

Minutes
Committee of the Whole
August 7, 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. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichter. Also in attendance were Dr. Mindish, Mr. Coleman, Mrs. Carroll, Mrs. Rhoades, Penn Manor residents Mr. Tom Bradley, Mr. John Brommer, Henry Stewart, Mr. Kevin Stewart, and Mrs. Howard.

Mr. Herr asked if there were any Citizen's Comments. Mr. Tom Bradley, 100 Lakewood Dr. addressed the board regarding the proposed Drug Testing Policy.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the July 10, 2006, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Skrocki explained that approval for placement of Plancon A & B on the board agenda will be requested after an update on the Marticville Middle School renovation project is presented. Upon board approval of Plancon A & B, the information will be submitted to the Pennsylvania Department of Education. He said Plancon is a process the district will need to follow in order to adhere with the PDE requirements for reimbursement of the project. Mr. Hal Hart from Crabtree, Rohrbaugh & Associates presented the educational specifications and schematic design information for the renovations to Marticville Middle School. He reviewed the project site plan, the building site plan, and additions and changes to the current Marticville Middle School. He also reviewed the construction budget, schedule and the phases of the construction project. Questions were asked for clarification. Mr. Skrocki requested approval for placement of Plancon A & B on the board agenda. Approval for placement of Plancon A & B on the August School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Rintz and a unanimous voice vote.

With a photo presentation, Mr. Skrocki and Mr. Coleman presented an update of the field house project. He said that the project is approximately two weeks behind schedule due to the delay in the delivery of materials and because LASA has not issued the sewer permit. Inspection by Lancaster Township is scheduled for August 11. Because the sewer will not be connected by August 11, an occupancy permit will not be issued at that time. The field house will not be able to be occupied on Monday, August 14 when the sports season starts. Mr. Coleman has made arrangements for portable bathrooms and hand washing stations to be delivered to the site for August 14. The coaches have been informed of the situation.

Ms. Pollock and Dr. Leichter provided a Power Point presentation on Adequate Yearly Progress for 2006. Ms. Pollock explained the PA Accountability System, how the

schools are measured and the 2006-2007 testing for Adequate Yearly Progress. Dr. Leichter explained the yearly Adequate Yearly Progress targets, Penn Manor performance results, special education considerations and the PA performance index. Ms. Pollock reviewed the high school, middle school and elementary strategies. Questions were asked for clarification.

Dr. Mindish provided an explanation of Advanced Placement history. She said research has proven that students gain more from Advanced Placement class when they take the test. She reviewed a history of students scoring a 5 on the AP tests. She also said in an effort to encourage students to take the AP test and with the board approval last year, the students taking the AP test received extra weighted quality points for each of the credits they receive on the test. If the students did not take the AP test, the AP class was weighted as an honors class. She also reviewed the 2005-2006 enrollment in AP classes and the percentage of eligible students who took AP tests. Dr. Frerichs asked if the listing of colleges on the report indicated the colleges where the test scores were sent to at the request of the students. Dr. Mindish replied yes and answered additional questions.

Mr. Stewart explained the request for new supplemental co-curricular positions. The new positions are not listed in the current negotiated agreement. The proposed positions, supporting the academic and fine arts programs, include National History Day Coordinator, Science Fair Coordinator, Model U. N. Advisor, Middle School Choral Competition/Festival Coordinator, Middle School Band Competition/Festival Coordinator and Middle School Orchestra Competition/Festival Coordinator. Mr. Stewart briefly explained each new position. Approval for placement of the new positions on the August School Board Meeting Agenda was approved on a motion by Mr. DeLuca, a second by Mrs. Wert and a unanimous voice vote.

Mr. Stewart introduced Henry B. Stewart who competed in the National Spelling Bee. Mr. Stewart asked Henry to talk about his experience in the National Spelling Bee. Henry said that this was the second year he participated in the National Spelling Bee. He explained how he prepared for the written test, the format of the Spelling Bee and said his personal goal was to reach the third round. He enjoyed meeting people from all over the continental United States, other countries and the tours of Washington, DC. Henry's father explained the process that Henry used to study the spelling words. Mr. Herr read a resolution recognizing and commending Henry for his high level of achievement in the National Spelling Bee.

Mr. Johnston presented a quarterly update of the student and athletic funds. He reviewed the cash balances and the activity in the accounts. In the Student Fund accounts the majority of activity came from the yearbook, FFA, Spring Fling and the Class of 2006. Gate receipts, entry fees, officials pay and miscellaneous expenditures account for the activity in the Athletic fund.

Mr. Stewart distributed information regarding Representative Scott Boyd's Roundtable that will be held on August 31 at Lampeter-Strasburg High School. He said the meetings have always been interesting. This year it will provide the districts an opportunity to talk about their approach to the Tax Commission. Board members interested in attending the Roundtable should contact Mr. Stewart.

Ms. Pollock explained that this was the first year for the District Wellness Program for all professional and non-teaching staff. It was chaired by Mr. Skrocki and Ms. Pollock. She said the survey at the end of the year was positive and indicated that the staff was interested in continuing the Wellness initiative. She explained the 2005-2006 program. Mr. Skrocki reported that Penn Manor has been selected by Health America for a pilot study to try to quantify the savings that are generated by having Wellness Programs. Rather than hire an outside consultant to implement Phase 2 of the Penn Manor Wellness Program, Mr. Skrocki and Ms. Pollock recommend hiring a district employee to be the Wellness Coordinator. They reviewed the summary of duties and qualifications for a Wellness Coordinator as outlined in the position description. Approval for placement of the Wellness Coordinator position on the August School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Geist and a unanimous voice vote.

Mr. Stewart reminded the board of the public meeting for the Drug Screening Policy on Tuesday, August 8, at Manor Middle School. Dr. Hay, from Lancaster General Hospital Occupational Medicine, will be at the meeting to answer questions about the drug screening process.

Mr. Stewart explained the Drug Screening contract with Lancaster General Hospital. He said the contract has been reviewed by district representatives, Lancaster General Hospital and district solicitors. He reviewed the fees and said they are in line with other agencies who offer this type of service. Questions were asked for clarification. Approval for placement of the this item on the August School Board Meeting Agenda was approved on a motion by Mr. DeLuca, a second by Mrs. Wert and a unanimous voice vote.

Mr. Stewart explained that he asked the district solicitor to review the current Students and the Police Policy #225. He said the revised policy, for presentation as a first reading, is more general and modified based on the suggestions of the solicitor. He explained that the policy still includes the statement pertaining to when a student is taken into custody by the police the district superintendent or designee, in cooperation with the authorities, will make an attempt to contact the parents. Dr. Frerichs requested a guideline be provided by the Penn Manor administration regarding the police visiting the school to request speaking with a student. After some discussion about the policy, approval for placement of the amended policy on the August School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart presented the revised Class Rank Policy #214 for a first reading. Mr. Stewart explained the changes to the current policy. The primary reason for a revision to this policy is because of the Dual Enrollment Grant allowing Penn Manor high school students to attend college classes and receive credit. Discussion ensued regarding this policy. It was requested that Dr. Mindish attend the August 28 meeting to explain to the board foreign study and course weighting. Approval for placement of the first reading of the amended policy on the August School Board Meeting Agenda was approved on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote.

Ms. Pollock presented for placement on the agenda the 2006-2007 middle school and high school student handbooks. She explained the changes to the handbooks including dress code, the addition of the Bullying Policy, cell phones and tardiness. Approval for placement of the this item on the August School Board Meeting Agenda was approved on a motion by Mr. DeLuca, a second by Mr. Lyon and a unanimous voice vote.

Ms. Pollock presented for placement on the agenda the approval of new high school chemistry textbook and two grade 7 science textbooks. Approval for placement of the textbooks on the August School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart announced the change in time for the August 28 board meeting because of two very important issues to discuss. He said presentations of artificial surfaces and the Tax Commission will be on the agenda. Prior to the meeting, at 4:30, there will be a tour of Comet Field House followed by dinner and an Executive Session. The board meeting will begin at 6:30 p.m.

The Committee of the Whole adjourned at 9:05 p.m. on a motion by Mr. Lyon, a second by Mr. Geist, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

August 7, 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 9:20 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Donald Stewart, Ms. Ellen Pollock, Mr. Christopher Johnston, Mr. Steve Skrocki and Dr. Michael Leichliter. Also in attendance were Penn Manor citizens Mr. John Bradley, Mr. Tom Brommer, Mrs. Rhoades and Mrs. Paula Howard.

Mr. Willis Herr announced that and the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, September 11 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. Mr. John Brommer, 150 Pittsburg Valley Rd, Conestoga addressed the board regarding the Drug Screening Policy.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the July 10, 2006 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 a copy of the 1963-1964 Penn Manor High School Handbook that was given to the school district by the Walker family. He also distributed a summary of the awards and scholarships, amounting to a total of \$683,755, that were presented to the 2006 graduates. Mr. Stewart reported that the district to date has received 59 applications for the homeowner rebate program. Eighty-four Comet Classic Cards have been issued to district senior citizens. Ms. Pollock invited the board to the new teacher luncheon on August 15 at 12:00 at Manor Middle School.

Mr. Johnston reported that the real estate tax bills have been mailed. He updated the board on the total amount of tax payments returned to date. Mr. Johnston reported Treasurer's Report for the month of July has been posted. He reviewed some of the items presented for payment. It was moved by Mr. Lyon and seconded by Mr. Kreider to approve to authorize payment of bills in the amounts of \$449,596.55 dated 7/5/06, \$211,741.57 dated 7/3/06, \$600.00 dated 7/10/06, \$188,415.00 dated 7/11/06, \$56,041.12 dated 7/13/06, \$63,214.19 dated 7/20/06, \$326,946.62 dated 7/21/06, \$16,100.37 dated 7/26/06 for a total of \$1,312,655.42 from the General Fund; \$27,695.66 dated 7/20/06 for a total of \$27,695.66 from the Capital Reserve Fund; \$202,613.60 dated 7/20/06 for a total of \$202,613.60 from the 2005 Construction Fund; \$8,777.17 dated 7/20/06 for a total of \$8,777.17 from the 2006 Construction Fund and payroll in the amounts of \$642,918.21 dated 7/5/06, \$636,595.39 dated 7/19/06, for a total of \$1,279,513.60. The following roll 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, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The August 7 School Board Meeting Agenda was reviewed.

Item 2. A. – H. **Consent Agenda for the August 7, 2006 Committee of the Whole Meetings**

- A. Approval to Submit Plancon A and Plancon B - Marticville Middle School Project – The committee is recommending authorization of the submission of Plancon A and Plancon B to the Pennsylvania Department of Education.
- B. New Co-curricular Wellness Coordinator – The committee is recommending approval of the new co-curricular position of Wellness Coordinator.
- C. Drug Screening Contract – The committee is recommending approval of the Drug Screening Contract. (see pages 8 - 13)
- D. “First Reading” Revised Policy #225 – Students and the Police – The committee is recommending approval of the “First Reading” of the revised Policy #225 – Students and the Police. (see page 14)
- E. “First Reading” Revised Policy #214 – Class Rank – The committee is recommending approval of the “First Reading” of the revised Policy #214 – Class Rank. (see page 15)
- F. New Supplemental Positions – The committee is recommending approval of the new supplemental positions. (see pages 16 - 17).
- G. Middle School and High School Handbooks – The committee is recommending approval of the Middle School and High School Handbooks.
- H. Textbook Approval – The committee is recommending approval of science textbooks, Earth Materials & Processes and College Prep Chemistry.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A-H: It was moved by Johnna Friedman and seconded by Jeffrey Lyon to approve these items as amended and supplemented. 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, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 3. A. - K. **Consent Agenda for Administrative Actions**

- A. Tuition Students – The administrative staff is recommending the approval of the tuition students listed below. Enrollment is dependent upon payment of tuition in compliance with policy #202.

Paige Herr – non-resident tuition – grade 12

Krista Kauffman – non-resident agriculture student – grade 11

Matthew Reever – non-resident tuition – grade 12

- B. Approval of Bus Routes – The administrative staff is recommending the approval of bus routes for the 2006/2007 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.
- C. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of bus drivers for the 2006/2007 school term as cited. (see pages 18 - 19)
- D. Field Trip Rates – The administrative staff is recommending approval of Field Trip Rates for the 2006/2007 school term as cited. (see page 20)
- E. Bid Awards – The administrative staff is recommending awarding the bids for milk, fruit drinks and ice cream for the cafeteria to the vendors cited. (see pages 21 - 22)
- F. Bid Awards – The administrative staff is recommending approval for the awarding of the following Penn Manor Art Supplies bids as cited.

Dick Blick	2,191.93
HPI	1,275.11
Kurtz Brothers	10,021.23
NASCO	5,833.39
Sax Arts & Crafts	9,794.11

Total 29,115.77

- G. Department Coordinator Fringe Benefits – The superintendent is recommending approval of the following benefits for department coordinators.
- Governance for all benefits not defined below shall be aligned with those benefits outlined in the Penn Manor School District Negotiated Agreement.
 - Life insurance in an amount equal to that stated in the Negotiated Agreement plus \$10,000.
 - The district shall pay the cost of tuition according to the terms and conditions contained in the Negotiated Agreement, but in an amount of \$250.00 above the maximum as stated therein.
 - The district shall reimburse employees for membership in professional organizations at \$100.00 per annum. A maximum of \$300.00 is available dependent upon expended funds in an individual tuition reimbursement. All such payments shall require the approval of the Superintendent.
- The benefits stated above represent no change over the current benefit levels.
- H. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as cited. (see page 23)
- I. Concurrent Enrollment Agreement for Harrisburg Area Community College – The administrative staff is recommending approval of the concurrent enrollment agreement with Harrisburg Area Community College for the 2006-2007 school year. (see pages 24 - 31)

- J. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid lighting for the Ag Shop.
- K. PlanCon K Approval – The school board is acknowledging receipt and approval of the PlanCon, Part K, Project Refinancing, for the Series of 2006A to refund the Series of 1996 (lease number 961968) and Series A of 2001 (lease number 012855), by the Pennsylvania Department of Education at a reimbursable percentage of 36.03%.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A. – K.: It was moved by Donna Wert and seconded by Joseph DeLuca to approve these items. 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, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4. A. – R.

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 32 - 34)
- B. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
- Francis Gallagher – effective July 28, 2006
 Mary Kilby – effective August 11, 2006
 Cassie Thorius – effective July 22, 2006
 David Underdue – effective July 11, 2006
- C. Substitute Teachers – The administrative staff is recommending approval of the individuals listed 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 35)
- D. Stipend for AS400 Technical Support – The administration is recommending approval of payment of a \$1,500.00 stipend to be paid in installments to Beth Shenenberger for technical support on the AS400 computer system.
- E. Dental Hygiene Service – The administrative staff is recommending approval of Dental Hygiene Service provided by Mary Wubbolt, at the rate of \$23.00 per hour, for 221 hours, for a total of \$5,083.00 for the 2006-2007 school year.
- F. Dental Hygienist Consultant – The administrative staff is recommending approval of Cindy Garcia as a Dental Hygienist Consultant for up to 3 hours at the rate of \$30.91 per hour to train the new district dental hygienist.

- G. 2006/2007 Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2006-2007 school year. (see pages 36 - 38)
- H. Rates for Co-curricular Work – The administrative staff is recommending approval of the rates for co-curricular work for the 2006/2007 school year as cited. (see page 39)
- I. Detention/Saturday School Monitors – The administrative staff is recommending the board approve the following individuals as detention monitors and Saturday School monitors for the 2006-2007 school year at the rate of \$29.60 per hour.

Lisa Bitler	James McGlynn
Amy Spina	Liz Bender
Jen Kroesen	Tim Joyce
Kathy Grenier	Chris Telesco
Cindy Martin	Doug Eby
Tom Wainman	Karen Miller
Greg McGough	Curt Snelbaker
Doug Kramer	

- J. 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.

Keith McCue	Football Assistant	\$2,000
Rick Ream	Volunteer Football Assistant	\$0
Erick Dutchess	7/8 Football Assistant	\$1,000
Jordan Brynes	Boys Soccer Assistant	\$2,795
Leah Brill	Cheerleading Assistant	\$2,225
Ashley Knepp	Cheerleading Volunteer	\$0
Amy Evanish	Cheerleading Volunteer	\$0

- K. 2007 Spring Coaching Position – The administrative staff is recommending the approval of the individual listed below as the Penn Manor Head Softball Coach for the 2007 season.

David Stokes	\$4,824
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- L. Additional Summer Hours – The administrative staff is recommending the approval of 56 additional summer hours at the rate of \$12.25 per hour for Mrs. Cindy Bachman, Secretary to the Athletic Director.

- M. Guidance 9-12 Coordinator – The administrative staff is recommending approval of the Guidance 9-12 Coordinator as listed.

Melissa Ostrowski	\$2,825
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- N. Teacher Technology Helpers – The administrative staff is recommending approval of the individuals listed below as Teacher Technology helpers in August at the rate of \$31.00 per hour up to 20 hours.
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| Karen Braun | Shawn Canady |
| Victoria Grosser | Carin Leisure |
- O. Summer School Instructors – The administrative staff is recommending approval of the individuals listed below to the position of summer school instructor to be held June – July at the professional hourly rate.
- Elizabeth Bender
Dave Hess
- P. Temporary Computer Hardware Support – The administrative staff is recommending the approval of the following individuals for 30 hours of technology support at the rate of \$8.50 effective July 20, 2006.
- Jeffrey Foster
Derek Testerman
- Q. Census Hours – The administrative staff is recommending approval for Susan Smith of 120 hours of census data entry at a rate of \$13.31 effective August 14, 2006.
- R. Tax Office Hours – The administrative staff is recommending approval for Susan Smith of 120 hours of Tax Office Support at a rate of \$13.31 effective August 14, 2006.

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

Item 5. **Letter of Agreement**

- A. The administrative staff is recommending the approval of the Letter of Agreement with Mr. and Mrs. Abram K. Fisher extending the closing date for the Agreement of Sale of Real Estate dated July 27, 2006. (ROLL CALL)

MOTION ON PERSONNEL CONSENT AGENDA ITEM 5: It was moved by Richard Frerichs and seconded by Joe DeLuca to approve this item. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs; 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 6. **Personnel**

- A. Change in Status(*) – The administrative staff is recommending the board accept the individuals listed for change in status(*) according to the conditions listed. (see page 40)
- B. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
- Jill Miller – effective July 17, 2006
Gail Moore – effective August 7, 2006
Keri Scheid – effective July 13, 2006
- C. 2006/2007 Fall, Winter and Spring Athletic Workers – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2006-2007 school year. (see pages 41 - 43)

MOTION ON PERSONNEL CONSENT AGENDA ITEM 6: It was moved by Joe DeLuca and seconded by Carlton Rintz to approve this item. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes and abstained from Item 4C.; and Donna J. Wert, yes.

The meeting adjourned at 9:55 p.m. on a motion by Mr. Lyon and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary