guidance counselors, kindergarten and first, second and third grade teachers. She said the workshops, held mostly in the evening, are different in each building to meet the particular needs within that building. They are funded with Title I and Differentiated Supervision money. She said the teachers involved with the program have 3 options. They are either paid for 1.5 hours of presenting, receive differentiated supervision credit or in-service credit. Dr. Frerichs asked if this program was unique to Penn Manor. Mrs. Griffis explained that it started with a couple of workshops at Hambright and Central Manor and over the years has expanded. Dr. Frerichs suggested that Mrs. Griffis consider the program as a presentation at a PSBA or NSBA conference. Mrs. Barnett added that at Hambright the team gives pre-kindergarten parents a list of books to read and activities to do with the children for over the summer to involve more parents.

Mr. Skrocki asked for the approval to place on the agenda a resolution to conduct a request for proposal for architectural services. He explained that this is just one of a number of professional services that is being evaluated. He reviewed the timeline for the proposal. He recommended that the Property Committee become involved in the second and final phase of the selection process. Mr. Skrocki reviewed the upcoming projects needing architectural services. Mr. Stewart requested that the Property Committee meet on August 8 to meet the finalists, review the proposals and place their recommendation on the voting meeting. Some questions were asked for clarification. Approval for

placement of this item on the June School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mrs. Griffis reported that she attended an AYP update on May 26. She reviewed the timeline and amendments the PA Department of Education submitted to the United States Department of Education. She explained the three targets that need to be met: participation rate, performance rate and graduation/attendance rate. She said the school targets are the same. To make AYP progress must be made in the school and the district. She summarized the changes. Dr. Frerichs inquired if Mrs. Griffis saw any problems with Penn Manor. Mrs. Griffis answered the only place the district did not make AYP was 11th grade special education. She felt everyone worked very hard and there wasn't anything else that could have been done to work on PA Assessment.

Mr. Skrocki reviewed two tax assistance programs. He said both programs are targeted for the senior citizens in the district. At the May meeting he presented the first option, the senior volunteer program. Mr. Skrocki discussed the second option, which is piggybacked on an existing state program, the PA property tax/rent rebate program. The tax exchange program would involve taxpayers working for the district and in return receiving a rebate to be used for real estate taxes. The program would be based on age and income based eligibility. The maximum rebate would be \$599. The work would be during the year and receive payment in the following fiscal year. In order to be eligible for the program the volunteer would need to complete an application; background checks and a TB test would be required and paid by the volunteer. He reviewed the legal concerns from the solicitor. Mr. Skrocki presented another program, the PA property tax/rent rebate program administered by the PA Department of Revenue and funded by lottery proceeds. The household income limit is \$15,000. In addition to the income guideline an individual over 65, a widow or widower age 50 or older or over age 18 and permanently disabled would be eligible. He said the maximum household rebate is \$500 with a sliding scale based on total income. The maximum a renter is eligible for is \$100. Mr. Skrocki stated an option for the school district would be to piggyback on this program. The eligibility would be the same as what is used for the Dept. of Revenue. The applicant would need to submit required documents. Mr. Skrocki said he would continue to explore and research the programs. Mr. Stewart said an article will be in the upcoming issue of the Above and Beyond informing the constituents about the state program. He said an advantage of the tax volunteer program at Penn Manor is it enables the citizens to see what goes on in the schools. He reviewed some of the negative points of the tax volunteer program. Some questions were asked for clarification. Mr. Stewart stated he is not prepared to make a recommendation to the board at this time.

Mr. Johnston reported quotes for the summer printing jobs were sent out and returned. The Lancaster County Career and Technology Center asked that a request for quote be sent to them. A print shop is located at the Brownstown CTC building. Mr. Johnston reported the Lancaster Career and Technology Center was the low bid for the printing needs for next year. He stated he toured the facilities and reviewed various finished products. He said the students are working on state-of-the-art equipment. They are capable of doing print jobs of all sizes and customize jobs of all types. Mr. Johnston stated he was impressed with the program.

Mr. Stewart reported on the Act 72 results across the state. He said one hundred eleven districts voted in and 390 districts voted out. Mr. Stewart said he notified PSBA, the local politicians and governor of Penn Manor's decision. He circulated a personal note from Rep. Gib Armstrong regarding the board's referendum. He also reported all of Lancaster County School Districts opted out. In the IU 13 only Lebanon City opted in. He distributed copies of correspondence he has received from local representatives regarding future insights on Act 72. Local representatives all agreed that they could not predict the future with regard to Act 72. Mr. Stewart stated that he did not receive any written or phone contacts on the board's decision. Mr. Rintz stated approximately 6 people he spoke with supported the board decision.

Mr. Skrocki reported on an alternative method to the traditional practice of delinquent tax collection through the Lancaster County Tax Claim Bureau. He summarized the information about the current system that he presented at the last meeting. He summarized a proposal from the BMF Law Group. In the proposal, all the collection costs would be borne by the delinquent property owner. The increase in revenue would be a result of the enhanced collection efforts and a reduction of delinquencies in future years. He said the money is sent to the school district once a month enhancing the cash flow and interest earnings. The district will retain control of the delinquent property owner. He felt the proposal is a fair treatment of taxpayers. Mr. Skrocki reviewed the steps of the process. He explained bankruptcies and the difference between a tax sale and a sheriff's sale. Pending approval by the board of the proposal, a notice has been written for the tax bills that will be sent out in July. Reminder notices will also be sent out and will include language about the attorney's fees if the taxes are not paid by December 31. Individuals will be alerted about the new method. Some questions were asked for clarification. Approval for placement of this item on the June School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Rintz and a unanimous voice vote.

Mrs. Wert stated there were recent articles about Lancaster County Academy students in the newspaper. The articles included students volunteering to do the hanging flower baskets in Lancaster, helping at the Sertoma barbeque and releasing 1000 pregnant beetles at the Red Rose Commons wetlands to help control the insects. She distributed an article about the LTC graduation. She reported that 30 students graduated from the Academy. Three were Penn Manor students.

Dr. Frerichs distributed to the board and administrators a blank superintendent evaluation to be completed and returned by June 17. He explained the criteria and description for the evaluation. He also asked for input on the evaluation instrument. The completed evaluations should be sent to Jeff Lyon or returned to Paula Howard for Jeff Lyon. Dr. Frerichs also reminded the board that any items for the Legislative Platform are due by August 1 for voting.

The Committee of the Whole adjourned at 8:10 p.m. on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

June 9, 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 8:20 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Donald Stewart, Mrs. Ellen Griffis, Mr. Christopher Johnston and Mr. Steve Skrocki. Also in attendance were Mrs. Katey Knapp, Mrs. Cindy Rhoades 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, July 11, 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 May 23, 2005, School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Dr. Frerichs to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart distributed and reviewed a fact sheet regarding the senior awards ceremony. He reported that on Friday he will be receiving a bell, donated by Mr. and Mrs. Scheurich, which is from a one room school house in Penn Manor. The bell is believed to have come from the Science Hall School. Mr. Stewart presented a map indicating the location of the one room schools in Penn Manor. Mr. Herr stated that his grandfather and great grandfather were principals at Harmony Hall.

Mr. Stewart circulated a thank you note from the Quiz Bowl team. He reported the Quiz Bowl team was eliminated in the final round of the national competition. Their ranking in the national tournament was 29th. He distributed a Quiz Bowl summary from the coach for the year and a sample quiz. Mr. Stewart reported the Brush Brush Bus provided over \$7,500 worth of dental care to Hambright students. He said the baseball team won in quarter finals and will be continuing in competition. The girls' soccer team will be playing for the state championship on Friday night. He said graduation was a wonderful success and thanked everyone for their participation. He also thanked Katey Knapp for her coverage in the newspaper. Mr. Stewart presented a slide show that was shown at graduation. He stated it was a cooperative effort between the district, the Alumni Association and the Foundation. He thanked Mrs. Cindy Rhoades for creating the slide show presentation.

