

Minutes
Committee of the Whole
October 10, 2006

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. in the Auditorium 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 and Mr. Rintz. Mrs. Wert was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock and Dr. Leichter. Also in attendance were Dr. Jan Mindish, Mr. Denny Coleman, Mr. Mike Szafran, Mr. Charlie Reisinger, Ms. Paula McCuen, Mr. James Nelson, Mrs. Julie Biblioni, Mrs. Rhoades, Penn Manor residents, Millersville students and Mrs. Howard.

Mr. Herr asked if there were any Citizen's Comments. Mr. Jeff Foster and students Ben Eddowes, Jeff Foster and Derek Testerman addressed the board regarding funding for ice hockey equipment. Board members asked questions for clarification.

Mr. Stewart welcomed the Millersville students. He explained the format of the three types of board meetings. 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 purchase of real estate. 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 type of 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 reported that he and Ms. Pollock attended a Safety Session at Solanco School District. The speaker was Chris Lovre who is a specialist at the Crisis Management Institute. Mr. Stewart reported that after the tragedy at Nickel Mines School last week, the front doors at all of the Penn Manor district buildings are now locked. Wireless doorbells have been installed on the 7 school district buildings that have not been renovated with a security system. To help support the building secretaries with the additional job of answering the doorbell, he has authorized additional aide time. In the near future cameras will also be installed at the entrances of those 7 buildings. Mr. Herr thanked Mr. Stewart and the administration for all of their efforts to make the buildings safe.

Ms. Pollock provided a summary of the Safety Session at Solanco. She said Chris Lorre stated that schools need to be prepared to handle events alone without outside agencies. Ms. Lorre said violence is not a school problem; it's a community problem. She explained the difference between grief and trauma. Grief is more about feelings; trauma is biochemical. Ms. Lorre provided her personal cell phone number for use in an emergency.

Ms. Pollock introduced Mr. Charlie Reisinger. She stated that Mr. Reisinger has embodied grace under pressure through the spring and summer. She commended him for

his efforts with the new student information system, his leadership among the IU tech directors, the demands of PDE and federal data requirements and hiring 2 new techs for his department.

Mr. Reisinger introduced and provided background information on the two technicians, Paula McCuen and James Nelson. Mr. Reisinger provided an update on the Sapphire system. He explained the major components of the Sapphire system which include the student management database, teacher gradebooks/attendance, the nurse and health module, parent access tolls and the PDE reporting and data management. He reviewed the completed milestones and the current projects. Mr. Reisinger announced that the Sapphire parent portal for student grade access should be available on October 23. He provided a demonstration of the parent portal, explaining the log-in procedure and the capabilities of the program.

Mr. Johnston provided a real estate tax update. He compared the number of bills sent in 2006-07 to 2005-06, the amount of taxes paid during the discount period and the amount paid with the installment plan. He said the total collections to date, 80.4%, are close to last year. Mr. Johnston reviewed the projected and actual 2006-07 budget revenue, assessment and collection.

Mr. Johnston presented a report on the designated fund balance. He said that the fund balance is reviewed twice a year; once during the budgeting process and the second time during the auditing process. The amount to be kept in the fund balance is limited to 8% of the budget expenses. Mr. Johnston reviewed the ending balance budgeted, the projected fund balance, the percentage of the 2006-07 expenses and the amount to be classified as designated on 6/30/07. He also explained the calculation to designate funds and the fund balance recommendation. Mr. Johnston recommended approval to place on the agenda a resolution designating \$5,632,088 within the current district general fund. Approval for placement of this item on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, absent

With a PowerPoint presentation Mr. Coleman provided a report on the condition of the high school football field. He said the current problems with the field include compacted soil, an inverted crown, excessive use, lack of irrigation and low turf density. He explained compaction, the soil matrix, turf density, sustainable root mass, the effect of reducing compaction on rooting, the compaction test plot, the Clegg compaction tester and compaction values. He said the solution to the field would be tilling and soil modification. Mr. Coleman explained the problems with the size, placement and regulations of the current discus cage and pole vault areas and suggested new placements. Options for the field improvement were reviewed. Mr. Coleman stated that estimates for the options will be presented to the board at a later date. Questions were asked for clarification and answered by Mr. Coleman.

Mr. Stewart thanked Mrs. Friedman and Mr. DeLuca for their services on the Drug Screening committee. He reported that today was the first day of the drug testing. He sent 783 student numbers to Lancaster General Hospital for the random selection of students for the drug screening. Twenty numbers and 5 substitutes were submitted back

to the District for the screening. Mr. Stewart identified the student names and verified that completed permission slips were on file. The testing included 14 high school students, 1 home school student and 5 middle school students. Dr. Leichter supervised the screenings and reported that they went well.

Dr. Leichter presented a report on the study regarding the busing of Marticville students to Manor Middle School during construction of Marticville. He said that transportation can be provided from the southern end to Manor Middle School for one year. One additional bus and 1 small bus would need to be added to meet the timeframe. The additional buses would pick up/drop off the southern most students in the district. Mrs. Kelshaw created a simulation report of the Marticville bus run. Dr. Leichter said after the simulation it was determined that 6:30 a.m. would be the earliest pick up time for a Marticville student and the average time on the bus would be 20 minutes. He reviewed the estimated cost to bus the Marticville students to Manor Middle School. Questions were asked for clarification.

Mr. Stewart asked the board if they wanted to take action on the request for money for ice hockey equipment. The board requested that Mr. Stewart submit a proposal for the voting meeting. Dr. Frerichs requested that Mr. Roth and Dr. Mindish present more information to the board on this topic. Dr. Mindish explained some of the background information for the request and said she supported the request of \$2,000 for equipment.

The Committee of the Whole adjourned at 8:25 p.m. on a motion by Mr. Geist, a second by Mr. DeLuca, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

October 10, 2006

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Auditorium at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr at 8:35 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon and Mr. Rintz. Mrs. Wert was absent. Present from the administrative staff were Mr. Donald Stewart, Ms. Ellen Pollock, Mr. Christopher Johnston and Dr. Michael Lechlitter. Also in attendance were Mrs. Biblioni, Mrs. Rhoades, Mr. Reisinger, Millersville students, Penn Manor residents, Connor O'Neill, Bree Bolin 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, November 13 at 8:15 p.m. in the Board Room of the Manor Middle School.

Mr. Stewart reported that he and Ms. Pollock attended a Safety Session at Solanco School District. The speaker was Chris Lorre who is a specialist at the Crisis Management Institute. Mr. Stewart reported that after the tragedy at Nickel Mines School last week, the front doors at all of the Penn Manor district buildings are now locked. Wireless doorbells have been installed on the 7 school district buildings that have not been renovated with a security system. To help support the building secretaries with the additional job of answering the doorbell, he has authorized additional aide time. In the near future cameras will also be installed at the entrances of those 7 buildings.

A parent inquired if the cameras would be installed this school year. A grandmother addressed the board regarding building safety and safety on the playground. Mrs. Connie Jackson, a parent and employee, said she felt her children are secure in the Penn Manor buildings.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the August 28, 2006 and September 11, 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.

The new student representative to the Board, Bree Bolin was introduced and welcomed to the Board. Connor O'Neill and Bree Bolin reported on the spirit week and Homecoming activities. Valerie Thomas was crowned Homecoming Queen. They also reported the dates of the PSSA, PLAN, PSAT and ASVAB tests, graduation projects and an upcoming concert.

Mr. Stewart welcomed Ms. Jill Hackman, Special Education Coordinator from Warwick School District. Ms. Hackman interviewed Mr. Stewart and is observing the Board Meeting for her doctoral dissertation on school leaders and leadership. In total she will be interviewing 8 superintendents and attending 8 school board meetings. Mr. Stewart congratulated Justin Bradfield, Kelly Frank, Philip Gruber and David Lahr for their achievement as National Merit Commended scholars. He reported that on October 12 Dr. Frerichs, Mr. Lyon, Mr. Reisinger and he will be doing a presentation at the PSBA Leadership conference on the superintendent evaluation process using Survey Monkey.

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

- A. Rewording of September 11, 2006 Motion for Waiver of Roll Back Taxes – I hereby move to amend the resolution previously adopted by the Board to approve the waiver of Act 319 rollback taxes for approximately 6.8 acres of land belonging to Wilmer, Esther and Samuel Shertzer. The amendment to be approved by this resolution adds the following information to the resolution:

The approval of the request for a waiver of rollback taxes was triggered by the subdivision and conveyance of a 6.8 acre tract from William and L. Shertzer, Esther G. Shertzer and Samuel L. Shertzer to Manor Brethren in Christ Church on July 26, 2006. The waiver is granted pursuant to Act 319 and is based on the fact that the tract was conveyed to a religious organization and the assertion that the tract will be used for a church or other place of worship, and other facilities which further the religious purposes of the Manor Brethren in Christ Church.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A. – I.: It was moved by Jeff Lyon and seconded by Jeff Kreider to approve this item as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, no; Johnna Friedman, no; Frank Geist, abstained; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, absent.

