

Minutes
Committee of the Whole
July 10, 2006

The Penn Manor School Board met as a Committee of the Whole at 7:15 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, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Rintz and Mrs. Wert. Mr. Kreider and Mr. Lyon were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Dr. Mindish, Mr. Frankhouser, Mrs. Rhoades, Penn Manor resident Tom Bradley, Mrs. Elaine Jones 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 June 12, 2006, Committee of the Whole Meeting. Hearing none, on a motion by Mr. DeLuca a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart presented the final reading of the Drug Screening Policy. He distributed a roster of the extra and co-curricular activities in grades 9-12 subject to the policy. He said since the last board meeting the policy has been reviewed by Dr. Alan Hay from Occupational Medicine at Lancaster General Hospital and Mr. Frankhouser. Mr. Stewart reviewed the suggested changes and clarified the phrases added from the first reading of the Drug Screening Policy. He reported that on July 20 the school nurses from the middle and high schools will be reviewing the drug screening procedures with Dr. Hay at the Health Campus. A public meeting to review the Drug Screening Policy will be held on August 8 in the Manor Middle School auditorium. Information on the meeting will be in the next Above and Beyond issue to be mailed this month. Mr. Tom Bradley, 100 Lakewood Dr. Pequea spoke regarding the proposed Drug Screening Policy. Mr. Robert Frankhouser provided answers to specific questions. After additional discussion and suggestions for changes to the Drug Screening Policy, a final reading of the amended policy including a roster of activities was approved for placement on the July School Board Meeting Agenda on a motion by Mr. Rintz, a second by Mr. DeLuca and a unanimous voice vote.

Dr. Leichliter provided information about the Dual Enrollment grant. The grant application totaling \$81,871 was submitted to the Department of Education on June 15. Penn Manor requested funds for 89 college courses at Millersville University and 5 college courses at Harrisburg Area Community College. He reviewed the recent change in the school code regarding the enrollment agreement, the 2006-2007 agreement and the time-line for the Dual Enrollment Grant. Dr. Leichliter requested approval to place on the agenda the Concurrent Enrollment Agreement between Penn Manor and Millersville University. The agreement with Harrisburg Area Community College will be submitted for approval in August. Approval for placement of this item on the July School Board Meeting Agenda was approved on a motion by Mrs. Friedman, a second by Mrs. Wert and a unanimous voice vote.

Ms. Pollock distributed a list of Parent Literacy Workshops held at the elementary schools during the 2005-2006 school year. She said the workshops are designed for parents and preschool children. The workshops are funded primarily by Title 1 money. The workshops focus on teaching the parents skills in reading and math they can use at home. They are also designed to give parents a comfort level in the schools. She said that twenty-six presentations were held at the elementary schools for 2005-2006, 59 teachers were involved and a total of 963 people attended the workshops.

Ms. Pollock reported that at the district level Shawn Canady and Carin Leisure have been nominated for a Keystone Technology Innovator Award. The teachers will be submitting portfolios that demonstrate how their student overall performance has improved as a result of technology in the classroom. Mrs. Leisure, an elementary teacher at Hambright, has been active in professional development programs for teachers. Shawn Canady, a high school technology education teacher, developed a nationally recognized course in computer animation. Award recipients will be announced the end of August.

With a video presentation Mr. Skrocki presented an update of the field house project. He said that the project is approximately two weeks ahead of schedule. He reported that after power washing the roof it has been determined that the roof needs to be painted. Proposals from painting sub-contractors are being submitted. He also said that rock was encountered while excavating for the field house. The rock will be removed as a unit price on a change order. He explained the paving project and a recommendation to delay some of the paving until a future time. Dr. Frerichs requested a tour of the Field House. Mr. Stewart replied he will arrange a tour when the field house is completed.

Mr. Stewart reminded the board of the PSBA Legislative Conference in October. Penn Manor representatives will make a presentation at the conference. Mr. Stewart said to be a voting delegate at the conference board members must be registered for the conference. Dr. Frerichs and Mr. Herr agreed to be voting delegates again this year.

Mr. Johnston presented an overview of the main provisions of Act 1. He explained that Act 1 will have increased property tax and rent rebate program, installment payment plans will be required, utilization of gaming proceeds to fund property tax reduction, potential partial shift from property based taxes to income based taxes and a referendum will be required for tax increases over the index. He also explained the gaming proceeds to fund property tax reduction and the changes from Act 72, the partial shift from property to income tax base and the tax increase control through referendum. Questions were asked for clarification.

Mr. Skrocki presented information on the Property Tax Rebate Program expansion. He reviewed the plan that was in existence prior to Act 1. He said the Property Tax Rebate Program expansion doubles the size of the current program. It transfers money from slot machine fees. He explained with the new plan, there will be an additional 350,000 claimants; payments will increase by \$199 million and the income limit increases to \$35,000 for homeowners and \$15,000 for renter income. The program will start with the 2006 paid taxes. He said additional rebates will be available if property taxes exceed 15% of the household income. Mr. Skrocki explained the proposed Penn Manor program. The Penn Manor program will be for one year and it will have the same

eligibility as the state program except only property owners will qualify. Mr. Skrocki reviewed the program timeline and explained the methods that will be used for notifying the public of the tax rebate program. Approval for placement of the program on the July School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mrs. Wert and a unanimous voice vote.

Mr. Johnston said that a board representative is needed to serve on the local Tax Study Commission. After a review of the criteria for a representative Mr. DeLuca volunteered to serve on the Commission. Approval for placement of Mr. Joe DeLuca as the board representative on the Tax Study Commission on the July School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mrs. Wert and a unanimous voice vote.

Mr. Stewart reported that the Conestoga PTO officers met with him to discuss a project to contribute \$30,000 to air condition classrooms at Conestoga Elementary School. He explained the details of the project, the number of units to be purchased for the classrooms, the estimated cost, installation options, the timeline and financing the project. After asking questions for clarification, the Board supported the Conestoga PTO project to purchase 15-16 air conditioning units.

Mr. Stewart commended Mrs. Rhoades for her efforts in producing the *Above and Beyond* issues.

Mr. Geist explained the Foundation Endowment Program. He publicly thanked members of the central office administrative team for their \$5,000 commitment to the Foundation Endowment Program.

The Committee of the Whole adjourned at 9:20 p.m. on a motion by Mr. Rintz, a second by Mr. Geist, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

July 10, 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 9:30 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Rintz and Mrs. Wert. Mr. Kreider and Mr. Lyon were absent. Present from the administrative staff were Mr. Donald Stewart, Ms. Ellen Pollock, Mr. Christopher Johnston, Mr. Steve Skrocki and Dr. Michael Lechliter. Also in attendance were Mrs. 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 will be held on Monday, August 7 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 June 12, 2006 and June 15, 2006 School Board Meetings. There were none. It was moved by Mrs. Friedman and seconded by Mr. Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart welcomed Dr. Lechliter and commended him for the smooth transition from Manor Middle School to Central Office duties. He also congratulated Mr. Johnston for completing the requirements for a PA Registered School Business Administrator. Mr. Stewart reported that the Property Committee met to discuss the purchase of potential real estate and visits to artificial surface vendors. He distributed information about the recent accomplishments of the members of the Penn Manor FFA and Penn Manor team members in the TSA national competition.

Ms. Pollock reported that Standard and Poors identified 48 schools in Pennsylvania that narrowed the achievement gaps between 2003/04 and 2004/05 school years. She named the three achievement gaps that were focused on. The 2003/04 Penn Manor grade 11 students were recognized for improving in the economically disadvantaged category by 8%. She commended Dr. Mindish and the high school teachers for their efforts.

Mr. Johnston reported Treasurer's Report for the month of June has been posted. He reviewed some of the items presented for payment. It was moved by Mrs. Friedman and seconded by Dr. Frerichs to approve to authorize payment of bills in the amounts of \$72,344.04 dated 6/1/06, \$6,495,037.52 dated 6/5/06, \$335,831.83 dated 6/7/06, \$225,816.68 dated 6/8/06, \$100,890.26 dated 6/13/06, \$144,284.88 dated 6/15/06, \$105,903.99 dated 6/20/06, \$563,572.49 dated 6/21/06, \$118,522.46 dated 6/22/06, \$453,124.08 dated 6/29/06, \$162,062.46 dated 6/30/06, \$19,423.61 dated 7/1/06, \$315,695.21 dated 7/5/06 for a total of \$9,112,509.51 from the General Fund; \$118,222.96 dated 6/2/06, \$155,487.63 dated 6/26/06, for a total of \$273,710.59 from the Cafeteria Fund; \$13,687.68 dated 6/13/06, \$10,905.09 dated 6/14/06 for a total of \$24,592.77 from the Capital Reserve Fund; \$128,345.96 dated 6/13/06; \$759.76 dated

services authorized by the National Lunch Program and the National School Breakfast Program.

- C. Food Service Agreement – The administrative staff is recommending approval of program between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2006. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

- D. Bid Awards – The administrative staff is recommending approval for the awarding of the 2006-2007 IU 13 bid as cited. (see page 48)

IU Audio Visual Equipment & Supplies
 IU Custodial Supplies
 IU disposable and Custodial Supplies Re-Bid
 IU Cafeteria Supplies

- E. IU Supplemental Contract for Job Training Services – The administration is recommending approval of the IU supplemental contract for 48.75 hours per week for 36 weeks of Job Training at \$31.93 per hour for the 2006-07 fiscal year for Job Training Services through the IU.

- F. Signing of Student Activity Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Fund account:

Jan Mindish	Dana Edwards
Phil Gale	Anne Carroll
Chris Moritzen	Scott Keddie
Jason D'Amico	Chris Johnston
Judy Duke	Richard Eby

- G. Signing of Student Activity Athletic Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Athletic Fund account:

Jan Mindish	Judy Duke
Phil Gale	Chris Johnston
Chris Moritzen	Jeff Roth
Jason D'Amico	Dave Ohl
Richard Eby	

- H. Acceptance of Gift – The administrative staff is recommending the board accept a donation from The Ressler Mill Foundation for 370 copies of dictionaries to be used for 3rd grade classrooms.

- I. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor's web page.
[\(http://www.pennmanor.net/tr/\)](http://www.pennmanor.net/tr/)

- J. School Physician's Agreement – The administrative staff is recommending approval of the School Physician's Agreement as cited. (see page 49)
- K. New Bank Account – The administrative staff is recommending approval for opening a new bank account through PSDLAF for the 2006 Construction Fund.
- L. Ratification of the IU Joint Purchasing Budget – The administrative staff is recommending the board ratify the 2006-07 Lancaster Lebanon IU 13 Joint Purchasing Budget in the amount of \$71,550.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A. – L.: It was moved by Donna Wert 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, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4. A. – G.

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 50 - 51)
- B. 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 52)
- C. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
 - Bill Griscom – June 30, 2006
 - Tammy Martelle – June 6, 2006
 - David Solon – July 21, 2006
 - Paul Young – August 21, 2006
- D. Retirements – the administrative staff is recommending the board approve the retirement of the individuals listed below per the effective date.
 - Kathy Reifsnyder – September 30, 2006
 - Cecelia Witmer – September 30, 2006
- E. 2006/2007 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed as fall coaches for the 2006-2007 school year. (see page 53)

- F. Restoration of Health Sabbatical – The administrative staff is recommending approval of the full year restoration of health sabbatical leave for the 2006/2007 school year to the individual listed below.

Kathy Zerby

- G. Science Department Coordinator – The administrative staff is recommending the approval of the Science Department Coordinator as listed.

Steve Hess – Science 9-12, effective August 1, 2006, \$2,850

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

The meeting adjourned at 9:47 p.m. on a motion by Mr. Rintz and seconded by Mr. Geist and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary