

Minutes
Committee of the Whole
October 1, 2007

The Penn Manor School Board met in Executive Session at 6:15 p.m. for real estate and personnel issues. The Executive Session adjourned at 7:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:00 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, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Dr. Jan Mindish, Mrs. Nadine Smith, GAPP students from Germany and advisor Mr. Otto, Mr. Hal Hart, Penn Manor residents, reporters Jed Kensinger and Libby Sternberg, Ken Long, Millersville 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 Tuesday, October 9 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. Ellen Altdoerffer spoke on behalf of the Field Hockey Booster Club and Linda Poetzl spoke on behalf of the Girls' Lacrosse Club requesting that the board consider refunding money that the Booster Clubs contributed for the logo at the turf field at Comet Field.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the September 10, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Geist, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Ms. Pollock introduced Mrs. Nadine Smith a German language teacher at the high school. Mrs. Smith explained the German American Partnership Program with Penn Manor and students from Marlburg Germany. During the 2 week stay the students from Germany visited high school classes, toured New York City, Washington, DC, Hershey, Harrisburg and Central Market. The exchange students provided Penn Manor students with an opportunity to learn about Germany by presenting speeches about German culture. At a Culture night the students entertained with German song and dance. Mrs. Smith introduced Mr. Otto, the advisor for the students from Germany. Mr. Otto provided a presentation of Marlburg, Germany and sites the Penn Manor students will experience when they visit Marlburg in June. The students spent some time talking with board members in small groups before singing a traditional German good-bye song.

Mr. Hal Hart, from Crabtree, Rohrbaugh & Associates, provided an update of the Martic Elementary School site plan noting improvements to the playground, parking and drainage of fields. He reviewed changes to the lobby and the office relocation, a proposed window for the reading area in the library and an outdoor canopy. Detailed information was provided to the board for PlanCon D – Financial Information and

PlanCon E – Design Development. Mr. Skrocki asked for approval to place Plancon D and PlanCon E on the October 1 School Board Meeting agenda. Approval for placement of this item on the October 1 board agenda was approved on a motion by Mr. Rintz and seconded by Mr. Kreider. Questions were asked by board members. 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. Johnston provided information for the 2008-2009 Resolution Not to Exceed Index. Penn Manor's Index for 2008-2009 is 5.40%. He explained that exceptions sought for 2007-2008 were not needed and the preliminary audit information is comparable to previous years. He said s that the tax increase will not need to exceed the index for 2008-2009. Questions were asked by board members. Approval for placement of the resolution on the October 9 board agenda was approved on a motion by Mr. Rintz 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, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart reported that he will be preparing a schedule for the new board member orientation. He requested input from board members for the type of orientation information that should be provided for new board members. He also asked if the board would like representation at the orientation. After some discussion about the orientation, Mr. Herr volunteered to participate in the orientation.

Mr. Stewart explained Governor Rendell's proposed Shared Services/Common Cents Initiative. This is a special grant program available to the IU only. Mr. Stewart said that the IU 13 Superintendents are recommending that the IU 13 not participate in the Common Cents program. He explained details of the program. The board directed Mr. Stewart not to recommend participation in the program.

Mr. Stewart reported that out of 30 students recently tested 23 qualified for ELL services. Mr. Stewart said that the current ELL staff is not large enough to service the 23 additional students. He asked for approval for an additional full-time staff person to service the ELL students. Questions were asked by the board. Approval for placement of this item on the October 1 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, 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 reviewed the proposed members for the Strategic Planning Committee. He said training will be held next week for internal members of the committee. The first of a total of 4-5 meetings for the full committee will be October 22. He said information from the committee meetings will also be posted on Moodle for discussion. Dr. Frerichs encouraged the board to read the information that will be posted on Moodle. Approval for placement of this item on the October 9 board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Lyon. 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. Johnston provided an update to the 2006-2007 Audit. He reported that expenses were \$1,972,141.08 less than the budgeted amount. The Healthcare expenses were \$1,549,849 under budget. The revenues exceeded the budget by \$2,445,258. He reviewed the local, state and federal revenues contributing to the excess. Mr. Johnston recommended transferring \$1,800,000 to the Capital Reserve Fund and transferring \$172,141 to Food Service Fund. Questions were asked. Approval for placement of this item on the October 9 board agenda was approved on a motion by Mr. Kreider 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, yes.

Mr. Rintz made a motion to place on the October 9 agenda refunding \$2,500 to the Field Hockey Booster Club and \$900 to the Girls' Lacrosse Booster Club for their contribution to the logo at Comet Field. Discussion ensued on this topic. Approval for placement of this item on the October 9 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 reported on a Super Tech Program that has been started at the CTC. He also said that a local trucking firm donated a \$60,000 tractor to the CTC.

Dr. Frerichs reported that the IU 13 publishes a monthly brochure highlighting the IU Departments. He provided a timeline for the Superintendent's evaluation and quarterly reports.

Student Representative Bree Bolin reported on the upcoming Homecoming activities, class officer and student council elections, an update on the fall sports teams and band competitions, provided dates of the PSSA test sessions and the senior graduation projects. Bree said that a junior representative to the board will be attending the November board meeting.

Mr. Rintz inquired if provisions have been made regarding parking for the Homecoming dance on October 6 because there is a football game at Millersville University. Discussion ensued on this topic. Mr. Stewart said he will contact the high school and Officer Hottenstein about the parking issue.

The Committee of the Whole adjourned at 8:35 p.m. on a motion by Mrs. Friedman, a second by Mr. DeLuca, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

October 1, 2007

The Penn Manor School Board met in Executive Session at 8:45 p.m. for the discussion of personnel issues. The Executive Session adjourned at 9:15 p.m.

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 9:20 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, Dr. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Tuesday, October 9, 2007 following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any additions or corrections to the Minutes of the September 10, 2007 School Board Meeting. 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.

Mr. Stewart reported that on October 3 President Bush will be presenting the President's Volunteer Service Award to Kennedy Kulish, a fifth grader at Hambright. Kennedy started Kisses for Kaeden, in honor of her brother, to raise money for medical research and to benefit children in need. During the past four years Kennedy and her team have logged more than 2,100 hours of volunteer service and have raised more than \$48,000. Mr. Stewart distributed a press release from The White House regarding the award.

The October 1, 2007 School Board Meeting Agenda was reviewed.

Item 2 A – B: Consent Agenda for the October 1, 2007 Committee of the Whole Meetings

- A. English Language Learner Teacher – The committee is recommending approval for the addition of one full-time English Language Learner teacher effective October 2, 2007.
- B. Plancon D and E – The committee is recommending approval and submission of Plancon Part D (Project Accounting Based on Estimates) and Plancon Part E (Design Development) to the Pennsylvania Department of Education for the Martic Elementary School renovation project.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA

ITEMS 2 A – B: It was moved by Carlton and seconded by Richard Frerichs 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 - E:

Consent Agenda for Administrative Actions

- A. Enrollment Study – The administrative staff is recommending the approval of the DeJONG Healy firm for a \$32,000 enrollment analysis (4 phases) plus reimbursable expenses not to exceed \$7,800.

- B. Old High School Phone Equipment – The administrative staff is recommending disposal of the following assets via auction sale on eBay:
 - Old High School phone system - Intertel Axxess System - Including Voicemail unit, call processor and desktop phones.

 - 1999 Chevy 2500 truck 4x4.

- C. Plancon Parts A and B – Martic Elementary School Renovation Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon parts A and B from the Pennsylvania Department of Education for the Martic Elementary School renovation project as per the attached. (see pages 5 – 8)

- D. Bid Award for District Security Enhancement Project – The administrative staff is recommending awarding the district security enhancement bids to the contractors listed below at the amounts stated as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (see pages 9 – 10)

General Construction
eci Construction (Dillsburg, PA)
Base bid \$137,200.00

Alternate GC-1 \$3,850.00
(window opening at Hambright)

Alternate GC-2 \$22,100.00
(lobby enhancements at Conestoga and Manor Middle)

Total \$163,150.00

Electrical Construction
Mid-State Mechanical & Electrical (Mechanicsburg, PA)
Base bid \$341,284.00

Alternate EC-1 (FOB access) \$43,800.00

Alternate EC-3 \$1,175.00
(electric associated with Hambright window)

Alternate EC-4 \$400.00

(electric associated with lobby enhancements)

Total \$386,659.00

- E. Approval of Contracts and Notice to Proceed for District Security Enhancement Project – The administrative staff is recommending approval and execution of contract agreements and issuance of a notice to proceed to the contractors listed below at the amounts stated as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See pages 9 – 10)

General Construction
eci Construction (Dillsburg, PA)
Base bid \$137,200.00

Alternate GC-1 \$3,850.00
(window opening at Hambright)

Alternate GC-2 \$22,100.00
(lobby enhancements at Conestoga and Manor Middle)

Total \$163,150.00

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Alternate EC-3 \$1,175.00
(electric associated with Hambright window)

Alternate EC-4 \$400.00
(electric associated with lobby enhancements)

Total \$386,659.00

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A –

E: It was moved by Jeffrey Lyon 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:

Consent Agenda for Personnel

- A. Clerical Support Hours – The administrative staff is recommending approval for the following individuals to provide health screenings and data entry for Hambright and the high school.

Sue Blechschmidt	6 hours
Chris Martin	12 hours
Linda York	6 hours

MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 A: It was moved by Donna Wert and seconded by Richard Frerichs 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 9:30 p.m. on a motion by Mr. Rintz and seconded by Mr. DeLuca and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