Mrs. Griffis reported Mrs. Tina Shank, Family and Consumer Sciences Department Coordinator, has won a Keystone Technology Integrator award. Mrs. Shank was nominated for the award by Dave Solon and Mike Leichliter. Mrs. Griffis said the program recognizes teachers who bring classroom content, motivational and management

expertise to capture students' imaginations and harness learning in our children specifically through technology. Mrs. Griffis added that in the past Mrs. Shank was instrumental in using Moodle across the Family and Consumer Science Department, made use of imovies and has used digital photography in some of her textile work.

Mrs. Rhoades presented a report on Summer Break. She distributed a copy of the registration packet that was sent to interested students in the school district or out of the school district who requested information. She explained the format of the program, the cost and highlighted some of the offerings. She stated 254 students have signed up for sessions. The program is from June 13-24 and Mrs. Rhoades invited the board to visit any of the sessions. Mrs. Friedman commended Mrs. Rhoades for changing the schedule from two weeks to two one-week sessions and all of the work involved in changing the format. She said it made a big difference for many families. Some questions were asked for clarification.

Mr. Johnston reported that the Treasurer's Report for the month of May has been posted. He reviewed some of the items presented for payment. It was moved by Mr. Kreider and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$500,442.17 dated 5/4/05, \$154,738.64 dated 5/6/05, \$70,139.62 dated 5/10/05, \$330,244.15 dated 5/11/05, \$109,019.13 dated 5/13/05, \$84,501.55 dated 5/17/05, \$84,196.40 dated 5/19/05, \$66,484.16 dated 5/24/05, \$468,799.28 dated 5/25/05, \$79,664.11 dated 5/25/05 for a total of \$1,948,409.21 from the General Fund; \$47,946.33 dated 5/18/05, \$139,046.70 dated 5/31/05 for a total of \$186,933.03 from the Cafeteria Fund; \$39,673.43 dated 5/10/05, \$18,739.00 dated 5/19/05 for a total of \$58,412.42 from the Capital Reserve Fund; and payroll in the amounts of \$663,383.20 dated 5/11/05, \$687,131.75 dated 5/25/05 for a total of \$1,350,514.95. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes, abstained from check #84041; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The June School Board Meeting Agenda was reviewed.

Item 2. A-B. Consent Agenda for the June 9, 2005 Committee of the Whole Meeting

- A. Request For Proposal for Architectural Services -- The committee is recommending approval of advertising request for proposals for architectural services.
- B. Delinquent Real Estate Tax Accounts Resolution – The committee is recommending the Penn Manor School District pursue its own delinquent real estate tax collection efforts and eliminate the Tax Claim Bureau's involvement effective with the July 1, 2005, real estate tax bills. The committee is further recommending the attached resolution retaining and authorizing Brumbach, Mancuso & Fegley P.C. t/a BMF Law Group for the delinquent real estate tax collection and establishing a schedule of attorney's fees of 33 1/3% of tax amounts actually collected. The fees are borne by the taxpayer.

CONESTOGA TOWNSHIP				
2290	CONNELLY, MICHAEL S & WANDA J	County Error-Effective Date	\$ 242,900.00	\$ 1,870.33
MANOR TOWNSHIP				
411319	COSENTINO, M JAMES & RUTH	Building Removed	\$ 99,900.00	\$ 1,538.46
2459	B & C HERSHEY FARMS	County Data Changes	\$ 13,000.00	\$ 66.73

- F. Support Staff Salaries – The administrative staff is recommending approval of the support staff salaries for the 2005/2006 school year as listed. (available upon request)
- G. Department Coordinators Salaries – The administrative staff is recommending approval of the department coordinators salaries for the 2005/2006 school year as listed. (available upon request)
- H. Football and Student Accident Insurance – The administrative staff is recommending purchasing insurance from ACE American Insurance Company at an annual premium of \$4,850 and offering voluntary accident insurance to students at a rate of \$36 per year for school time coverage and \$130 per year for 24-hour per day coverage for the 2005/2006 school year.
- I. Acknowledgement of Receipt of PlanCon Part K, Project Refinancing – The administrative staff is recommending acceptance and acknowledgement of the attached PlanCon Part K, Project Refinancing document concerning the Issuance of General Obligation Bonds, Series of 2004 to Advance Refund a Portion of General Obligation Bonds, Series of 1996. (see pages 14 - 20)
- J. Acceptance of Gift – The administrative staff is recommending the board accept a donation of a Dell Dimension XPS T700r computer and monitor from Michael Leichliter for student use (\$50 value).
- K. School Board Legal Liability Insurance – The administrative staff is recommending approval of the School Board Liability Insurance with PSBA in the amount of \$33,612 effective July 1, 2005 through June 30, 2006.
- L. The administrative staff is recommending approval of a Comprehensive Preferred Service Agreement with the Trane Company for one centrifugal chiller, cooling tower, and the building automation system at Manor Middle School effective July 1, 2005, through Jun 30, 2008 at the annual cost below:
- | | |
|-----------|----------|
| 2005/2006 | \$31,073 |
| 2006/2007 | \$32,005 |
| 2007/2008 | \$32,965 |
- M. The administrative staff is recommending approval of a Comprehensive Preferred Service Agreement with the Trane Company for one centrifugal chiller and

cooling tower at Marticville Middle School effective July 1, 2005, through Jun 30, 2008 at the annual cost below:

2005/2006	\$6,102
2006/2007	\$6,285
2007/2008	\$6,474

- N. The administrative staff is recommending approval of a Comprehensive Preferred Service Agreement with the Trane Company for two centrifugal chillers and cooling tower at Penn Manor School effective July 1, 2005, through Jun 30, 2008 at the annual cost below:

2005/2006	\$9,596
2006/2007	\$9,884
2007/2008	\$10,181

- O. Judicial Review – The Judicial Review Committee is recommending the board approve the action of the committee as cited. (see page 21)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - O: It was moved by Jeffrey Lyon and seconded by Joseph DeLuca to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; 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 – F.

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 22 - 24)
- B. Substitute Teacher – The administrative staff is recommending that the individual 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.
- Quay Hanna
- C. Family Medical and Child Rearing Leaves – The administrative staff is recommending granting Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed according to the terms listed. (see page 25)
- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed per the effective dates cited.

Denise Anderson – (1.5 playground aide) -- effective June 8, 2005

Sherry Hertz – effective August 22, 2005
 Kristin Kopp – effective August 23, 2005
 Rachel Reichenbach – effective June 8, 2005

- E. Summer Break Instructors – The administrative staff is recommending approval of the individuals cited to the position of summer break instructor at the rate of \$30 per hour for the hours cited. (see page 26)
- F. Summer Painters – The administrative staff is recommending the approval of the individuals listed below as summer painters according to the conditions listed.

Jordan Byrnes	Painter	\$8.50/hour, effective June 13, 2005
Darwin Keener	Painter	\$8.50/hour, effective June 20, 2005
Jackie Ochs-Gregory	Painter	\$8.50/hour, effective June 20, 2005
Sara Ruth	Painter	\$8.50/hour, effective June 20, 2005

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - F: It was moved by Donna Wert and seconded by Frank Geist to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; 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 5. **Consent Agenda for Employment**
 (ROLL CALL)

- A. Additional Days of Employment – The administrative staff is recommending granting 3 days of employment to Jerry Egan prior to the close of the 2004-2005 school district for administrative services at Letort at the daily rate of \$288.10.

MOTION ON EMPLOYMENT CONSENT AGENDA ITEMS 5 A.: It was moved by Richard Frerichs and seconded by Carlton Rintz to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; 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 9:20 p.m. on a motion by Mr. Geist and seconded by Mrs. Friedman and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary