

Minutes
Committee of the Whole
March 12, 2007

The Penn Manor School Board met in Executive Session at 6:15 for the discussion of a personnel item and the superintendent's evaluation. The Executive Session adjourned at 7:10 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:20 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. Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Mr. Skrocki and Dr. Leichliter. Ms. Pollock was ill. Also in attendance were Ms. Julie Bibiloni, Mr. Charlie Reisinger, Dr. Jan Mindish, Penn Manor residents and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, April 2, 2007 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. Ms. Irene Buch, Manor Ridge, addressed the board concerning a tax waiver approved for the Manor Brethren in Christ Church.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the March 5, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Lyon and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter explained that a team of teachers is actively working on a proposal for a \$500,000 grant. These individuals would qualify for a grant writing incentive. The current grant writing incentive guidelines and corresponding incentive payment do not anticipate a grant application of \$500,000. Dr. Leichliter explained a proposed revised guideline that would award a flat 1.5% incentive for a grant over \$100,000. He also reviewed some proposed minor modifications to the existing guideline. Questions were asked for clarification. Approval for placement of the revised grant incentive guidelines on the board agenda was approved on a motion by Mrs. Wert and seconded by Mr. DeLuca. 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, yes.

Dr. Leichliter presented a PowerPoint on the Pennsylvania Value-Added Assessment System (PVAAS). He said PVAAS is a statistical analysis of existing PSSA assessment data. It is a realistic measurement of a student and school's progress/growth over time, and progress data to add to achievement data as schools are analyzing their work with students and making improvement plans. PVAAS will tell schools how much progress students have made in each subject area and grade level, how much progress students at different prior achievement levels have made, and how students progress in one

curricular area or program compared to their progress in others. PVAAS is intended to be a measure of growth to add to achievement/status measures and to be used in conjunction with other data. It may be used as an alternate method to determine Adequate Yearly Progress by state and federal governments. Dr. Leichliter concluded by saying that all he will be presenting PVAAS data at building faculty meetings.

Mr. Johnston presented a resolution authorizing a revision of the Lancaster County Tax Collection Bureau Joint Agreement for placement on the voting agenda. He gave details on the history of the agreement. He explained the purpose of the revision was to eliminate unnecessary provisions, update the agreement to reflect current operations, authorize additional services, acknowledge potential bylaw amendments and provide specific rules for withdrawal concerning payment of lease costs. Approval for placement of this item on the board agenda was approved on a motion by Mr. Geist and seconded by Dr. Frerichs. 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, yes.

Mr. Stewart requested a voting meeting be added on April 2 following the Committee of the Whole meeting. He also announced a change in time for the April 10 Committee of the Whole meeting from 4:00 p.m. as scheduled to 7:00 p.m. He reminded the Board of the voting meeting on March 19, 2007 at 6:00 p.m. Mr. Stewart suggested that for future Board calendars the voting meeting be advertised as following the Committee of the Whole meeting rather than a specific time. The Board was in agreement with that suggestion. Approval for placement of the addition of a meeting on April 2 and the time change on April 10 on the board agenda was approved on a motion by Mr. Rintz and seconded by Dr. Frerichs. 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, yes.

Mr. Reisinger provided a Power Point presentation about a Penn Manor cyber initiative. He reviewed the budgeted costs for the 38 Penn Manor students currently enrolled in cyber schools. He explained the initiative Penn Manor will be entering into with blendedschools.net. [Blendedschools.net](http://blendedschools.net) is a non-profit consortium of PA districts with an online curriculum library. Courses are written by numerous teachers across the state aligning to PA state standards. It utilizes the commercial Blackboard Software Systems. The Penn Manor goal is to revise blendedschools.net curriculum to meet Penn Manor needs. A small group of current cyber elementary students would be recruited for the program. Appropriate curriculum would be administered in online format. The proposed Penn Manor program would be able to offer families access to blendedschools.net curriculum, two hours face to face time with Penn Manor teachers per week, the use of a laptop and printer, access to assemblies, field trips, intramurals, library use, music programs and in-home tech support. Mr. Reisinger provided a timeline for the program and the members of the Penn Manor team. He said a pilot program with one elementary student is scheduled to begin sometime in April or May. He also highlighted the program costs, other uses of blendedschools.net and future steps. Mr. Reisinger reviewed cyber funding issues and proposed legislation. Questions were asked for clarification.

Mr. Skrocki, Mr. Reisinger and Mr. Johnston provided details of the financial software system contract that is being recommended for placement on the voting agenda for approval, pending legal review and approval from the district solicitor, in the amount not to exceed \$167,440.00. Mr. Skrocki reported that Tyler Technologies, Inc. is being recommended as the provider for the financial software. He said a recommendation will be made in April for a provider for the real estate software. He explained that the language of the contract is still under development and being reviewed by the district solicitor. Mr. Skrocki distributed an updated spreadsheet listing the fees for the components of the contract. He also explained details of the negotiations with Tyler Technologies, Inc for a discount of approximately 25%. Questions were asked regarding background of Tyler Technologies, Inc and longevity of the software. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz and seconded by Dr. Frerichs. 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, yes.

Mr. Kreider distributed information on the CTC Foundation Fly Fishing Competition in May. He reported that the CTC Child Care Center is becoming profitable.

The Committee of the Whole adjourned at 8:20 p.m. on a motion by Mrs. Wert, a second by Mr. DeLuca, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

March 12, 2007

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 8:35 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, Mr. Christopher Johnston, Mr. Steve Skrocki and Dr. Michael Lechliter. Ms. Ellen Pollock was ill. Also in attendance were Ms. Julie Bibiloni, Dr. Jan Mindish, Mr. Pat Weidinger, Penn Manor residents and Mrs. Paula Howard.

Mr. Herr announced that on March 19, 2007, a special meeting of the Board of Directors of the Penn Manor School District will be held at 6:00 p.m., the next regularly scheduled meeting will be held on Tuesday, April 10, 2007 at 8:15 p.m. and a special meeting will be held on Monday, April 30, 2007 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. Mr. Pat Weidinger, 2025 Manor Ridge Drive, addressed the board regarding a tax waiver that was approved for Manor Brethren in Christ Church.

Mr. Herr asked if there were any additions or corrections to the Minutes of the February 12, 2007 and March 5, 2007 School Board Meetings. There were none. It was moved by Mrs. Friedman and seconded by Mr. DeLuca to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Connor O'Neill and Aaron Slagle presented the student report. They reviewed the high school activities for February and March and upcoming events for the remainder March. The high school spring musical, "How to Succeed in Business" held on March 1-3 and the Dance-A-Thon held on February 23 and 24 were very successful. Students participating in the Dance-A-Thon raised over \$10,000 for the Four Diamonds fund, which helps families who have been impacted by childhood cancer and children who are receiving treatment at Penn State Children's Hospital. They also reported: National History Day competition for over 300 students and 30 teachers will be on March 17 at Penn Manor High School, 14 Manor FFA members were elevated to receive the Lancaster County Red Rose Degree and several high school TSA students qualified for the state TSA competition. The Penn Manor Quiz Bowl team will be the wildcard team competing on March 21 at WGAL. On March 17 the A team will be competing in the National Academic Quiz Tournament. Connor and Aaron provided an athletic update for winter sports. The Boys' Basketball team is competing in state competition, 2 swimmers qualified for state competition, the wrestling team placed 2nd at sectionals and the bowling team placed second in leagues. Spring sports started on March 5. They also reported that 18 members of the wrestling team, coaches and parents will be traveling to Gulfport Mississippi in March to help rebuild homes destroyed in Katrina.

Mr. Stewart announced that Dr. Janice Mindish was named Pennsylvania 2007 High School Principal of the Year by the Pennsylvania Association of Elementary and Secondary School Principals. Mr. Stewart reviewed Dr. Mindish's educational

background, work history at Penn Manor and her accomplishments as the Principal of Penn Manor High School. He said that Dr. Mindish is not only an outstanding administrator but an outstanding educator. In 1990 Dr. Mindish was named Penn Manor Secondary Educator of the Year. Mr. Stewart stated that Penn Manor is blessed to have Dr. Mindish as part of the staff. Her instinct with parents and kids is remarkable. Dr. Frerichs read a resolution recognizing and commending Dr. Mindish. Dr. Mindish thanked the board and said she benefits from having an amazing faculty and wonderful students.

Mr. Stewart commended Mrs. Anne Carroll for organizing the 24th Annual Penn Manor Elementary Science Fair. He distributed a roster of the students participating in the competition and explained an entry by one student. He said for the first time Penn Manor School District won the JETS competition. On March 17 the Breakfast with the Stars will be held honoring the high school theatrical talent. The Mock Trial team recently won the Lancaster competition and advance to regional competition on March 22. He also reported that for the second time in a row Ben Clark placed first in the middle school Math Counts competition. Peter Ashworth, a Manor Middle School student, has advanced to state competition in Geography Bee.

Mr. Johnston reported the Treasurer's Report for the month February is 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 \$240,311.90 dated 2/1/07, \$474,538.22 dated 2/7/07, \$187,029.43 dated 2/9/07, \$5,399.80 dated 2/13/07, \$352,608.60 dated 2/14/07, \$53,849.00 dated 2/16/07, \$32,012.88 dated 2/21/07, \$64,003.42 dated 2/22/07, \$528,846.27 dated 2/28/07 for a total of \$1,938,599.52 from the General Fund; \$319.00 dated 2/7/07, \$122,241.76 dated 2/13/07, \$68,297.93 dated 2/23/07 for a total of \$190,858.69 from the Cafeteria Fund; \$41.21 dated 2/5/07 for a total of \$41.21 from the 2005 Construction Fund; \$20,927.70 dated 2/5/07, \$100.00 dated 2/15/07, \$17,485.13 dated 2/27/07 for a total of \$38,512.83 from the Capital Reserve Fund; \$349,284.64 dated 2/28/07 for a total of \$349,284.64 from the 2006 Construction Fund; and payroll in the amounts of \$704,478.54 dated 2/14/07, \$708,771.07 dated 2/28/07 for a total of \$1,413,249.61. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes, abstained from check #93391; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes, abstained from check #93404; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The March 12, 2007 School Board Meeting Agenda was reviewed.

Item 2 A-G.

**Consent Agenda for the March 5 and 12, 2007
Committee of the Whole Meetings**

- A. UGI Settlement – The committee is recommending approval of entering into a five year settlement agreement with UGI Utilities, Inc., for fees relating to Delivery Service Option of Interruptible Service beginning July 1, 2007; and that the Board also agrees to the other terms and conditions as noted in the settlement agreement.

- B. Compensation Adjustment for Mrs. Campagna – The committee is recommending a \$3,000 one time stipend to be paid to Mrs. Beth Campagna for additional services provided during January and February.
- C. Grant Writing Administrative Guidelines – The committee is recommending approval of the revised Grant Writing Administrative Guidelines. (see page __)
- D. Revision of LCTCB Joint Agreement – The committee is recommending approval of the resolution for the revision of the LCTCB Joint Agreement. (see page __)
- E. Re-designation of the April 2 Board Meeting – The committee is recommending the re-designation of the April 2, 2007 Penn Manor School Board Meeting as Committee of the Whole and Voting Meetings and the approval to appropriately advertise this change.
- F. Re-designation of April 10 Board Meeting Time – The committee is recommending the re-designation of the April 10, 2007 Penn Manor School Board Meeting to begin at 7:00 p.m. and the approval to appropriately advertise this change.
- G. Financial Software – The committee is recommending approval of a system agreement contract with Tyler Technologies, Inc. in the amount not to exceed \$167,440.00 pending final legal review and approval from the district solicitor as per the attached. (see pages 8 - 10)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A-G: It was moved by Donna Wert and seconded by Jeffrey 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, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 3 A - J. 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 Tax Collection Bureau 2007-2008 Budget – The administration is recommending ratification of the LCTCB 2007-2008 budget in the amount of \$3,920,194 as approved by the LCTCB’s Executive Committee on February 21, 2007.
- C. Tuition Free Seniors – The administrative staff is recommending approval of the following students as tuition free seniors for the 2006/2007 school year.
 Josh Cole
 Maryssa Geltz

- D. Bid Award for Manor Middle School Drainage Project – The administrative staff is recommending awarding the Manor Middle School drainage project bid to Doug Lamb Construction, Inc., Elizabethtown, PA, in the amount of \$8,300 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (see page 11)
- E. Approval of Contracts and Notice to Proceed for Manor Middle School Drainage Project – The administrative staff is recommending approval and execution of contract agreements and issuance of a notice to proceed to Doug Lamb Construction, Inc., Elizabethtown, PA in the amount of \$8,300 for the Manor Middle School drainage project. Payment to be made from the Capital Reserve Fund.
- F. Contract Award for Baseball Scoreboard Installation Project – The administrative staff is recommending awarding the baseball scoreboard installation contract to Bright Sign and Maintenance Company, Inc., Reading, PA, in the amount of \$8,700 as per the attached proposal tabulation. Payment to be made from the General Fund (budgeted expense). (see page 12)
- G. Approval of Contracts and Notice to Proceed for Baseball Scoreboard Installation Project – The administrative staff is recommending approval and execution of contract agreements and issuance of a notice to proceed to Bright Sign and Maintenance Company, Inc., Reading, PA in the amount of \$8,700 for the baseball scoreboard installation project. Payment to be made from the General Fund (budgeted expense).
- H. Intent to Award Bids – Marticville Middle School Asbestos Removal – The administrative staff is recommending approval of the intent to award the Marticville Middle School asbestos removal bid to American Abatement Group, New Bloomfield, PA, in the amount of \$4,600 as per the attached bid tabulation. Payment to be made from the 2006 Construction Fund. (see page 13)
- I. Pequea Driveway Paving Contract – The administrative staff is recommending approval of a contract with Derck & Edson Associates for engineering and survey work pertaining to the Pequea Elementary School driveway paving project. The amount of the contract is \$6,050.00 plus reimbursable expenses. Payment to be made from the Capital Reserve Fund.
- J. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for high school locker room flooring upgrade.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – J: It was moved by Carlton Rintz 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, yes.

Item 4 A – C, E:**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 14)
- 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 15)
- C. Family Medical, Child Rearing Leaves – The administrative staff is recommending granting of Family Medical and Child Rearing Leaves to the individuals listed according to the terms listed. (see page 16)
- E. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
 David Hinnenkamp – effective March 8, 2007
 Daniel Kelshaw – effective March 2, 2007
 Susan Stoeckel – effective March 7, 2007

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – S: It was moved by Richard Frerichs 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, yes.

Item 4D.**Consent Agenda for Personnel**

- D. Spring Coaching Contracts – The administrative staff is recommending the approval of the spring coaching contracts for the 2006-2007 school term. (see page 17)

MOTION ON CONSENT AGENDA ITEM 4D: 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. 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, yes.

The meeting adjourned at 9:02 p.m. on a motion by Mr. Lyon and seconded by Mrs. Friedman and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary