

**Minutes**  
Committee of the Whole  
April 10, 2007

The Penn Manor School Board met in Executive Session at 6:00 for the discussion of the superintendent's evaluation and personnel items. The Executive Session adjourned at 6:50 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:05 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, Mrs. Friedman, Mr. Geist Mr. Herr, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs and Mr. Kreider were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Mrs. Hallock, Mrs. Holt, Mrs. Barnett, Penn Manor Residents, Millersville University students, Ms. Kelly Watson the Intel Reporter, Mrs. Cindy Rhoades 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 10, 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. Joan Matterness, 213 Sutherland Rd., requested that the board consider changing the meeting night of the board meetings.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the April 2, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Wert, a second by Mr. Lyon and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter presented a PowerPoint on the elementary PSSA reading and math performance. Mrs. Holt reviewed the timeline of changes in the elementary schools from 2000 to the present. She highlighted the changes that have been made in reading, writing and math support. She explained the timeline of changes and events in the elementary curriculum from 2000 to the present. Mrs. Hallock explained that after reviewing three vendors for a new reading program, the committee has narrowed the choice to Harcourt Brace. She highlighted the five key areas of reading instruction the committee focused on to compare the reading programs. Mrs. Hallock said that the final cost and details for the program are still being determined. The final cost for the new reading program will be presented to the board for approval in the future. Questions were asked for information.

The announcement of the Lancaster/Lebanon Reading Council's Celebrate Literacy Award was tabled until April 30, 2007.

Mr. Skrocki recommended that RBA Professional Data Systems, Inc. be approved for the Tax Software contract pending final review of the district solicitor. 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,

yes; Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Johnston provided a PowerPoint on the 2007/2008 budget update. He reviewed the Act 1 exceptions. Mr. Johnston reminded the board of a budget workshop on April 20 from 8:00 to 10:00 a.m. A tentative budget presentation is scheduled for May 7. The formal adoption of the budget is scheduled for June 11. He said the proposed budget should remain at or below the index of 4.2%. Questions were asked for clarification.

Mr. Stewart presented the IU 2007/2008 budget for placement on the agenda. He reviewed highlights on the General Operating Budget and the Instructional Materials Budget. He said the member districts will not be billed for the increases in the budget. Questions were asked. Approval for placement of this item on the board agenda was approved on a motion by Mr. DeLuca and seconded by Mr. Lyon. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mrs. Wert presented a resolution for board consideration opposing House Bill 258 which requires school districts to begin their school terms for students no earlier than the first day after Labor Day. Mr. Stewart provided some information relating to legislation in the state. Discussion ensued on this topic. It was determined that the board would not take any action on this resolution at this time.

Mr. Stewart reported that in a competition at Hempfield the Quiz Bowl team won all 5 rounds. All three Penn Manor Quiz Bowl teams placed in the Sweet 16. The team will be competing in the semi-final Brain Buster competition. Mr. Stewart expressed gratitude to Darrin Donmoyer for making arrangements for the Safety Simulator to be at the high school. He also thanked the Foundation for their funding of the Simulator. He described the function of the Simulator. He reported that the high school Social Studies Department hosted the National History Day competition. Penn Manor was awarded two first places, a third place and a wild card. Eight students will advance. Mr. Stewart congratulated Ben Clark for placing 20 out of 415 in Math Counts competition recently in Harrisburg. He also congratulated Julia Griffith for representing Penn Manor in state band competition.

Dr. Leichter distributed a summary of new professional employees from 2004 through the present school year who had internal connection to Penn Manor. He briefly explained the summary.

The Committee of the Whole adjourned at 7:55 p.m. on a motion by Mrs. Wert, a second by Mr. DeLuca, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

April 10, 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 8:17 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs and Mr. Kreider were 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. Vickie Hallock, Mrs. Deb Holt, Mrs. Mary Barnett, Mr. Brian Malek, Mr. and Mrs. Zuzu and daughter Addy, Mrs. Cindy Rhoades, Ms. Kelly Watson, Penn Manor residents, Millersville University students and Mrs. Paula Howard.

Mr. Herr announced that on April 30, 2007, a special meeting of the Board of Directors of the Penn Manor School District will be held following the Committee of the Whole meeting and the next regularly scheduled meeting will be held on Monday, May 7, 2007 at 8:15 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. Brian Malek explained as part of a class project students in his fifth grade class had to write about a current person who is their hero. He introduced Addy Zuzu who read an essay about her hero, Mrs. Deb Holt the Principal at Central Manor Elementary School. Mr. Herr congratulated Mrs. Holt and thanked Addy and Mr. Malek.

Mr. Herr asked if there were any additions or corrections to the Minutes of the March 12, 2007, March 19, 2007 and April 2, 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.

Bree Bolin and Connor O'Neill presented the student report. They reviewed upcoming events for April and May at the high school. Highlights include the Penn Manor Band Book sale on April 14, the Scholastic Writing Award ceremony, Entertainment Penn Manor on April 28, the Festival of Learning on May 3, Spring Band concert on May 10, the Prom on May 11, the Sports Awards ceremony on May 14, Spring Awards ceremony on May 14 and Spring Fling on May 18. They reported on the accomplishments of students participating in National History Day, PA Math League, Science and Engineering Fair, PA Computer Fair, Quiz Bowl, the Chemistry Olympiad and the Penn Manor Model UN conference. The students reminded the board that the FFA banquet will be held on April 12. The students reported on spring sports which began on March 5. Bree Bolin explained her involvement in ice hockey and the Kitchener-Lancaster exchange.

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 in Executive Session for specific types of issues, such as, personnel issues, negotiations with the teacher's association and the purchase of real estate. He explained that the Committee of the Whole is where the board will have discussions about issues. Some of these items will be placed on the voting meeting agenda. The third 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. Johnston reported the Treasurer's Report for the month March is posted. He reviewed some of the items presented for payment. It was moved by Mr. DeLuca and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$552,322.19 dated 3/2/07, \$470,633.85 dated 3/7/07, \$284,746.74 dated 3/9/07, \$359,412.36 dated 3/14/07, \$465,665.26 dated 3/19/07, \$92,797.57 dated 3/22/07, \$507,219.55 dated 3/27/07, \$613,391.56 dated 3/28/07, \$233,184.73 dated 3/29/07, \$94,289.67 dated 3/30/07 for a total of \$3,673,663.48 from the General Fund; \$103,817.18 dated 3/13/07, \$148,112.19 dated 3/29/07 for a total of \$251,929.37 from the Cafeteria Fund; \$26,749.10 dated 3/9/07, \$258.99 dated 3/12/07, \$4,775.00 dated 3/14/07, \$3,592.04 dated 3/23/07 for a total of \$35,375.13 from the 2005 Construction Fund; \$309,725.12 dated 3/9/07, \$13,547.69 dated 3/12/07, \$1,050.00 dated 3/23/07 for a total of \$324,322.81 from the Capital Reserve Fund; \$7,690.00 dated 3/9/07 for a total of \$7,690.00 from the 2006 Construction Fund; and payroll in the amounts of \$721,398.35 dated 3/14/07, \$753,200.04 dated 3/28/07 for a total of \$1,474,598.39. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, absent; 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 April 10, 2007 School Board Meeting Agenda was reviewed.

**Item 2 A – C, E - I:**                    **Consent Agenda for the April 2 and 10, 2007 Committee of the Whole Meetings**

- A.    2007/2008 Fuel Oil and Motor Fuels Bid – The committee is recommending ratification for the awarding of the Fuel Oil and Motor Fuels Bid. (see page 8)
- B.    Database Programmer/Applications Specialist Position and Job Description – The committee is recommending approval of the Database Programmer/Applications Specialist position and job description. (see pages 9 - 10)
- C.    Lancaster-Lebanon Public Schools Revised Bylaws for the Workers Compensation Pool – The committee is recommending approval of the resolution for the revision of bylaws for the Lancaster Lebanon Public Schools Insurance Pool. (see pages 11 - 12)
- D.    Act 1 Non-Legal Interpretative Statement – The committee is recommending approval of the Act 1 Non-Legal Interpretative Statement. (see page 13) **This item was removed due to approval on a previous board agenda.**
- E.    Lancaster-Lebanon Public Schools Revised Bylaws for the Property and Casualty Pool – The committee is recommending approval of the resolution for the revision of bylaws for the Lancaster Lebanon Public Schools Insurance Pool, Property and Casualty Pool. (see pages 14 - 15)
- F.    School Board Meeting Calendar – The committee is recommending approval of the School Board Meeting Calendar. (see page 16)

- G. “First Reading” – Health Examinations Policy #209 – The committee is recommending approval of the revised “First Reading” of the Health Examinations Policy #209. (see pages 17 - 19)
- H. Tax Software Contract – The committee is recommending approval of a tax software agreement with RBA Professional Data Systems, Inc. in the amount of \$21,295 pending final legal review and approval from the district solicitor as per the attached. (see page 20)
- I. 2007/2008 Lancaster-Lebanon IU Budget – The committee is recommending approval of the Lancaster-Lebanon IU 13 budget for the 2007/2008 school year.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A – C, E - I:** 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, absent; 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 3 A – O:                      Consent Agenda for Administrative Actions**

- A. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as listed. (see page 21)
- B. 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/>).
- C. Holiday Schedule – The administrative staff is recommending approval of the 2007-2008 holiday schedules as listed. (see pages 22 - 23)
- D. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Cynthia Witmer as an interpreter for 2 hours total on February 21, 2007 at course selection night. The estimated cost is \$49.44.
- E. School Resource Officer – The administrative staff is recommending the approval of a School Resource Officer agreement with the Millersville Police Force. Cost for this program shall not exceed \$57,000 in the 2007-2008 school year.
- F. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited. (see pages 24 - 25)
- G. Bid Award for Marticville Middle School Asbestos Removal – The administrative staff is recommending awarding 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. (see page 26)

Payment to be made from the 2006 Construction Fund.

- H. Approval of Contracts and Notice to Proceed for Marticville Middle School Asbestos Removal – The administrative staff is recommending approval and execution of contract agreements and issuance of a notice to proceed to American Abatement Group, New Bloomfield, PA, in the amount of \$4,600 as per the attached bid tabulation. (see page 26)

Payment to be made from the 2006 Construction Fund.

- I. Bid Awards for the Marticville Middle School Renovation Project – The administrative staff is recommending awarding the Marticville Middle School renovation project bids to the contractors listed below for the amounts stated.

Payment to be made from the 2006 Construction Fund. Bid tabulation attached. (see pages 27 - 32)

#### **General Construction**

ECI Construction (Dillsburg, PA)  
 \$5,077,000 base bid  
 -\$62,000 deduct alternate GC-2 (loading dock modifications)  
 -\$53,200 deduct alternate GC-4 (operable partition in gymnasium)  
 -\$15,000 deduct alternate GC-5 (plastic laminate countertops)  
 \$4,946,800 net bid amount

#### **HVAC**

Frey Lutz Corporation (Lancaster, PA)  
 \$2,133,000 base bid

#### **Electrical**

Greg A. Vietri, Inc. (Coatesville, PA)  
 \$2,237,269 base bid  
 -\$850 deduct alternate EC-2 (loading dock modifications)  
 -\$850 deduct alternate EC-4 (operable partition in gymnasium)  
 \$2,235,569 net bid amount

#### **Plumbing**

W.G. Tomko, Inc. (Finleyville, PA)  
 \$652,222 base bid  
 -\$25,000 deduct alternate PC-2 (relining of cold water tank)  
 \$627,222 net bid amount

- J. Approval of Contracts and Notice to Proceed for the Marticville Middle School Renovation Project – The administrative staff is recommending approval and execution of contract agreements and issuance of a notice to proceed to the contractors listed below for the amounts stated.

Payment to be made from the 2006 Construction Fund. Bid tabulation attached. (see pages 27 - 32)

**General Construction**

ECI Construction (Dillsburg, PA)  
 \$5,077,000 base bid  
 -\$62,000 deduct alternate GC-2 (loading dock modifications)  
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**Plumbing**

W.G. Tomko, Inc. (Finleyville, PA)  
 \$652,222 base bid  
 -\$25,000 deduct alternate PC-2 (relining of cold water tank)  
 \$627,222 net bid amount

- K. Plancon Part G – Marticville Middle School Renovation Project – The administrative staff is recommending approval and submission of Plancon G (Project Accounting Based on Bids) to the Pennsylvania Department of Education for the Marticville Middle School renovation project as per the attached. (see page 33)
- L. Plancon Part F – Marticville Middle School Renovation Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon part F (Construction Documents) from the Pennsylvania Department of Education for the Marticville Middle School renovation project as per the attached. (see pages 34 - 35)
- M. Concurrent Enrollment Agreement for Millersville University – The administrative staff is recommending the approval of the concurrent enrollment agreement with Millersville University for the 2007-2008 school year. (see pages 36 - 42)
- N. Western PA School for the Deaf Transportation Contract – The administrative staff is recommending approval of the contract for services to transport students to the Western PA School for the Deaf for 2006-2007. (see pages 43 - 44)

- O. Friendly Transportation Contract – The administrative staff is recommending approval of a supplemental contract with Friendly Transportation in the amount of \$600.00 for the remainder of the 2006-2007 school year in order to provide transportation for job evaluation and training purposes of a special needs student.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A –**

**O:** It was moved by Frank Geist and seconded by Joseph DeLuca to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; 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 4 A - K:**

**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 45 - 46)
- B. Substitute Teacher – The administrative staff is recommending that the individual 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. Pending receipt of required paperwork.  
Sharon A. Navea
- C. Family Medical and Designated Family Medical Leaves – The administrative staff is recommending granting Family Medical and Designated Family Medical Leaves to the individuals listed according to the terms listed. (see page 47)
- D. Retirements – The administrative staff is recommending the board approve the retirement of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.  
Jeanne VanDerSchaaf – effective the end of the school year  
David M. Welsh Sr. – effective the end of the school year  
Kathy Mae Zerby – effective at the end of the school year
- E. Co-curricular Positions – The administrative staff is recommending revisions to the following individuals for the 2006-2007 school year.
- |  |             |         |
|--|-------------|---------|
| Fall Play Costume Coordinator – Melissa Mintzer      | Level 2     | \$470   |
| Fall Play Costume Coordinator – Carole Shellenberger | Entry Level | \$456   |
| Musical Choreographer – Lakisha Hargan               | Level 3     | \$1,029 |
| Musical Costume Coordinator – Carole Shellenberger   | Entry Level | \$1,500 |
| Musical Vocal – Melissa Telesco                      | Entry Level | \$2,054 |
- F. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.  
Denise Erb – effective March 16, 2007  
Penny Hess – effective March 30, 2007



- G. Co-curricular Position – The administrative staff is recommending the appointment of the following individual for the second semester of the 2006-2007 school year.  
Choral Director – Michael McKeever                      Entry Level    \$553
- H. Volunteer Coach – The administrative staff is recommending the approval of the individual listed below as volunteer coach for the 2006/2007 school year.  
Frank Butler -            Girls' Softball
- I. Substitute Trainers – The administrative staff is recommending the approval of the individuals listed below as substitute trainers for the 2006/2007 school year at the substitute rate.  
Jen Hershey  
Renee Riker
- J. Data Entry – The administrative staff is recommending approval for Diana Alston to do 25 hours of data entry for course selection. Overtime hours will be paid at an hourly rate of \$20.40.
- K. Classroom Consultant – The administrative staff is recommending the approval of Mallary Kamen as a teaching classroom consultant at the rate of \$100 per day for 4 days from May 7 to May 10, 2007.

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – K:** It was moved by Jeffrey 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, absent; 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 5 A – D:                      Consent Agenda for Administrative Actions**

- A. PDE-3074 (a) Non-Reimbursable Project Approval - The administrative staff is recommending approval of submission of the PDE-3074 (a), non-reimbursable project approval form, to the Pennsylvania Department of Education for the following projects as per the attached. (see pages 3 - 5)  
  
High School Locker Room Flooring Upgrade Project  
Central Manor Flooring Project  
Turf Field Project  
  
Payment for these projects will be made from the Capital Reserve Fund.
- B. PDE-3074 (b) Non-Reimbursable Project Approval – The administrative staff is recommending approval of submission of the PDE-3074 (b), non-reimbursable project approval form (revised from the previously submitted PDE-3074 (a)), to the Pennsylvania Department of Education for the Marticville asbestos removal project as per the attached. (see page 6)  
  
Payment for this project will be made from the 2006 Construction Fund.

- C. Supplement to Contract Agreement - Turf Field Project Engineering Services – The administrative staff is recommending approval of a supplement to an existing contract agreement with Derck & Edson Associates covering services related to the roadway improvements to Route 741 in the amount of \$7,750 plus reimbursable expenses. Payment to be made from the Capital Reserve Fund.
- D. Geothermal System Testing and Cleaning Agreement – The administrative staff is recommending approval of an agreement with The Keeler Company, Inc., in the amount of \$6,100 plus the cost of glycol and filters. The agreement will include the testing, flushing, and treating the geothermal systems at Eshleman and Letort Elementary Schools. Payment to be made from the General Fund.

**MOTION ON CONSENT AGENDA ITEM 5 A - D:** It was moved by Carlton Rintz and seconded by Donna Wert to approve these. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; 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 meeting adjourned at 8:40 p.m. on a motion by Mr. Geist and seconded by Mrs. Wert and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary