

**Minutes**  
Committee of the Whole  
February 13, 2006

The Penn Manor School Board met at 6:30 p.m. in Executive Session for the discussion of a real estate item and student disciplinary action. 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, Ms. Pollock, Mr. Johnston and Mr. Skrocki. The Executive Session adjourned at 7:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:05 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr. 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, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Rudisill, Mrs. Mary Barnett, Mrs. Beth Martin, Ms. Liz Johns, Mr. Bill McCarty, Penn Manor residents, Millersville University students 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 February 6, 2006, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Wert a second by Mr. DeLuca, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston explained that the opportunity exists to refund the 1996 Bonds and the 2001A Bonds. If approved this would amount to a savings of approximately \$400,000 in the 2006-2007 school year. He also said a combined reimbursement rate will also be received from the state. Mr. Johnston introduced Ms. Liz Johns of RBC Dain Rauscher. Ms. Johns explained the bond purchase agreement. She reviewed the sources and uses of the funds, the pricing summary and debt service comparison for both bonds. Mr. Bill McCarty from Hartman Underhill & Brubaker reviewed the resolution for the fixed rate bonds. Mr. Herr questioned if the interest rates have changed on the bonds. Ms. Johns explained the rates are fixed and not variable on these bonds. Approval for placement of the refunding of the Series 1996 and Series 2001A bonds on the February School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Friedman and a unanimous voice vote.

Mr. Johnston provided a mid-year budgetary analysis. He reviewed a spreadsheet comparing 2005-2006 to the 2004-2005 budgets. He listed the areas of revenue which were projected to be favorable and included real estate taxes, delinquent taxes, transfer taxes, earned income taxes and interest earnings. Several areas of expenditures were projected to be favorable included lower costs for utilities due to the mild weather, automatic temperature controls, lower legal costs and a decrease in health benefits. Areas adding additional expenditures include the costs for maintenance repairs, Cyber School tuition, employee tuition reimbursement and utilities. Mrs. Friedman questioned

how the tuition rate for the Cyber schools is determined. Mr. Johnston replied that it is based on our tuition rate. He concluded by reporting that the revenues are coming in over the budget. It is too early to predict expenditures, but indications show they will be coming in close or under budget.

Mr. Johnston provided a 2006-2007 budget update. Items budgeted in the area of Special Education and Speech includes evaluations and services, program books, materials, conferences and training costs. In this area the amount requested for next school year will not change from the current year. The Athletics budget amount will also not change. Supplies, uniforms, equipment and facilities rental are included in this category. The Public Relations budget will decrease by \$1,000. Newsletters, the employee recognition dinner and supplies are included in this budget area. The amount for Property Insurances which includes bonding fees, legal liability and property insurances will be increased. Legal and Accounting, which included fees for the solicitor and auditors will decrease. In the Administrative Areas expenditures include board costs, postage, printing and tax collection costs. Mr. Johnston reviewed the amount budgeted for 2005-2006 and 2006-2007 and the amount spent to date. He also reminded the board of the budget workshop meetings on March 23 and April 20 at 2:00 p.m. He asked the board members to contact him with the date they plan on attending.

Mr. Stewart welcomed the Millersville students. He explained the format of the three types of board meetings being held this evening. He said the Sunshine Law allows school boards to meet privately for specific types of issues, such as, personnel issues, negotiations with the teacher's association and the sale or purchase of real estate. Mr. Stewart stated an Executive Session was held this evening for issues relating to real estate and student discipline. He explained the current board session is the Committee of the Whole, where the board will have discussions about issues. Some of these items will be placed on the voting meeting agenda. The third meeting is the voting meeting. The law requires anytime a school district takes action that results in the expenditure of public tax dollars, personnel matters and policies that it occur in a public voting meeting. Mr. Stewart also said information about the board members is available on the Penn Manor website.

Mr. Stewart suggested that a special Executive Session meeting be held on March 22 at 7:00 p.m. for the purpose of a report from the Property Committee, and the introduction of the two final candidates for the Administrative Assistant for Personnel and Planning position. He provided a list of candidates that were interviewed and will be included in an interview this week for this position. He also provided a copy of a sample letter sent to candidates when their application was received. Mr. Stewart explained the format of the interview process. Approval for placement of the March 22 special board meeting on the February School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Stewart requested approval for the high school graduation date of June 6, 2006 be placed on the agenda. He said the commencement would be held the night before the last day of school for the year. Approval for placement of this item on the February School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Wert and a unanimous voice vote.

Mr. Skrocki reported that the Agriculture Department/Manor FFA has been awarded a matching grant from the Pennsylvania Department of Agriculture. The grant is to purchase portable livestock scales. The total amount of the grant is \$6,000 with \$3,000 from PA Department of Agriculture and \$3,000 from local funds. Of the \$3,000 from local funds, \$1,000 will be a venture grant from Penn Manor Education Foundation, \$1,000 from FFA Alumni and the remaining \$1,000 will be from donations.

Mr. Skrocki updated the board on the delinquent tax collections by BMF. He said letters were sent to delinquent tax payers. During the 30 day grace period, which ends next Tuesday, \$78,000 has been collected and more is expected by the end of this period. He said if the district was still using the services of the Lancaster Tax Collection Bureau the delinquent tax notifications would not have been sent out until March. By using BMF the district has been able to collect the money sooner. Mrs. Wert asked if the amount changes for the taxpayer if it was paid initially. Mr. Skrocki explained the tax collection process. He also said more districts are looking at BMF for their services.

Mr. Johnston provided a quarterly student and athletic fund update. He reviewed the cash balances, deposits and expenditures for both accounts. He said the majority of the activity for this quarter in the Student Fund is from the yearbook account, FFA and Penn Manor productions. Revenue in the Athletic Fund is from football, basketball and girl's volleyball gate receipts. Expenditures have been for entry fees and payments to officials.

Mr. Johnston presented the first reading of the Personal Necessity Leave for Classified Employees Policy. He said the same changes were made in this policy as the one that was presented last month for professional employees. Approval for placement of this item on the February School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Lyon and a unanimous voice vote.

Mr. Johnston explained that the Accountant job description has been revised and updated. The new description combines elements of the old Accounting job responsibilities with elements of the Assistant Business Manager description. Approval for placement of the revised Accountant job description on the February School Board Meeting Agenda was approved on a motion by Mr. DeLuca, a second by Mrs. Friedman and a unanimous voice vote.

Mr. Stewart distributed information from Mr. Frankhouser regarding the proposal of a waiver for rollback taxes for Manor Brethren in Christ Church. Mr. Gerlach, from the church, previously addressed the board on this matter. After discussions with Mr. Gerlach and the church's attorney, Ms. Pennell, Mr. Frankhouser has given his opinion that the rollback tax waiver is not appropriate. Mr. Stewart asked if anyone on the board had a recommendation to place the waiver for rollback taxes on the voting meeting agenda. No motion was made to put this item on the voting meeting agenda.

Mr. Stewart reported that the Boy's Basketball team was playing Cocalico tonight. If the team is successful they will play on Wednesday evening. He congratulated the Penn Manor FFA students who earned Keystone Awards. They are Aaron Bleacher, Kelly Brenner, Megan Brown, Adam Caldwell, Amanda Findley, Julene Hoover, Jennifer Murphy, Kristen Richards, Mark Shaiebly, Rachele Stoner, Lisa Ward and Alyssa

Wissler. He also reported the Brain Busters Team is in the Lancaster-Lebanon finals and the Quiz Bowl Team is competing this evening. Mr. Stewart recently attended a PASA Legislative Conference. He reviewed some of the special points of that conference and provided a printed report of the conference.

Ms. Pollock reported that Penn Manor teachers, Amy Houseman and Antonella Kirchner, gave a presentation at Millersville University, to approximately 100 professional block education students, on the Debbie Dillar Literacy Work Station Method of teaching literacy. Ms. Pollock asked Mrs. Beth Martin to comment on the work stations she uses in her classroom. Mrs. Martin said it adds to time on task and meaningful practice to the learning process. Ms. Pollock also reported that teachers Lisa May, Carole Fay and Peggy Annunziata spoke at Millersville University as part of the Scholars-in-Residence program. Elementary teachers will go to Millersville for the same program in a couple of weeks.

Connor O'Neill reported to the board that the spring semester is off to a good start. Student Council and Serteen members served as guides at Spring Parents' Night. The juniors will be participating in the PSSA writing test this week. Winter sports are coming to a close. Bowling, ice hockey, swimming, wrestling and boys' basketball are continuing with post season play. The spring musical, "Fiddler on the Roof," is scheduled for March 2, 3 and 4. Penn Manor will be hosting National History Day at the high school on March 18. The Quiz Bowl is seeded fourth in the league. The district-wide Read-a-Thon is scheduled for Sunday, February 26 from 1:00 – 4:00 in the high school library.

The Committee of the Whole adjourned at 7:10 p.m. on a motion by Mr. Lyon, a second by Mr. Kreider, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

February 13, 2006

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, Ms. Ellen Pollock, Mr. Christopher Johnston and Mr. Steve Skrocki. Also in attendance were Mrs. Isabelle Rudisill, Mrs. Mary Barnett, Mrs. Beth Martin, Mr. and Mrs. Elledge, Grant Elledge, Penn Manor residents, Millersville University students 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 13, 2006, 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. Ms. Shelva Hess, 3219 Kauffman Rd., Washington Boro questioned using the services of BMF Law Group for the collection of delinquent real estate taxes. Mr. Skrocki explained the tax collection process.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the January 9, 2006 School Board Meeting. There were none. It was moved by Mr Lyon and seconded by Mrs. Friedman to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Johnston updated the board on the Swaption investment. He said this investment, entered into two years ago, traded the fixed rate debt for a variable rate debt. The original premium received was \$500,000 which is part of the designated fund balance and has now grown to approximately \$530,000. He explained the options on the swap can be entered into in May and November of each year. At this point RBC Dain Rauscher has not chosen to opt into the swaption investment. Mr. Johnston reviewed charts to explain the status and potential of the investment. Mr. Geist added that school districts are not allowed to enter into the swaptions unless an independent advisor monitors the market. The last time a report was given by the independent advisor it was indicated that the investment would be worth more than one-half million dollars. Mr. Herr stated that when the swaption idea was presented many of the board members were skeptical, but with the advice from the independent advisor he feels comfortable with the investment.

Mr. Johnston reported Treasurer's Report for the month of January has been posted. He reviewed some of the items presented for payment. It was moved by Mr. Lyon and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$922,823.87 dated 1/4/06, \$118,386.39 dated 1/6/06, \$1,467.26 dated 1/11/06, \$243,813.78 dated 1/13/06, \$480,363.15 dated 1/18/06, \$27,478.50 dated 1/18/06, \$31,300.28 dated 1/19/06, \$223,324.34 dated 1/25/06, \$149,718.95 dated 1/27/06 for a total of \$2,198,676.52 from the General Fund; \$1,030.34 dated 1/3/06,

\$59,850.73 dated 1/4/0, for a total of \$60,881.07 from the Cafeteria Fund; \$119,696.99 dated 1/4/06, \$126,018.10 dated 1/26/06, for a total of \$245,715.09 from the 2005 Construction Fund; \$142,92 dated 1/4/06, \$13,483.00 dated 1/23/06, \$13,704.72 dated 1/26/06 for a total of \$27,330.64 from the Capital Reserve Fund; and payroll in the amounts of \$671,119.06 dated 1/4/06, \$658,793.03 dated 1/18/06, for a total of \$1,364,477.76. 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, Carlton Rintz, yes; and Donna J. Wert, yes.

Mr. Stewart introduced Grant Elledge, an eighth grade student at Manor Middle School, his parents and sister. Dr. Leichliter recognized Grant for his achievement in the American Mathematics competition. Grant competed with 143,000 students across the nation in the American Mathematics competition. He was one of 51 students in the country and the only student in Pennsylvania to receive a perfect score in this competition. Dr. Leichliter presented Grant with a certificate from Manor Middle School. Dr. Leichliter added that on Saturday morning the regional MathCounts competition was held. Manor Middle School's team won first place out of 35 teams, Grant received the first place score out of 252 eighth grade students who participated. Mr. Herr read and presented to Grant a Penn Manor School Board resolution honoring him for his achievements.

The January School Board Meeting Agenda was reviewed.

**Item 2. A-I.**

**Consent Agenda for the February 6 and 13, 2006  
Committee of the Whole Meetings**

- A. K-12 Software Contract – The committee is recommending approval of a software license agreement with K12 Systems, Inc. for a student information software system pending final review and approval from the district solicitor. The initial cost of the software is \$90,750 and the yearly support charges are as follows:

2006-2007	\$17,250
2007-2008	\$16,500
2008-2009	\$16,500

- B. Business Office Position Adjustment – The committee is recommending approval of the following related to the assumption of addition duties and responsibilities as follows:

Christopher Johnston – one time stipend of \$2,500 in the 2005-2006 year to be paid in three increments.

Judy Duke – promotion from level 24 support staff to level 25 support staff resulting in a salary adjustment effective November 14, 2005 in the amount of \$2,812.

- C. Approval for Grade 7 Algebra – The committee is recommending approval of a Grade 7 Algebra course beginning in the 2006-2007.
- D. Senior Citizen Co-curricular Passes – The committee is recommending approval of the Comet Classic Card program effective with the 2006-2007 school year as per the attached exhibit. (see page 7)
- E. “First Reading” – Personal Necessity Leave Policy Classified Employees – The committee is recommending approval of the “First Reading” of the Personal Necessity Leave Policy Classified Employees as cited. (see pages 8 - 9)
- F. Revised Accountant Job Description – The committee is recommending approval of the revised Accountant job description. (see pages 10 - 13)
- G. 2006 Graduation Date – The committee is recommending that Tuesday, June 6, 2006 be designated as the Class of 2006 graduation date.
- H. Special Meeting – The committee is recommending March 22 as the date for a special Board Meeting.
- I. Refunding of Debt – The committee is recommending approval of the refunding of the Series 1996 and Series 2001A bonds as per the resolution to be distributed.

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

**ITEMS 2 A-I:** It was moved by Jeffrey Kreider and seconded by Johnna Friedman to approve these items as amended. The following 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, Carlton Rintz, yes; and Donna J. Wert, yes.

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

- A. “Final Reading” – Memorials Policy – The administrative staff is recommending approval for “Final Reading” of the Memorials Policy as cited. (see pages 14 - 17)
- B. “Final Reading” – Student Participation in Extracurricular Activities and Interscholastic Athletics Policy – The administrative staff is recommending approval for “Final Reading” of the Student Participation in Extracurricular Activities and Interscholastic Athletics Policy as cited. (see pages 18 - 24)
- C. “Final Reading” – Personal Necessity Leave Policy – The administrative staff is recommending approval for “Final Reading” of the Personal Necessity Leave Policy as cited. (see pages 25)

- D. Delinquent Real Estate Taxes – The administrative staff is recommending ratification of the submission of delinquent real estate taxes to BMF Law Group on January 16, 2006 for collections. (see page 26)
- E. 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/>).
- F. Tuition Free Seniors – The administrative staff is recommending approval of the following students as tuition free seniors for the 2005/2006 school year.  
Aaron Derr  
April Grossman  
George Maldonado  
Michelle Martin
- G. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for the Manor Middle School chilled water pipe insulation replacement project.
- H. PDE-3044 (a) Non-Reimbursable Project Approval – The administrative staff is recommending approval of submission of the PDE-3074 (a) non-reimbursable project approval form to the Pennsylvania Department of Education for the Manor Middle School chilled water pipe insulation replacement project as per the attached. (see page 27)
- I. PDE-3044 (a) Non-Reimbursable Project Approval – The administrative staff is recommending approval of submission of the PDE-3074 (a) non-reimbursable project approval form to the Pennsylvania Department of Education for the Comet Field House renovation project as per the attached. (see page 28)
- J. Commonwealth Telephone Company Contract – The administrative staff is recommending approval of a contract with Commonwealth Telephone Company for point-to-point T-1 access (between Martic and Marticville) for a monthly fee of \$159.05, plus applicable taxes, for the period of 7/1/2006 to 6/30/2007.
- K. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Cynthia Witmer as an interpreter for a parent on December 15, 2005 for parent night. The contract cost is \$108.00.
- L. Creation of New Tax Accounts – The administrative staff is recommending approval for the creation of two new accounts at Sovereign Bank for the purposes of collecting Delinquent Real Estate and Delinquent Real Estate Interim Taxes.



- M. D&E Communications Contract – The administrative staff is recommending approval of contracts with D&E Communications for point-to-point T-1 access (from each respective building listed below to Penn Manor High School) for the period of 7/1/2006 to 6/30/2007 at the following locations at the costs specified including applicable taxes and surcharges:

Marticville Middle School	\$672.54/month
Manor Middle School	\$358.00/month
Conestoga Elementary School	\$464.00/month

- N. Cellular Service Contract – The administrative staff is recommending approval of the DataServe Systems cellular contract for Sprint/Nextel service for the period of 7/1/2006 to 6/30/2007 as per the terms of the attached proposal. (see page 29)
- O. Bleacher Bid – The administrative staff is recommending awarding of the bleacher bid as per the as per the attached bid tabulation and listed below: (see page 30)
- 10 Row Bleacher – Ken Barrick and Associates \$8,206.00
  - 4 sets of 5 Row Bleachers – Recreation Resource - \$2,680.00 per unit or \$10,720.00 total price

Payment to be made from the Athletic Capital Reserve Fund.

- P. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee. (see pages 31)

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A -**

**P:** It was moved by Johnna Friedman and seconded by Joseph DeLuca to approve these items as amended. The following 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, Carlton Rintz, yes; and Donna J. Wert, yes.

**Item 4. A - I.**

**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 32)
- 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 33)

- C. Medical Leaves – The administrative staff is recommending granting a Family Medical and Designated Family Medical Leaves to the individuals listed according to the terms listed.

Adair, Amy M. - March 23, 2006 – end of the 2005-2006 school year  
Family Medical

Graver, Georgia M. – December 5, 2005 – January 16, 2006 Designated  
Family Medical

- D. Mentor – The administrative staff is recommending approval of Phil Weaver as a mentor for Melissa Frerichs, step 1, \$401.50, beginning January 23 for the 2005/2006 school year.
- E. Weight Room Supervision – The administrative staff is recommending the following employee be approved for weight room supervision at the rate of \$17.00 per hour for no more than 125 hours.

Robert Forgrave

- F. Athletic Co-curricular Position – The administrative staff is recommending the approval of the individual listed below as an athletic worker for the 2005-2006 school year.

Nerida Forgrave

- G. Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed below to the co-curricular positions cited for the 2005-2006 school year.

Mark Dennis – Musical Set Design -- \$730.00

Mark Dennis – Musical Art Design -- \$730.00

Lakisha Hargan – Musical Choreographer -- \$973.00

Andy Kindig – Musical Costume Coordinator -- \$1,460.00

- H. Speech Clinician – The administrative staff is recommending the approval of Marci Mondock for up to an additional 100 hours, as a Speech and Language Clinician at Hambright Elementary School, at the rate of \$50.00 per hour.

- I. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date.

Angela Klugh – effective February 10, 2006

**MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 A - I:** It was moved by Frank Geist and seconded by Joseph DeLuca to approve this item as amended. The following 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; Carlton Rintz, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:47 p.m. on a motion by Mr. DeLuca and seconded by Mr. Kreider and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary