

Minutes
Committee of the Whole
December 4, 2006

The Penn Manor School Board met as a Committee of the Whole at 4:30 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 (arrived at 6:00), Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Kreider was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichter. Also in attendance were Dr. Jay Scott, Dr. Jan Mindish, Mrs. Mary Barnett, Ms. Shelley Hodson, Mrs. Cindy Rhoades, Penn Manor Tax Study Commission, Penn Manor residents and Mrs. Howard.

Mr. Willis Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, January 8, 2007 at 4:00 p.m. in the Board Room of the Manor Middle School.

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 November 13, 2006, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart introduced Dr. Jay Scott, Executive Director of the Lancaster-Lebanon IU 13. Dr. Scott distributed pamphlets outlining the services the IU provides for students, the serving districts and educational agencies. He also provided statistical information specific to Penn Manor regarding the participants/recipients for IU sponsored professional development and technical assistance services for students receiving IU services in 2005-06. Dr. Frerichs inquired if the IU general operating budget will be available in January for the districts. Dr. Scott replied that the IU is working on getting the information to the districts in January.

Dr. Mindish presented and explained the proposed high school courses for 2007-2008. The proposed courses include: History and Technology, Criminal Justice, Agribusiness, Wildlife and Natural Resources Management, AP Statistics, PSSA Preparation in English and Math and LS PSSA Prep/Transition Math. Questions were asked about the proposed courses. Approval for placement of proposed new courses on the board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Lyon. The following vote was taken on this motion: Mr. DeLuca, absent at this time; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Geist announced that Dr. Mindish has generously given a \$10,000 named endowment to the Penn Manor Education Foundation.

The Committee of the Whole adjourned at 5:00 p.m. to Executive Session for the discussion of the Superintendent's evaluation and legal matters on a motion by Mrs. Wert, a second by Mr. Lyon, and a unanimous voice vote.

The Penn Manor School Board reconvened as a Committee of the Whole at 6:45 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. Lyon, Mr. Rintz and Mrs. Wert. Mr. Kreider was absent.

Ms. Pollock provided a summary of surveys which were completed by Millersville students who attended the fall 2006 Penn Manor Partnership program. Ms. Pollock explained the Scholars in Residence program and sessions. The teachers who attended the program last spring and this fall included Brian Malek, Stacey White, Shelly Arment, Carole Fay, Kim Pace, Lisa May and Peggy Annunziata. Dr. Frerichs said that the program is meaningful to the Millersville students to have a practicing teacher speak to them. Mr. Lyon added that the Penn Manor teachers feel valued to share their professional experience with the students.

Ms. Pollock provided evaluation forms from the Active Parenting Program facilitated this fall by school counselors, Suzanne Elia-Hoyes and Kimberly Juba. They conducted the 6 week, 2 hours per session program for 26 parents. She said this program was funded for several years by Safe Schools Grant. This fall the board approved payment for continuation of the program.

Mr. Coleman reviewed the proposed security improvements for the district buildings. He described the Level One security improvements which include the installation of an intercom system, remote release door locks, security door hardware upgrades at the main entrance, and a closed circuit television system for video surveillance monitoring of the main entrance. The Level One improvements are proposed for the elementary and middle schools. Level Two improvements are proposed at all of the school facilities. They include the installation of card key access for the main entrance and selected other doors at all school buildings, alarm system control panels to support the card key system and the installation of panic buttons in each school administration office, connected to the security system. Additionally, level two improvements include the installation of software on an existing computer in the Maintenance Building in order to manage the card access system. The cost for the improvements was reviewed. Mr. Skrocki explained that the money for the proposed improvements will be in the 2007-2008 proposed Capital Reserve fund budget. Questions were asked for clarification. The administration will present a recommendation for improvements in January.

Mr. Stewart provided an update on the Commercial Triangle. He reviewed the map of the area and recent proposed changes for restructuring of Wabank Road and Barbara Street. He said the Turkey Hill met with residents on Barbara Street and reviewed some of the concerns of the residents. Mr. Stewart announced the next public hearing on the Triangle restructuring will be held in February. He will be attending the meeting. He commended Turkey Hill and Susquehanna Bank for being very cooperative during the process.

Dr. Leichter reported that T. W. Ponessa and Associates is an organization being used by many Penn Manor families for counseling. An office at the high school has been given to the organization for student appointments for several reasons including reducing the amount of time a student is out of class. He said T. W. Ponessa and Associates approached the district this year requesting to expand the program to Manor and Marticville Middle Schools and Hambright and Central Manor Elementary Schools. He reported that permission has been granted for T. W. Ponessa and Associates to use the spaces in those schools for student counseling appointments. There is no cost to Penn Manor for this program other than the occasional use of office space.

Mr. Skrocki summarized a request for a tax waiver from Bob and Dolores Brubaker for approximately \$1,321 in delinquent taxes. After Mr. Skrocki's information about the request and discussion from the board, the board prepared a recommendation of a waiver of real estate taxes for placement on the voting agenda. The Committee of the Whole is recommending approval of a waiver of real estate taxes (including penalty, interest and attorney's fees) for parcel #510-3-563-0-0000, owned by Robert Brubaker, for tax years 2005 and 2006. The board is further recommending Mr. Brubaker reimburse the school district for any and all 2005 court filings and certified mailings that may have been filed in connection with the delinquent real estate. Approval for placement of this item on the board agenda was approved on a motion by Mr. Lyon and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, absent at this time; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Skrocki introduced members of the Act 1 Tax Study Commission to the board. They included Joseph DeLuca, Chairperson; Renee Horn; Joan Matterness; Jackie Rieker; Frank Roschel, Vice Chairperson; Gerald Sangrey and Rachael Wywadis. Ms. Shelley Hodson was the recording secretary. He distributed the Act 1 Report containing a listing of the information studied by the Commission, issues considered, recommendation regarding tax shifting, the basis for the recommendation and a proposed referendum question. He said the Commission met on seven occasions and held a formal public hearing on November 20. Mr. DeLuca provided background information on Act 1 and the discussions of the Commission on tax shifting. He stated the Commission's non-binding recommendation is an increase of 0.80% in the earned income tax. With this proposed 0.80% earned income tax the total earned income tax rate in Penn Manor would increase to 1.80%. Mr. Herr commended the members of the Tax Commission for the time they dedicated to the Commission. He read a resolution thanking and discharging the Penn Manor School District Local Tax Study Commission and accepting the Commission's recommendation. Approval for placement of the acceptance of the Tax Commission recommendation of 0.80% earned income tax on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Rintz. The following vote was taken on this motion: Mr. DeLuca, absent at this time; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart gave the Superintendent's report. He distributed a note from a citizen regarding the tax rebate program. He extended congratulations to the Penn Manor varsity football team players who were elected to Section 1 All Star First team. He commended the success of the students who were in the Fall play, "Dearly Beloved" and producers

Carol Shellenberger and Melissa Mintzer. Mr. Stewart congratulated four students, Justin Bradfield, Kevin Brent, Leah Cohen and Chelsea Shover, who earned a perfect 800 score on 8 SAT tests. He announced that Penn Manor will be hosting a Legislative breakfast on Thursday, January 25. Board members interested in attending should contact Mr. Stewart. He also reported that some Penn Manor students participated in the County Orchestra, students from John Erisman's class went to the New York Stock Exchange, and the Chess Team defeated Hempfield. Carson Breneman, a 2006 graduate, is being honored by the College Board for her AP Studio Art project. Her project, a 4 foot cardboard time zone, is one of 30 out of over 20,000 portfolio items that has been selected to travel to a national exhibit of fine arts in Georgia. Mr. Stewart also reported that the FFA Career Development Meats Evaluation and Technology team placed first in a state-wide FFA competition and third in a national competition.

Bree Bolin and Connor O'Neill presented the student report. They reported that the winter sports season has started, the juniors beat the seniors in the Powder Puff team and Kevin Brent was the Powder Puff king. The Quiz Bowl team made it to the round of 4 teams in a recent tournament and placed third overall. The Student Council Battle of the Bands will be December 16 and the Winter Concert will be on December 20. They said the sophomores took the PLAN test on December 4 and the juniors will receive their PSAT results on December 18.

The Committee of the Whole adjourned at 8:19 p.m. on a motion by Mrs. Wert, a second by Mr. Geist, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

December 4, 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 at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr at 8:19 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Kreider was absent. 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 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, January 8, 2007 at 8:15 p.m. in the Board Room of the Manor Middle School.

Mr. Willis Herr made a motion to appoint Dr. Frerichs to serve as Temporary Chairperson for the reorganization portion of the Board meeting. Mr. Lyon seconded this motion. Dr. Frerichs was appointed to serve as Temporary Chairperson by a unanimous voice vote.

The list of constituted board membership was presented for any necessary changes. No corrections were announced.

Mrs. Wert made a motion nominating Mr. C. Willis Herr as President of the Board. The motion was seconded by Mr. Lyon. Dr. Frerichs asked for other nominations to the office of President. There were none. Nominations were closed on a motion by Mr. Lyon, a second by Mr. Geist and a unanimous voice vote. Mr. Herr was appointed President by a unanimous voice vote.

Mrs. Friedman made a motion nominating Dr. Richard Frerichs as Vice President of the Board. The motion was seconded by Mr. Lyon. Mr. Herr asked for other nominations to the office of Vice President. There were none. Nominations were closed on a motion by Mr. Lyon, a second by Mrs. Friedman and a unanimous voice vote. Dr. Frerichs was appointed Vice President by a unanimous voice vote.

Mr. Herr asked if there were any Citizen's Comments. Mr. Donald Witmer addressed the board regarding taxpayer relief and the sinkhole at Letort Elementary School.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the November 13, 2006 School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Mr. Lyon to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Johnston provided an update on the Tax Rebate Program. The total amount of rebates paid to date amounts to \$58,914.44. He reported the Treasurer's Report for the month of November will be presented in January. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mr. Rintz to approve to authorize payment of bills in the amounts of \$18,782.66 dated 11/1/06, \$129,371.14 dated 11/2/06, \$678,061.78 dated 11/8/06, \$156,671.66 dated 11/9/06,

\$190,049.67 dated 11/13/06, \$251,626.04 dated 11/16/06, \$26,809.15 dated 11/17/06, \$519,784.40 dated 11/22/06, \$37,696.26 dated 11/29/06 for a total of \$2,008,852.76 from the General Fund; \$140,374.07 dated 11/1/06, \$78,002.44 dated 11/16/06, \$129,478.98 dated 11/30/06 for a total of \$347,855.49 from the Cafeteria Fund; \$161,635.41 dated 11/20/06 for a total of \$161,635.41 from the 2005 Construction Fund; \$1,072,275.30 dated 11/9/06, \$529.99 dated 11/20/06 for a total of \$1,072,805.29 from the Capital Reserve Fund and payroll in the amounts of \$710,841.61 dated 11/8/06, \$721,920.78 dated 11/22/06 for a total of \$1,432,762,39. 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, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The December 4 School Board Meeting Agenda was reviewed.

Item 8. A. – C. **Consent Agenda for the December 4, 2006 Committee of the Whole Meetings**

- A. New Course Proposals – The committee is recommending the approval of the new courses for the 2007-2008 school year as listed.
- History and Technology
Criminal Justice
College in the High School – Agribusiness
Wildlife and Natural Resources Management
AP Statistics
PSSA Preparation in English and Math
LS PSSA Prep/Transition Math
- B. Tax Study Commission Recommendation – The committee is recommending the approval of the attached resolution. (see page 8)
- C. Delinquent Tax Waiver The Committee of the Whole is recommending approval of a waiver of real estate taxes (including penalty, interest and attorney’s fees) for parcel #510-3-563-0-0000, owned by Robert Brubaker, for tax years 2005 and 2006. The committee is further recommending Mr. Brubaker reimburse the school district for any and all 2005 court filings and certified mailings that may have been filed in connection with the delinquent real estate. (see pages 9 - 13)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 8 A.-C.: It was moved by Joseph DeLuca and seconded by Jeff Lyon 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, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 9. A. – O. **Consent Agenda for Administrative Actions**

- A. 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/>).

- B. Lancaster County Career & Technology Center Representative – The administrative staff is recommending approval to appoint Jeffrey Kreider as representative to the Lancaster County Career & Technology Center and Carlton Rintz as alternate.
- C. Lancaster County Academy Representatives – The administrative staff is recommending approval to appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Joseph DeLuca as alternate.
- D. Lancaster County Tax Collection Bureau Representative – The administrative staff is recommending election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- E. Election of Solicitor – It is recommended that the law firm of HARTMAN UNDERHILL & BRUBAKER be appointed as solicitor for the school district for the calendar year 2007 at the rate of \$125 per hour.
- F. Appointment of Tax Collector – The Superintendent is recommending that the board appoint Christopher L. Johnston, Administrative Assistant for Business, as Tax Collector for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- G. Appointment of Board Treasurer – The Superintendent is recommending that the board appoint Christopher L. Johnston, Administrative Assistant for Business, as Board Treasurer for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- H. Appointment of Board Secretary – The Superintendent is recommending that the board appoint Paula E. Howard as Board Secretary for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- I. “Final Reading” – Naming Rights Policy – The administrative staff is recommending approval of the “Final Reading” of the Naming Rights Policy. (see pages 14 - 15)
- J. Act 80 Report – The administrative staff is recommending the approval of the Act 80 report as cited. (see pages 16 - 21)
- K. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations cited. (see page 22)
- L. Manor Middle School Drainage Improvements – Authorization to Advertise for Bid – The administrative staff is recommending authorization to advertise for bid for the Manor Middle School drainage improvement project.

- M. Bid Award – High School Ag Shop Lighting Project – The administrative staff is recommending awarding the high school Ag Shop lighting project bid to Shannon A. Smith, Inc. in the amount of \$22,300.00 as per the attached bid tabulation. Payment to be made from the capital reserve fund. (see page 23)
- N. Bid Award – Conestoga Air Conditioning Project – The administrative staff is recommending awarding the electrical panel board installation bid (Conestoga air conditioning project) to John E. Fullerton, Inc. in the amount of \$15,870.00 as per the attached bid tabulation. Payment to be made from the capital reserve fund. (see page 24)
- O. Approval of Contract – Marticville Asbestos Abatement Consulting Services – The administrative staff is recommending approval of an asbestos abatement consulting services contract with Cumberland Analytical Labs for the Marticville renovation project as per the attached agreement. Payment to be made from the 2006 construction fund. (see pages 25 - 28)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 9 A. – O.: It was moved by Frank Geist and seconded by Johnna Freidman 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, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 10. A.-H.:

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 29 - 30)
- 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.
Deborah J. Geltz
Joanne K. Thomas
- C. Child Rearing Leave – The administrative staff is recommending granting a Child Rearing Leave to the individual listed according to the term listed.
Tina K. Georges – 2nd Semester of the 2006-2007 school year
- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
Joan Belitsky – effective November 17, 2006
Kristin E. Cuff – effective December 8, 2006
Richard Dearolf – effective September 29, 2006
Theresa E. Kreider – effective December 20, 2006
Donald Lefever – effective November 27, 2006
Rebecca Ressler – effective October 19, 2006

- E. Tax Study Commission Secretary Stipend – The administrative staff is recommending approval of a stipend for Shelley Hodson, Tax Study Commission Secretary, in the amount of \$500.
- F. Mentor – The administrative staff is recommending approval of the individual listed as a Mentor for the 2006-2007 school year.
 Cynthia Cargas – Step 1 - \$803
 Diane Baireuther – Step 2 – 50% - \$410
- G. Detention Monitor – The administrative staff is recommending the board approve the following individual as a detention monitor for the 2006-2007 school year at the rate of \$29.60 per hour.
 Erica Repsch
- H. Part-time Painter – The administrative staff is recommending the approval of the individual listed below as a part-time painter at \$8.50 per hour, 20 hours per week, beginning November 13, 2006.
 Jordan Byrnes

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 10 A. – H.: It was moved by Jeff Lyon and seconded by Donna Wert to approve these items. 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, absent; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes.

Mr. Stewart thanked Mr. DeLuca for serving on the Tax Study Commission. He announced that Dr. Leichliter and Dr. Mindish will be attending a public hearing on the dropout issue in Lancaster County. Dr. Leichliter distributed information relating to the hearing.

Ms. Pollock commended Sallie Bookman and Sue Hostetter for their dedication and hard work with the Quiz Bowl Team. Ms. Pollock also reported that four Penn Manor high school students attended the 9th Annual Video Conference for Student Rights at the IU.

The meeting adjourned at 9:10 p.m. on a motion by Mr. DeLuca and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary