

Minutes
Committee of the Whole
May 5, 2008

The Penn Manor School Board met in Executive Session beginning at 5:00 p.m. for the discussion of the Superintendent's evaluation, real estate and legal matters. The Executive Session adjourned at 6:55 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:10 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 Skip Reddig, Sarah Repko, Michelle Taylor, Linda Husler, Alan Dutton, Tom Mumma, Jill Almoney, Terry Eckman, Conrad Fritz, Melissa Telesco, Sue Hamer, Amy Wissing, students Julia Griffith and Robbie Brown, Penn Manor residents, Carrol Erhart from PLAN B – Landscape Architecture and Consulting 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, May 12 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 April 7, 2008 Committee of the Whole Meeting. Hearing none, on a motion by Mr. DeLuca, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Mr. Skip Reddig, Music Department Coordinator, presented an overview of the Music Department and their Mission Statement. He provided a packet of Music Department information containing programs, publicity materials, a schedule of the year's events and course descriptions. A DVD highlighting the activities of the Music Department, prepared by Amy Wissing, was presented to Board. Students Julia Griffith and Robbie Brown spoke to the Board about their experiences in the Penn Manor music program. It was announced that the department received \$2,250 to purchase 15 guitars for the elementary schools through a grant sponsored by Music for Everyone. Questions were asked by Board members.

Mr. Stewart introduced Carrol Ehrhart from PLAN B – Landscape Architecture and Consulting. Ms. Ehrhart reviewed the plan for the Highfield Farm development and details regarding the sidewalk between the high school and the proposed development. Discussion ensued regarding the path, lights, maintenance and responsibility of the area. Mr. Stewart recommended that Ms. Ehrhart provided a response to the questions and concerns of the board. She will also submit a sample letter expressing support of the sidewalk that if approved by the Board Ms. Ehrhart will be present to Millersville Borough.

Dr. Leichter explained the federal special education regulations for speech therapy and the request for an additional speech therapist in the district. He said the additional position has been included in the preliminary 2008-2009 budget.

Mr. Johnston provided an update on the 2008-2009 budget. He distributed a budget information packet based and reviewed some of the categories in the document. Mr. Johnston reviewed the PDE Form 2028 relating to the preliminary budget. He provided information on the fund balance, revenues, tax rates and the index and financing issues by function and object. Mr. Johnston also explained the funding gap worksheet and fund balance. He reported that the tax relief from the slots funding will provide and estimated tax relief of \$121 to 10,613 approved homesteads/farmsteads. Questions were asked by board members. Approval for placement of the preliminary budget on the May board agenda was approved on a motion by Johnna Friedman and seconded by Joe DeLuca. The following vote was taken on this motion: Mr. DeLuca, absent; 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 provided a quarterly update on the Student and Athletic funds. He reviewed the cash balances, revenues and expenses for the accounts as of March 31, 2008. Mr. Johnston said that detailed reports are located on the website.

Mr. Johnston distributed information on the 3rd quarter budget update. He reviewed some revenue and expense activity for the first 3 quarters of the current fiscal year.

Mr. Stewart provided a roster of Twilight School students. He said the program has expanded to address attendance and drop out issues. Mr. Stewart explained the request for an expanded role of the position of Twilight School Director. Questions were asked for clarification. Approval for placement of the job description on the May 12 board agenda was approved on a motion by Ken Long and seconded by Joe DeLuca. The following vote was taken on this motion: Mr. DeLuca, absent; 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. Leichter explained that the Board appointed a committee in October 2007 to fulfill the strategic planning requirements of the Pennsylvania Department of Education. He explained the requirements of the strategic plan and provided an update on the six-year strategic plan. Mr. Hoke explained the Strategic Plan Summary and the importance of the board to create goals and strategies for the superintendent and the district. Questions were asked by Board members.

Mr. Skrocki provided an update on the practice football field turf project. He said after approvals and outstanding contract items are resolved a purchase order will be issued. He reported that cost estimate for the project is \$1.5 million. He also recommended that a sealer be applied to the track at an estimated cost of \$65,000. Mr. Skrocki will present this item for approval at the May 12, 2008 board meeting.

Mr. Stewart explained the current guest structure for the employee recognition banquet. He told the board of some of the requests that he received for guests of honorees. Mr. Stewart suggested that future employee and teacher of the year award winners be announced to the district prior to the banquet so that colleagues can attend the banquet to honor the recipients. Discussion ensued regarding criteria for guests for the banquet. It was suggested that Mr.

Stewart meet with Mrs. Friedman and Mrs. Rhoades to discuss changes to the criteria and report back to the board.

The Committee of the Whole adjourned at 9:45 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

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2 B.: It was moved by Richard Frerichs and seconded by Joseph DeLuca to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, no; Franklin Hoke, no; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, no and Donna J. Wert, no.

Item 3 A.: **Consent Agenda for the Adoption of the 2008-2009 Preliminary Budget**

- A. Adoption of the 2008/2009 Preliminary Budget – The committee is recommending approval of the following items regarding the tentative adoption of the 2008/2009 Penn Manor School District budget:
1. Adoption of a tentative budget for 2008/2009 listing expenditures in the amount of \$64,318,253.99.
 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 9, 2008 for consideration of the final adoption of the budget (see page 6.)
 3. Authorization of the intent to levy taxes necessary for the support of the budget under act 511.
 4. Authorization of the intent to levy other taxes for the support of the budget (see page 7.)
 5. Adoption of a resolution setting the discount, base, and penalty rates for taxes for the period of time applicable for each of the above rates (see page 8.)
 6. Adoption of a resolution authorizing installment payments (see pages 9 – 10.)

MOTION ON ADOPTION OF THE 2008-2009 BUDGET ITEM 3 A: It was moved by Johnna Friedman and seconded by Joseph DeLuca to approve this item. 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 4 A - G.: **Consent Agenda for Administrative Actions**

- A. Appointment of Board Treasurer – The administrative staff is recommending that the board appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2008 through June 30, 2009.
Explanation: Required by School Code.
- B. Appointment of Tax Collector – The administrative staff is recommending that the board appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2008 through June 30, 2009.
Explanation: Required by School Code.
- C. Appointment of Board Secretary – The administrative is recommending that the board appoint Paula E. Howard to the position of Board Secretary for a one year term effective July 1, 2008 through June 30, 2009.
Explanation: Required by School Code.