Item 3. B. - L**Consent Agenda for Administrative Actions**

- B. Revised Student Assistance Team Leader Job Description – The administrative staff is recommending approval of the revised Student Assistance Team Leader job description. (see pages 7 - 8)
- C. “Final Reading” – Special Education Policy #113 – The administrative staff is recommending approval of the “Final Reading” of the Special Education Policy #113. (see pages 9 - 11)
- D. “Final Reading” – Discipline of Students with Disabilities Policy #113.1 – The administrative staff is recommending approval of the “Final Reading” of the Discipline of Students with Disabilities Policy #113.1. (see pages 12 - 16)
- E. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations cited. (see page 17)
- F. Federal Programs Consolidated Application – The administrative staff is recommending the approval of the 2006-2007 Federal Programs Consolidated Application – Project #999-06-0324 as cited. (see page 18)
- G. “First Reading” – Student Discipline Policy #218 – The administrative staff is recommending approval of the revised “First Reading” of the Student Discipline Policy #218. (see pages 19 - 20)

- H. Special Education Supplemental Contract – The administrative staff is recommending approval for the employment of Deborah Smith as a job trainer for 5 days per week beginning August 2006 until June 2007, estimated cost is \$44,302.88.
- I. Special Education Supplemental Contract – The administrative staff is recommending approval for the employment of Hope Hitchcock as a job trainer for 1.5 days per week beginning August 2006 until June 2007, estimated cost is \$13,290.86.
- J. Approval of Survey Contract – The administrative staff is recommending approval of a full survey, boundary and topography, contract for the site at Marticville Middle School in the amount of \$13,500 to Diehm & Sons, Inc. as per the attached. Payment to be made from the 2006 construction fund as part of the Marticville renovation project. (see pages 21 - 23)
- K. Field House Change Orders – The administrative staff is recommending approval of change orders totaling \$37,743.40 as per the attached. Payment to be made from the 2005 construction fund. (see page 24)
- L. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited. (see page 25)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 B. – I.: It was moved by Richard Frerichs and seconded by Joseph DeLuca 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, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, absent.

Item 4. A. – K.:

Consent Agenda for Personnel

- A. 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 26)
- B. Family Medical, Child Rearing and Designated Leaves – The administrative staff is recommending granting Family Medical, Child Rearing and Designated Leaves to the individuals listed according to the terms listed. (see page 27)
- C. English as a Second Language Instructional Consultant – the administrative staff is recommending the approval of Mrs. Sue Hurlburt as an English as a Second Language Instructional Consultant for 400 hours beginning September 25, 2006 at the professional hourly rate as designated by the negotiated agreement.
- D. 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 28 - 29)

- E. Twilight School Instructor – The administrative staff is recommending approval of the following individual to the position of Twilight School Instructor for the 2006-2007 school year at the rate of \$31 per hour.

Billie Jo Atkins

- F. Special Ed Clerical Hours – The administrative staff is recommending approval for Jean Bender for 10 hours of clerical assistance effective September 25 at an hourly rate of \$12.00.
- G. National History Day Coordinator – The administrative staff is recommending approval of Chris Meier as National History Day Coordinator for 2006-2007 at an entry level rate of \$1,500.00.
- H. Model UN Coordinator – The administrative staff is recommending approval of Sallie Bookman as Model UN Coordinator for 2006-2007 at an entry rate of \$500.00.
- I. Department Coordinators Salaries – The administrative staff is recommending approval of the department coordinators salaries for the 2006 - 2007 school year as listed. (see page 30)
- J. Resignations – The administrative staff is recommending the board accept the resignations listed per the effective date cited. (see page 31)
- K. Athletic Co-curricular Position – The administrative staff is recommending the approval of the addition of Rick Ream to the list of athletic workers for the 2006-2007 school year.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A. - K.: It was moved by Richard Frerichs and seconded by Johnna Friedman 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, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, absent.

Item 5. Consent Agenda for Administrative Actions

- A. Geophysical Survey – The administrative staff is recommending approval of a geophysical survey and sinkhole delineation at Letort Elementary School to be conducted by Environscan, Inc., in the amount of \$3,740.
- B. Approval to Advertise for Bids – The administrative staff is recommending approval to advertise for bids for the following projects:

High School Agricultural Shop Lighting Project
Conestoga Elementary School Air Conditioning Project

MOTION ON ADMINISTRATIVE ACTIONS AGENDA ITEMS 5 A. - B.: It was moved by Jeff Lyon and seconded by Frank Geist 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, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, absent.

Item 6. Consent Agenda for Personnel

- A. Substitute Teachers – The administrative staff is recommending that the individuals listed below 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. (*Pending receipt of required paperwork.)

Robert D. Libby*
Billie M. Reed
Jeremy N. Todd*

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

Item 7. Funding for Ice Hockey Club

- A. The committee is recommending that the superintendent be directed to approve funding for Ice Hockey equipment not to exceed \$2,000.

MOTION ON FUNDING FOR ICE HOCKEY CLUB AGENDA ITEM 7 A.: A motion was made to table this item for additional information by Richard Frerichs and seconded by Jeff Lyon. 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, no; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, no; and Donna J. Wert, absent.

C. Willis Herr, President

Paula E. Howard, Secretary