

**Minutes**  
Committee of the Whole  
July 16, 2007

The Penn Manor School Board met in Executive Session at 6:45 p.m. for a negotiations update. The Executive Session adjourned at 7:10 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:16 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, Ms. Pollock and Mr. Skrocki. Dr. Leichliter was on vacation. Also in attendance were Mr. Hal Hart from Crabtree, Rohrbaugh & Associates, Mr. Jim Hocker from Derck & Edson, Mr. and Mrs. Eshleman, Penn Manor residents, the newspaper reporter Paul Frantz 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, August 13, 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. Mrs. Lori Eshleman, 216 Little Beaver Road, Strasburg requested a board policy waiver to allow her son to start school, tuition free, in August prior to the completion of their new home in mid-November.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the June 11, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Kreider, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Mr. Skrocki announced that Mr. Hal Hart from Crabtree, Rohrbaugh and Associates will be presenting Plancon A, Project Justification, and Plancon B, Schematic Design, for Martic Elementary. These are the first two phases of submissions to the Pennsylvania Department of Education so the school district can be reimbursed for the Martic Elementary project. Mr. Hart distributed Schematic Design Information for Martic Elementary. He reviewed the scope of the work, preliminary designs, the budget and timeline for the project. Questions were asked by the board members. Approval for placement of Plancon A and B 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. Stewart provided an update on Comet Field. He said August 15 is the target date for the completion of the field and fencing. The lights should be completed by the end of September. Mr. Jim Hocker, the Project Manager for Derck & Edson, reviewed the estimated cost and planning for the high school synthetic turf field and track improvements. He explained that because of space the water retention basin would be located under the field. Mr. Stewart explained FieldTurf made a commitment to maintain the square foot pricing for the synthetic turf on the high school practice field the same as

charged for Comet Field. He explained that there could be a price advantage to explore the possibility of renovating the practice field in the winter months. Questions were asked and discussion ensued on the preliminary plans for the improvement of the practice field. It was decided to place on the agenda approval to proceed with the design and construction of an artificial surface field at the high school and the required authorization to advertise for bid. Approval for placement this item on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Wert. 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, no; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart provided information on recent Pennsylvania legislation. He explained House Bill No. 1021 which is a proposal that Intermediate Units can apply for. The purpose of the Bill is to provide grant money to conduct a study within the IU about the potential savings that would result in consolidation of services. He also explained the Review of Chapter 4 and graduation competency testing. Ms. Pollock added that Mr. Gale and Mr. D'Amico attended a workshop in Harrisburg on the Review of Chapter 4.

Mr. Stewart announced that on July 9 Ms. Pollock and Dr. Leichter were commissioned by Judge Farina as Assistant Superintendents in Pennsylvania.

A review of the District June enrollment from 1997 to 2007 was reviewed by Mr. Stewart. He presented and explained the justification for a Request for Proposal for an Enrollment Study. Discussion ensue regarding enrollment trends and growth in the district. Approval for placement of the RFP for an Enrollment Study on the board agenda was approved on a motion by Mr. Lyon 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.

Mr. Stewart provided information on the process used to select the recommendation for the District emergency contact system. He explained the system, listed the vendors interviewed, the members of the selection panel and the districts that currently have the system. AlertNow is being recommended for approval at the cost of \$5,300 for a one year contract. Mr. Stewart explained the applications of the system. Questions were asked by Board members. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz 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.

Mr. Stewart reminded the Board about the PSBA School Leadership Conference in Hershey on October 2-5, 2007. He inquired which Board members planned to attend the conference and if any Board members were interested in being voting delegates at the conference. Dr. Frerichs and Mr. Herr said they would be attending the conference and would be voting delegates.

Information on the Lancaster General Hospital Drug Screening contract for the 2007-2008 school year was provided by Mr. Stewart. He said the contract is similar to the contract for 2006-2007. Mr. Stewart reviewed the LGH fee schedule for 2007-2008.

Approval for placement of the contract on the board agenda was approved on a motion by Mr. Rintz and seconded by Mr. Geist. 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. Geist distributed a letter from the Penn Manor Education Foundation requesting financial support for another year. Mr. Geist thanked the Board for their past support. Mr. Geist reported the total assets of the Foundation to-date amounts to \$440,000.

Mrs. Wert reported on highlights from the PSBA Symposium she attended in Gettysburg. Mr. Herr thanked Mrs. Wert for attending the symposium and her report.

Mr. Stewart reported that the solicitors are drafting a strategy for finalizing naming rights for Comet Field. He also discussed the Safe Harbor Village development. He said sixteen Martic parents have expressed an interest in a full day kindergarten if the program is funded. Mr. Stewart distributed a draft of the rental plan for Comet Field. Questions were asked about the draft rental plan.

The Committee of the Whole adjourned at 8:59 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

July 16, 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 9:11 p.m.

The following members were present: 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, Ms. Pollock and Mr. Skrocki. Dr. Leichliter was on vacation. Also in attendance were Penn Manor residents and Mrs. Howard.

Mr. Herr announced that the next regularly scheduled meeting will be held on Monday, August 13, 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. There were none at this time.

Mr. Herr asked if there were any additions or corrections to the Minutes of the June 11, 2007 School Board Meeting. There were none. It was moved by Mr. Geist and seconded by Mr. DeLuca to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Johnston reported the Treasurer's Report for the month June is posted. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$7,090,095.32 dated 6/5/07, \$354,218.02 dated 6/6/07, \$242,048.94 dated 6/07/07, \$281,597.58 dated 6/8/07, \$120,932.13 dated 6/13/07, \$109,912.17 dated 6/14/07, \$103,086.17 dated 6/19/07, \$590,215.54 dated 6/20/07, \$95,198.11 dated 6/21/07, \$509,453.75 dated 6/25/07, \$192,273.79 dated 6/29/07, \$188,062.11 dated 6/30/07 for a total of \$9,877,093.63 from the General Fund; \$141,412.75 dated 6/26/07, \$13,465.84 dated 6/28/07 for a total of \$154,878.59 from the Cafeteria Fund; \$13,709.77 dated 6/13/07, \$8,300.00 dated 6/14/07, \$832.26 dated 6/20/07 for a total of \$22,842.03 from the Capital Reserve Fund; \$14,135.00 dated 6/13/07, \$49,689.00 dated 6/14/07, \$143,137.26 dated 6/20/07 for a total of \$206,961.76 from the 2006 Construction Fund; and payroll in the amounts of \$751,128.06 dated 6/6/07, \$752,720.57 dated 6/20/07 for a total of \$1,503,848.63. 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 July 16, 2007 School Board Meeting Agenda was reviewed.

**Item 2 A – D:**

**Consent Agenda for the July 16, 2007 Committee of the Whole Meeting**

- A. ALERTNOW Emergency Contact System – The committee is recommending approval of the ALERTNOW Emergency Contact System at the annual rate of \$5,300.00. (see pages 7 - 8)
- B. LGH Drug Screening Contract – The committee is recommending approval of the Drug Screening Contract with Lancaster General Hospital for the 2007-2008 school year. (to be distributed)
- C. Approval to Submit Plancon A and Plancon B - Martic Elementary School Project – The administrative staff is recommending authorization of the submission of Plancon A and Plancon B to the Pennsylvania Department of Education. (to be distributed)
- D. Approval to Advertise for Bids – Enrollment Study – The committee is recommending the approval to advertise for bids for a District Enrollment Study.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA**

**ITEMS 2 A – D:** 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 3 A - R:**

**Consent Agenda for Administrative Actions**

- A. Database Programmer/Applications Specialist Position and Job Description – The administrative staff is recommending approval of the revised Database Programmer/Applications Specialist position and job description. (see pages 9 - 10)
- B. Disposal of Assets – The administrative staff is recommending approval of the disposal of the technology equipment. (see pages 11 - 13)
- C. 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 2007-2008.
- D. National School Lunch and School Breakfast Program – The administrative staff is recommending approval of the National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2007 to June 30, 2008.
- E. Food Service Agreement – The administrative staff is recommending approval of program between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2007. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

- F. Food Service Agreement – The administrative staff is recommending approval of program between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2007. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- G. Signing of Student Activity Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Fund account:
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|----------------|----------------|
| Jan Mindish    | Dana Edwards   |
| Phil Gale      | Anne Carroll   |
| Chris Moritzen | Scott Keddie   |
| Jason D’Amico  | Chris Johnston |
| Judy Duke      | Richard Eby    |
- H. Signing of Student Activity Athletic Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Athletic Fund account:
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|----------------|----------------|
| Jan Mindish    | Judy Duke      |
| Phil Gale      | Chris Johnston |
| Chris Moritzen | Jeff Roth      |
| Jason D’Amico  | Dave Ohl       |
| Richard Eby    |                |
- I. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor’s web page. (<http://www.pennmanor.net/tr/>)
- J. Ratification of the IU Joint Purchasing Budget – The administrative staff is recommending the board ratify the 2007-08 Lancaster Lebanon IU 13 Joint Purchasing Budget in the amount of \$81,952 – Penn Manor fee at \$2,900.
- K. Ratification of Bid Awards – The administrative staff is recommending ratification for the following bids as cited for 2007-2008. (see page 14)
- IU Supplemental Disposable Supplies Bid  
IU Cafeteria Paper / Small Wares Bid  
IU Construction Paper Bid
- L. Concurrent Enrollment Agreements for Penn State University and Harrisburg Area Community College – The administrative staff is recommending the approval of concurrent enrollment agreements with Penn State University and Harrisburg Area Community College for the 2007-2008 school year. (see pages 15 - 25)
- M. Acceptance of Gift – The administrative staff is recommending the board accept a donation from The Ressler Mill Foundation for 355 copies of dictionaries to be used for 3<sup>rd</sup> grade classrooms.

- N. Athletic Trainer Job Description – The administrative staff is recommending approval of the revised Athletic Trainer job description. (see pages 26 - 28)
- O. School Physician’s Agreement – The administrative staff is recommending approval of the School Physician’s Agreement as cited. (see page 29)
- P. Ratification of Survey Contract – Martic Elementary School – The administrative staff is recommending ratification of a boundary and topographic survey contract for the site at Martic Elementary School in the amount of \$7,500, plus reimbursable expenses, to Steckbeck Engineering & Surveying, Inc. Payment to be made from the 2006 construction fund as part of the Martic renovation project.
- Q. Approval of Electrical Engineering Contract – High School – The administrative staff is recommending approval of a contract with Moore Engineering Company in the amount of \$11,500, plus reimbursable expenses, for electrical engineering services for the survey of circuit breaker panels in Penn Manor High School. Payment to be made from the Capital Reserve Fund.
- R. Judicial Review – The Judicial Review Committee is recommending the board approve the action of the committee as cited. (see page 30)

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

**R:** It was moved by Jeffrey Kreider 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, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

**Item 4 A – M:**

**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 31 - 32)
- B. Family Medical and Child Rearing Leaves – The administrative staff is recommending granting Family Medical and Child Rearing Leaves to the individuals listed according to the terms listed. (see page 33)
- C. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.  
     Matthew Webreck – effective June 30, 2007  
     Justine Webster – effective July 9, 2007
- D. Summer School Instructor – The administrative staff is recommending approval of the individual listed below to the position of summer school instructor to be held June – July at the professional hourly rate.  
     David Hess

- E. Literacy Series Assistance – The administrative staff is recommending approval of the individuals listed below for no more than 10 hours each to assist with implementation of literacy series sorting at their hourly rate.
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|------------------|-----------------|
| Sharon Corradino | Kathy Campbell  |
| Kate Lennex      | Mary Rothfus    |
| Lily Williams    | Linda Sauer     |
| Lisa Martin      | Dianne Smith    |
| Louise Aument    | Nancy Dombach   |
| Sue Froehlich    | Shirley Jackson |
- F. Blended Schools Stipends – The administrative staff is recommending approval of Blended Schools stipends to the individuals listed below for the 2006-2007 school year.
- |               |         |
|---------------|---------|
| Kevin Bower - | \$1,000 |
| Brian Malek - | \$1,000 |
- G. Blended Schools Tech Support – The administrative staff is recommending approval of Blended Schools tech support for the 2006-2007 school year to Shelby Foster, 5 hours at \$21.36 per hour.
- H. 2006-2007 Elementary Intramural Coordinator – The administrative staff is recommending approval of the individual listed as the 2006-2007 Elementary Intramural Coordinator.
- Michelle Palmer – Entry Level
- I. Contracted Psychological Services – The administrative staff is recommending approval for Jen Smyth for contracted psychological services at a rate of \$50 per hour for 19.5 hours for the 2006-2007 fiscal year.
- J. Contracted Psychological Services – The administrative staff is recommending approval for Jen Smyth for contracted psychological services at a rate of \$50 per hour for 300 hours for the 2007-08 fiscal year.
- K. Transportation Clerical Assistance – The administrative staff is recommending approval for Kathy Campbell to provide up to 75 hours of summer clerical assistance in the transportation office at the hourly rate of \$13.74.
- L. Special Education Clerical Assistance – The administrative staff is recommending approval for Jean Bender to provide up to 25 hours of summer clerical assistance in the special education office at the hourly rate of \$12.00.
- M. Special Education Stipend – The administrative staff is recommending approval of 12 hours at the professional rate for development of student class lists and teacher assistant responsibilities for Jodie Henderson.

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – M:** It was moved by Donna Wert 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.



