

**Minutes**  
Committee of the Whole  
January 7, 2008

The Penn Manor School Board met in Executive Session beginning at 4:00 p.m. for the discussion of a legal matter, a real estate matter, student matters and negotiations. The Executive Session adjourned at 6:15 p.m.

The Penn Manor School Board met as a Committee of the Whole at 6:25 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr. The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mr. Charlie Reisinger, Mr. Denny Coleman, Mrs. Sarah Lupinacci, a Penn Manor resident 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, February 4 at 7:00 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 December 3, 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. Skrocki updated the Board on the Marticville Middle School Project. He reviewed the areas completed during Phases One through Three. He listed the areas scheduled for completion in Phases Four and Five and provided a timeline for the phases. He said the completion date for Marticville Middle School is scheduled for mid-August and discussed the importance of meeting that date. Project cost information was also reviewed. Mr. Skrocki introduced Mr. Denny Coleman, the Clerk of the Works for the project. Mr. Coleman provided additional information and a pictorial tour of the building project. Mr. Skrocki and Mr. Coleman said that the project has been successful because of the leadership Mrs. Carroll and the cooperation of the faculty, staff and students at Marticville. Questions were asked by board members.

Mr. Skrocki provided a first draft of the Capital Improvements Plan. He noted that the projects are not reimbursable and the plan does not include the Martic and Marticville construction projects. He also said it defers all future projects at Central Manor and Hambright until building renovations. Mr. Skrocki reviewed the process for compiling the Capital Improvements Plan, highlighted six areas for 2008-2009, and explained future projects and financial highlights. He said that the project list will be refined and prioritized and the second draft will be presented at the March 10, 2008 board meeting. Questions were asked for clarification.

Mr. Reisinger explained that after four searches to fill the Database Programmer position and multiple declined offers due to the low salary for the position, he is proposing an internal reorganization and two new job descriptions. Mr. Reisinger explained the responsibilities for current positions in the Technology Department and the proposed new structure. He described and presented position descriptions for a Systems Engineer and an Enterprise Systems Engineer. Approval for placement of the two position descriptions on the February 4 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. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart presented the CTC 2008-2009 proposed budget for review. He said that Penn Manor has the largest level of participation in the CTC of the member schools. Mr. Stewart explained that the proposed 4.97% increase is based on the average of the current year tax increases of the member school districts. Approval for placement of the CTC 2008-2009 proposed budget on the February 4 board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Long. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart explained that every year for the next ten years the district will be receiving \$5,000 from Turkey Hill in exchange for naming rights at Comet Field. He said that a format needed to be developed for the expenditure of the money. He explained the proposed Penn Manor Co-curricular Comet Grant guidelines and application. He thanked Dr. Mindish and Mr. Johnston for their efforts in developing the proposal. Questions were asked by Board members. Approval for placement of this item on the January 7 board agenda was approved on a motion by Mr. DeLuca and seconded by Mr. Rintz. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Skrocki explained that exceptions to School Codemay be permitted by applying to PDE for a mandate waiver. He reviewed the concept and the advantages for a single prime contractor for the Martic project. Mr. Skrocki presented the Mandate Waiver Program application and resolution for placement on the agenda. Approval for placement of this item on the January 7 board agenda was approved on a motion by Mr. Long and seconded by Dr. Frerichs. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Johnston presented an update on the 2008-2009 budget. He distributed and reviewed a budget worksheet, budgeting projection assumptions for 2008-2009, gross debt service payments by issue and a history of RBC Dain Rauscher bond issues since 1986. He discussed the current PSERs contribution and the recommendation from PDE for districts to maintain their current PSERs percent for budgeting purposes for 2008-2009. Mr. Johnston said the preliminary budget will be presented in May for approval and the final budget in June. At board meetings prior to May he will be presenting information regarding various components of the budget.

Mr. Stewart informed the board that on March 31 three board members will not be able to attend the board meeting. Dr. Frerichs asked that the board consider changing the meeting date. After discussion regarding rescheduling the meeting date or starting the April 7 meeting early, it was decided that the March 31 meeting would be cancelled and the April 7, 2008 meeting would start at 4:00 p.m. This item will be placed on the February 4 agenda for approval.

Mr. Stewart presented a "First Reading" of the Student Expression/Distribution and Posting of Material Policy #220 for placement on the agenda. Approval for placement of this item on the January 7 board agenda was approved on a motion by Mr. Hoke and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart presented a "First Reading" of the Dress and Grooming Policy #221 for placement on the agenda. Approval for placement of this item on the January 7 board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Rintz. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichliter said that school counseling is one of the major goals of PDE in respect to the Project 720 grant. He presented a proposal for an independent audit of the school counseling programs. He explained the details of the audit. Approval for placement of this item on the January 7 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

The Committee of the Whole adjourned at 7:50 p.m. on a motion by Mrs. Wert, a second by Mr. Rintz, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

January 7, 2008

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 8:00 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Sarah Lupinacci, a Penn Manor resident, student representatives and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, February 4, 2008 following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

Students Karli Eichberger and Lexy Adams provided the student report. They reviewed the high school activities during the month of December and highlighted some student accomplishments. The students informed the board of some upcoming dates including the Farm Show, finals, and the end of the second marking period. They said the Student Council Battle of the Bands will be on February 29. Karli announced that she will be training to be an EMT on Monday evenings and will not be able to attend any future Board meetings. The Board wished her well as she continues her education at Lehigh University next year.

Mr. Stewart announced that an Education Foundation audit was conducted. He said that to date the Foundation has distributed \$300,000 in Venture grants to Penn Manor teachers. Mr. Stewart reported that the Quiz Bowl Team participated in an online competition and ranked third out of 77 Pennsylvania schools. He also reported that the Lancaster Newspapers will be discontinuing their sponsorship of the Lancaster County Science Fair after this year.

Mr. Stewart announced that January is School Board recognition month. He thanked the Board members for their voluntary service to the district. To recognize the board members for their service, each board member was presented with a book that will be placed in the appropriate school libraries.

Mr. Johnston reported the Treasurer's Report for the month of November is being presented in January due to the early meeting in December. He reviewed some of the items presented for payment. It was moved by Joe DeLuca and seconded by Johnna Friedman to approve to authorize payment of bills in the amounts of \$40,076.45 dated 11/2/07, \$276,422.54 dated 11/6/07, \$378,686.06 dated 11/7/07, \$190,698.46 dated 11/8/07, \$191,657.30 dated 11/12/07, \$174,304.76 dated 11/15/07, \$262,971.82 dated 11/20/07, \$550,770.78 dated 11/21/07, \$53,517.43 dated 11/27/07, \$127,477.79 dated 11/29/07, \$356,480.35 dated 11/30/07 for a total of \$2,603,063.74 from the General Fund; \$87,207.45 dated 11/2/07, \$134,644.94 dated 11/19/07 for a total of \$221,852.39 from the Cafeteria Fund; \$275,000.00 dated 11/9/07, \$1,940.00 dated 11/29/07 for a total of \$276,940.00 from the Capital Reserve Fund; \$1,670.81 dated 11/8/07, \$412,992.59







- C. Twilight School Instructor – The administrative staff is recommending approval of the following individual to the position of Twilight School Instructor for the 2007-2008 school year at the rate of \$31.00 per hour.  
Curtis Elledge
- D. 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 32.)
- E. Tenure – The administrative staff is recommending that the individuals listed be granted tenure as they have completed the requirement of three years of satisfactory teaching performance within the school district (see page 33.)
- F. Resignation – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.  
Thomas Banzhof – Floating Custodial/Utility Person – effective  
November 23, 2007  
Amy Evanish – Elementary Teacher – effective December 31, 2007  
Jane Horning – Academic Support Aide – effective January 8, 2008  
Jane Keen – Cafeteria Substitute – effective December 4, 2007
- G. Termination – The administrative staff is recommending the board approve the termination of the individual listed below per the effective date cited.  
Terry Myers                      High School Custodian                      Effective 12/13/07
- H. Approval of Volunteer – The administration is recommending the approval of the following volunteer to work with the athletics program:  
Dave Ederati – Bowling Coach
- I. High School Special Education Case Manager – The administrative staff is recommending the approval of Kathy Kirk as High School Special Education Case Manager effective January 8, 2008 for the remainder of the 2007-2008 school year at the hourly rate of \$ 31.00 not to exceed 200 hours.

**MOTION ON PERSONNEL AGENDA ITEMS 5 A - I:** It was moved by Johnna Freidman 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 8:30 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 the Superintendent's evaluation.



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C. Willis Herr, President

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Paula E. Howard, Secretary