

Minutes
Committee of the Whole
December 3, 2007

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, Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Rintz and Mrs. Wert. Mr. Geist and Mr. Kreider were absent. Mr. Lyon resigned effective November 15, 2007. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Julie Bibiloni, Mrs. Martha Herr, Mr. Jeff Lyon, Mrs. Peg Lyon, Mrs. Cathy Rintz, Mr. Ken Long, Mrs. Heidi Long, Mr. Kirk Schlotzhauer, Mrs. Schlotzhauer, Dr. Jan Mindish, Mrs. Sarah Lupinacci, Penn Manor residents and students, 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, January 7 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 12, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Mr. Herr also presented a plaque to Mr. Lyon and read a proclamation recognizing Mr. Lyon for 6 years and 1 month of service on the Penn Manor Board of School Directors. Mr. Lyon thanked the board members.

Mr. Stewart explained that Mr. John Matusek, Principal of Eshleman Elementary, initiated a practice of inviting Millersville police to lunch at the school. Mr. Stewart said the lunch program provides an opportunity for the students to become familiar with the police in a non-threatening situation and the police to become familiar with the Eshleman School. Mr. Stewart requested permission to extend the invitation to all the police departments serving the district for lunch in the buildings in their jurisdiction. The board agreed to support the police lunch program and requested that Mr. Stewart report back to the board on the program.

Ms. Pollock reviewed a letter that was mailed to the homes of sixth grade students. She explained that Penn Manor is joining the Pennsylvania Department of Health for a one time initiative for free Tdap and MCV vaccines to sixth grade students. She said these vaccines will be mandatory for all 7th grade students starting next year. The offering will be on January 22 at Hambright and January 23 at Pequea from 1-7 p.m.

Mr. Stewart presented for a first reading the Class Rank policy. He clarified the statement, "To be considered for valedictorian and salutatorian honors, a student must attend classes at the Penn Manor High School for at least six semesters." Questions were

asked by board members for clarification. Approval for placement of this item on the December 3 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, absent; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, resigned; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart reported that the ALERTNOW, emergency automatic dialing system made 9,904 phone calls in 15 minutes during the recent test. He said a letter was sent home, with the students, to parents explaining the system and the test. Reminders were also put in the school newsletters for parents to make sure the school had updated phone numbers for ALERTNOW. Mr. Stewart provided a grid with details about the calls. Questions were asked by board members.

Dr. Leichliter reported that the Strategic Planning Committee revised the Penn Manor Vision, Mission Statement and Belief Statements at their meeting last month. Individual sections will be reviewed starting next week. Dr. Frerichs added that the committee is responsive and engaged. He reminded the board that the work of the committee will be updated on the Penn Manor website.

Mrs. Rhoades provide a report on the Comet Classic card. She said it is a program for senior citizens to encourage them to be more of a part of the district by attending activities in the district free-of-charge. Currently there are 353 card holders. Mrs. Rhoades provides a sports schedule with each card and newsletters are sent out twice a year. She said that recently 100 card holders attended a light buffet prior to watching the dress rehearsal for the fall play.

Mr. Skrocki provided an update on Senate Bill 777. The Bill would allow for school districts to use third party tax collectors instead of the Tax Claim Bureau. The Bill presently resides in the House Finance Committee. On behalf of the Board, Mr. Herr will write a letter to local representatives encouraging the passage of the bill.

Mr. Skrocki also explained House Bill 1841 which would provide for a statewide school health benefit system. He provided an overview of the Bill, the PASBO Task Force and the amendments and the timeline of the Bill. Questions were asked by board members.

Dr. Mindish reviewed the request for new high school courses for the 2008-2009 school year. They include: AP Economics, AP Psychology, History of US Immigration: 1787-present, Printmaking, Boo Arts, Honors Statistics, Pre-Algebra, Computer Animation II, Video Game Design, Career Pathways Rotation (revised) and Theater Arts (revised). Questions were asked by board members. Approval for placement of this item on the December 3 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, absent; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, resigned; Mr. Rintz, yes; and Mrs. Wert, yes.

Student representatives Karli Eichelberger and Lexy Adams reviewed the high school activities since the last board meeting. They said a pep rally was held for the Field Hockey team prior to the state championship game on November 17. The team lost 2-1 to Emmaus. The students reviewed upcoming school and Student Council events. They

said the Brain Busters team will be on WGAL on December 8 and the Holiday concert will be held on December 19 in the high school auditorium at 7:30 p.m.

Mr. Stewart reported that six drug screenings have been conducted on 120 students this year. There have been no positive results. Mr. Stewart provided an explanation on the addendum for the resolution and first amendment of agreement of sale for real estate. He reported that all of the candidates for the recent board member vacancy have been invited to attend the Superintendent's Advisory committee meetings. Mr. Stewart distributed a picture of the board with Kennedy Kulish and a gift from her.

Dr. Frerichs distributed the IU 13 newsletter. He reminded the board of the PSBA workshop that will be held on December 10 at Manor Middle School.

The Committee of the Whole adjourned at 8:15 p.m. on a motion by Mrs. Wert, a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

December 3, 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 8:25 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Rintz and Mrs. Wert. Mr. Geist and Mr. Kreider were absent. Mr. Lyon resigned effective November 15, 2007. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Julie Bibiloni, Mrs. Martha Herr, Mr. Jeff Lyon, Mrs. Peg Lyon, Mrs. Cathy Rintz, Mr. Ken Long, Mrs. Heidi Long, Mr. Kirk Schlotzhauer, Mrs. Schlotzhauer, Mrs. Sarah Lupinacci, Penn Manor residents and students, Mrs. Cindy Rhoades, and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, January 7, 2008 following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

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

The Certificates of Election were presented for the new board member, J. Kenneth Long and Kirk Schlotzhauer and reelected board members, Joseph DeLuca, Carlton Rintz and Donna Wert. Dr. Frerichs administered the Oath of Office to the new and reelected board members.

Mrs. Wert made a motion nominating Mr. C. Willis Herr as President of the Board. The motion was seconded by Mr. Rintz. There were no other nominations for the office of President. 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. DeLuca. There were no other nominations for the office of Vice-President. Dr. Frerichs was appointed Vice-President by a unanimous voice vote.

Dr. Frerichs made a motion electing of Mr. Franklin C. Hoke to fill the vacant Board position created by the resignation of Mr. Jeffrey Lyon. The motion was seconded by Mrs. Friedman. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes, Johnna Friedman, yes; C. Willis Herr, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Mr. Herr administered the Oath of Office to Mr. Franklin Hoke.

The list of newly constituted board membership was presented for any necessary changes.

- B. 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 Kirk Schlotzhauer as alternate.
- C. 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.
- D. 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 2008 at the rate of \$125 per hour.
- E. Appointment of Tax Collector – The Superintendent is recommending that the board appoint Christopher L. Johnston, Business Manager, 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.
- F. Appointment of Board Treasurer – The Superintendent is recommending that the board appoint Christopher L. Johnston, Business Manager, 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.
- G. 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.
- H. “Final Reading” – Drug and Alcohol Policy #227 – The administrative staff is recommending approval of the “Final Reading” of the Drug and Alcohol Policy #214 (see pages 12 – 17).
- I. Martic Elementary School Renovation Project – Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for the Martic Elementary School renovation project.
- J. 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/>).
- K. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as cited (see page 18).
- L. Mileage Rate Approval – The administrative staff is recommending approval of a change in the standard mileage rate for business use of an automobile from 48.5 cents per mile to 50.5 cents per mile effective January 1, 2008. This rate is established by the IRS.
- M. Marticville Middle School Security Contract – The administrative staff is recommending ratification of a contract with Schaad Detective Agency, Inc., to provide security services at the Marticville Middle School at the rate of \$22.00

per hour effective November 13, 2007, on an as-needed basis. Payment to be made from the 2006 Construction Fund.

- N. Election of Special Counsel – Kegel Kelin Almy & Grimm LLP – The administrative staff is recommending that the law firm of Kegel Kelin Almy & Grimm LLP be appointed as special counsel for the school district for the calendar year 2008 as per the attached fee schedule. Services will include school construction and bidding matters, workers compensation, and other matters if needed and as assigned by the administrative staff (see page 19).
- O. Approval of Contract – Moore Engineering Company – Classrooms for the Future Grant – The administrative staff is recommending approval of a contract with Moore Engineering Company to provide mechanical and electrical engineering services for upgrades to the electrical distribution system and data network to support the Classrooms for the Future Grant at Penn Manor High School. The contract fee for the above services will be \$25,600 (plus reimbursable expenses) if bid as a single prime contract and \$28,000 (plus reimbursable expenses) if bid as two prime contracts. The preliminary construction cost for the project is \$688,289. Payment for the Moore contract to be made from the Capital Reserve Fund.
- P. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see pages 20 – 21).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 13 A

– **P:** It was moved by Joe DeLuca 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; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Items 14 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 22 – 23).
- 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.
Virginia A. Schimmel
- C. Leaves – The administrative staff is recommending granting Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed on according to the terms listed (see page 24).
- D. Health Screening Assistance – The administrative staff is recommending approval for Kristen Herr to provide up to 18 hours of health screening assistance at the hourly rate of \$11.46.

- E. 2007-2008 Volunteer Coaching Position – The administrative staff is recommending approval of Tom Boyd as a volunteer boy’s basketball coach for the 2007-2008 school year.
- F. Co-Curricular Position – The administrative staff is recommending approval for the individuals listed for the 2007-08 school year.
- | | | | |
|----------------------|-----------------------------|-------------|---------|
| Carole Shellenberger | Musical Costume Coordinator | Level 1 | \$780 |
| Becky Cotich | Musical Costume Coordinator | Entry Level | \$765 |
| Lakisha Welch | Musical Choreographer | Level 4 | \$1,082 |
- G. Home Instruction – The administrative staff is recommending approval for the following individuals to provide instruction in the home for a special needs student during the 2007-2008 school year at the professional rate.
- Melissa Suber – 3 hours per week
Cindy Martin – 3 hours per week
- H. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
- Pat Griffith – Building/Cafeteria Aide – effective 12/3/2007
Marsha Bitts – ERA – Learning Support Aide – effective 12/3/2007
Nereida Forgrave – Secretary – effective 1/1/2008
Teresa Scott – Cafeteria Sub – effective 11/20/2007

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 13 A – H: It was moved by Joe DeLuca 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; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Item 15.

- A. Resolution and the First Amendment of Agreement of Sale for Real Estate – The administrative staff is recommending the approval of the attached Resolution and the First Amendment of Agreement of Sale for Real Estate.

MOTION ON AGENDA ITEM 15 A : It was moved by Donna Wert and seconded by Carlton Rintz to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

The meeting adjourned at 9:00 p.m. on a motion by Mr. Rintz and seconded by Dr. Frerichs and a unanimous voice vote.

The board held an Executive Session following the Board Meeting for the discussion of student matter, negotiations and legal matter.

C. Willis Herr, President

Paula E. Howard, Secretary

