

**Minutes**  
Committee of the Whole  
May 12, 2008

The Penn Manor School Board met in Executive Session beginning at 6:45 p.m. for the discussion of student and real estate matters. The Executive Session adjourned at 7:10 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:18 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 (arrived at 8:00 p.m.,) Mr. Schlotzhauer and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichter and Ms. Pollock. Mr. Skrocki was absent. Also in attendance were Mr. Randy Wolfgang, Mrs. Rachel Taylor, Ms. Melissa Przychodzen, Penn Manor student Zac Fesko, Mrs. Fesko, Mary Barnett, Carrol Erhart from PLAN B – Landscape Architecture and Consulting, Mrs. 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, June 2 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 May 5, 2008 Committee of the Whole Meeting. Hearing none, on a motion by Mr. DeLuca, a second by Mr. Long and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart provided information on possible locations for the Board Workshop on June 5. After some discussion the Board decided to conduct the workshop at Bolger Conference Center at Millersville University. Approval for placement of this item 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, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, absent for this vote; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Ms. Pollock introduced Mrs. Rachel Taylor, the School-to-Work program instructor. Mrs. Taylor presented a PowerPoint outlining the School-to-Work program. She said this is the first year for the program at Penn Manor High School. The goal of the program is to teach the students to become active in the community, live independently and to achieve successful employment. Mrs. Taylor described the agencies and their functions that work with the program. She also outlined the skills the students learn in the program. In a PowerPoint presentation senior Zac Fesko explained his current jobs and goals. His goals include attending the Hiram G. Andrews School majoring in hotel cleaning, living independently and possibly obtaining a drivers' license. Mrs. Fesko described the Hiram G. Andrews program. Questions were asked by board members.

Mr. Stewart presented a news clip from the PMTV. In this segment the student reported on the elimination of the big cookie for the month of April at the high school and Mr. Stewart explained the reason for the experiment.

Mr. Johnston presented an update on the April nutrition experiment. Statistics were reviewed relating to the impact on ala carte sales, impact of lunch counts and revenue as a result of the elimination of the home baked cookies in the elementary, middle school and high school and french fries in the middle school. Mr. Stewart provided information on the number of complaints and comments that he received. Mr. Wolfgang distributed a chart comparing the differences between the average daily meal counts and ala carte sales from August through March to the month of April. He said revenue was down \$7,255 for April. Mr. Johnston reviewed the positive and negative points of the experiment. He also reviewed anticipated changes that will be made in the future including the possibility of point-of-service software with parent portal. Mr. Wolfgang added that recommendations for modifications to the lunch program will be presented in the future. Questions were asked by board members.

Mr. Stewart provided information regarding the sidewalk joining the property of Penn Manor High School and the proposed Highfield Farm development. Following discussion at the previous board meeting regarding the path, lights, maintenance and responsibility of the area, additional information was provided by Carrol Ehrhart from PLAN B – Landscape Architecture and Consulting. Mr. Stewart recommended that the board place on the agenda consent for the sidewalk connecting the 2 properties. Approval for placement of this item on the May board agenda was approved on a motion by Johnna Friedman and seconded by Richard Frerichs. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, no; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, no; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Student representatives Meghan Ecker and Lexy Adams provided the student report. They recapped the high school events in April including the results in the American Chemistry Society exam, Physics Olympics, Sunday News Student Press Awards, AATF National French contest and JETS team competition. They also provided information on the FFA banquet, the Festival of Learning and the several clubs and classes that helped with the building of Daniel's Den playground. The students listed the upcoming high school and student council events.

Mr. Stewart recognized senior student representative to the Board, Meghan Ecker, for her contributions to the board. He provided highlights on Meghan's high school career and her future plans. It was also announced that Meghan received the Penn Manor Senior Female of the Year Athletic Award.

Mr. Stewart reported on some of the accomplishments of the spring sports teams, student accomplishments and the retiree breakfast.

Mr. Stewart reported that to spray-seal the existing track will cost \$64,867.54. He stated that the sealing of the track is part of the turf project. He recommended that the board place this item on the agenda for approval. Approval for placement of this item on the May board agenda was approved on a motion by Joe DeLuca and seconded by Carlton 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.

Due to the absence of Mr. Skrocki, the Act I Slots Distribution item was tabled until June.

Mr. Stewart presented a PowerPoint presentation on naming rights and fund raiser opportunities for the district. He reported that he contacted six districts regarding naming rights. He provided information on the foundation based and naming rights based styles of contractors. Information on the proceeds that 4 districts have received from naming rights was also provided by Mr. Stewart. He reviewed parameters for establishing a naming rights campaign, the selection process and the positives and negatives of naming rights. Discussion ensued on this topic. The board will consider the naming rights program as an agenda item for their workshop in June.

Mr. Stewart highlighted the Lancaster County Academy 2008-2009 budget. In summary he said that the budget will increase by 2.3% and the participant fee will increase by 3.02%. The cost for a student slot for next year will be \$28,267. Mrs. Wert and Mr. Stewart explained the format of the Academy. Mrs. Wert invited board members to attend the Academy graduation on June 7. Approval for placement of this item on the May board agenda was approved on a motion by Donna Wert and seconded by Joe 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.

Dr. Frerichs asked the board to send him suggested items for discussion at their workshop in June.

The Committee of the Whole adjourned at 9:08 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



- B. School Board Workshop Meeting – The committee is recommending the addition of a special School Board Workshop Meeting on June 5, 2008 beginning at 9:00 a.m. at the Bolger Conference Center at Millersville University.
- C. Highfields Sidewalk – The committee is recommending the approval of the Highfields proposal and authorizing appropriate acknowledgement in writing to PLAN B Architects.
- D. High School Turf Project – The committee is recommending adding the spray-sealing of the existing track to the scope of the high school turf project at a cost of \$64,867.54.
- E. Lancaster County Academy Budget – The committee is recommending the approval of the 2008-2009 Lancaster County Academy Budget (see pages 9 – 12.)

*Explanation: Penn Manor is one of 12 member districts taking action on this budget.*

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

**2 A – B, D - E:** It was moved by Donna Wert and seconded by Johnna Friedman 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; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

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

**2C:** 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, yes; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

**Item 4 A - G.**

**Consent Agenda for Administrative Actions**

(Note: There is no item #3 – the agenda was numbered incorrectly.)

- A. 2008 Graduation Date – The administrative staff is recommending that Wednesday, June 4, 2008 be designated as the Class of 2008 graduation date.
- B. Approval of Graduates – Dr. Janice Mindish, High School Principal, is recommending that the board approve the members of the Class of 2008 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- C. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Carol Woodman as a teacher of special education for 2 students at Penn Manor High School for 7 hours a day, 5 days a week from August 2007 to February 25, 2008. The estimated contract cost if \$46,865.00.

*Explanation: Services were provided to two Penn Manor High School special needs students. On February 25 the two students were assigned to an I U 13 classroom located in Penn Manor High School.*

- D. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Judith Schroeder as a paraeducator for 2 students at Penn Manor High School for 7.5 hours a day, 5 days a week from August 2007 to June 2008. The estimated contract cost is \$26,445.75.

*Explanation: Services were provided to two Penn Manor High School special needs students. On February 25 the two students were assigned to an I U 13 classroom located in Penn Manor High School. Paraeducator providing continued services to the students.*

- E. Approval to Bid – The administrative staff is recommending granting authorization to advertise for the bid for the following items for the 2008/2009 school year:
- Ice Cream
  - Milk
  - Fruit Drinks / Iced Tea

*Explanation: Annual request to authorize advertisement for bidding for Food Services. Bids are normally brought to the board for approval in August.*

- F. 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/>).

*Explanation: Required by School Code.*

- G. Tax Exoneration – The administrative staff is recommending approval of the tax exoneration as cited (see page 13.)

- H. PSBA Membership – The administration is recommending approval for membership in the Pennsylvania School Boards Association, Inc. and payment of membership dues in the amount of \$12,300.00.

- I. COBRA Administrator Contract – The administrative staff is recommending approval of a contract with Benefit Coordinators Corporation, pending final review and approval by the solicitor for the Lancaster-Lebanon Public Schools Employees' Health Care Cooperative (EHCC), for administration of COBRA for health care coverage, effective 6/1/2008 in the amount of \$0.60 per employee per month.

*Explanation – COBRA is required as part of federal legislation. COBRA provides individuals the option of continuing their health care coverage upon separation of employment with the district. The EHCC terminated its contract with the existing COBRA administrator effective 6/1/2008. Benefit Coordinators Corporation was selected based on a search conducted by the EHCC executive committee. The current fee for COBRA administration is \$0.57 per employee per month. The additional fee is included in the health care budget for 2008-2009.*

- J. Plancon Part H – Martic Elementary School Renovation Project – The administrative staff is recommending approval and submission of Plancon Part H (Project Financing) to the Pennsylvania Department of Education for the Martic Elementary School renovation project, PDE project number 3376. A copy of the document is on file in the business office.

*Explanation: This approval and submission is a requirement of the PlanCon process which allows school districts to receive state reimbursement on eligible construction and renovation projects. Part H, Project Financing, addresses the financing used for a project. Calculation of the temporary reimbursable percent for a project's financing occurs at PlanCon Part H. Once PlanCon Part H is approved, reimbursement on a project commences*

- K. Athletic Wall of Honor Induction – The administrative staff is recommending the approval of a one time “Old Timers” Athletic Wall of Honor Induction.

*Explanation: The Wall of Honor Committee is requesting school board approval of this departure from Policy #134 governing the function of the Wall of Honor Committee.*

- L. Bid Award for the Martic Elementary School Renovation Project – The administrative staff is recommending awarding the Martic Elementary School renovation project, PDE project 3376, bid to the contractor listed below for the amount stated. Payment to be made from the 2006 Construction Fund. Bid tabulation attached (see page 14.)

General Construction  
MCA Construction (Lancaster, PA)  
\$5,588,000 base bid  
+\$10,000 add alternate GC-5  
(Marmoleum Composition Tile in Corridors)  
\$5,598,000 net bid amount

*Explanation: The board authorized the intent to award bids at a special meeting on 4/24/08. Contracts, insurance and bond information have been reviewed and approved by the district's attorney for construction matters. This resolution will formally award the bid to MCA Construction for the project.*

- M. Approval of Contract and Notice to Proceed for the Martic Elementary School Renovation Project – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to the contractor listed below for the amounts stated for the Martic Elementary School renovation project, PDE project 3376. Payment to be made from the 2006 Construction Fund. Bid tabulation attached (see page 15.)

General Construction  
MCA Construction (Lancaster, PA)  
\$5,588,000 base bid  
+\$10,000 add alternate GC-5  
(Marmoleum Composition Tile in Corridors)  
\$5,598,000 net bid amount

*Explanation: The board authorized the intent to award bids at a special meeting on 4/24/08. Contracts, insurance and bond information have been reviewed and approved by the district's attorney for construction matters. This resolution will result in MCA Construction being formally notified they may proceed with this project.*

- N. Ratification of Bid Awards – The administrative staff is recommending ratification of the following bids as cited for 2008-2009 (see page 16.)  
     IU Trainer/Medical/Athletic Supplies  
     IU Technology Education Supplies  
     IU Supplemental Disposables Bid

*Explanation: Ratification of IU bids awarded through the IU Joint Purchasing Committee.*

- O. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 17.)

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 4 A –**

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

**Item 5 A - G.**

**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 18 – 20.)
- B. 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 individuals would opt to have their name deleted from the substitute teacher list (see page 21.)
- C. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.  
     Antonella Kirchner – elementary teacher – June 5, 2008  
     Jacqueline Leaman – health room tech – June 5, 2008  
     Michelle N. Martin – elementary teacher – August 18, 2008  
     Penny Williams – food service – April 4, 2008
- D. Middle School Tutors – The administrative staff is recommending approval of the following individuals to the position of middle school tutors for the 2007-2008 school year, for a total of four hours per week at the rate of \$31.00 per hour.  
     Connie Jackson  
     Kerri Miller



- E. AP Summer Chemistry – The administrative staff is recommending approval of the following individual as the AP Summer Chemistry summer workshop instructor for 22 hours at the rate of \$31.00 per hour.  
James McGlynn
- F. Weight Training Program for Emotional Support Students – The administrative staff is recommending the approval of the following individual as the coordinator for the weight training program for emotional students for the 2007/2008 school year at the rate of \$40 per hour, 7 hours, for a total of \$280.00.  
Russ McDonnell
- G. Functional Athletic Speed Training Program – The administrative staff is recommending the approval of employment of Russ McDonnell, for 27 hours at \$23.20 per hour for a total of \$607.50, to operate the FAST (Functional Athletic Speed Training) program, during the 2008-2009 school year.
- Explanation: Requested for continuation of existing program in support of athletic programs.*
- H. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School Instructor for the 2007-2008 school year at the rate of \$31.00 per hour.  
Heather Paquette  
Leesa Sorber
- I. 2007/2008 Athletic Worker – The administrative staff is recommending the approval of the individual listed as an athletic worker for the 2007-2008 school year.  
Cindy Lonergan
- J. Contracted Psychologist Services – The administrative staff is recommending approval of the individuals listed for contracted psychological services at the rate of \$50 per hour for the 2007-2008 fiscal year.  
Jean McCollum – for a maximum of 50 hours  
Jen Smyth – for a maximum of 100 hours
- K. Leaves – The administrative staff is recommending granting Intermittent Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed according to the terms listed (see page 22.)

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 5**

**A:** It was moved by Richard Frerichs and seconded by Johnna Friedman 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, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

**MOTION ON PERSONNEL AGENDA ITEMS 5 B - K:** 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,



Mechanical, Fleetwood, PA, in the amount of \$98,600 as per the attached bid tabulation (see page 8.) Payment to be made from the Capital Reserve Fund.

G. Intent to Award Bids – High School West Gym Locker Room Ventilation Project - Electrical

The administrative staff is recommending approval of the intent to award the high school West gym locker room ventilation project bid (electrical component) to Shannon A. Smith, Inc., Myerstown, PA in the amount of \$11,600 as per the attached bid tabulation (see page 9.) Payment to be made from the Capital Reserve Fund.

*Explanation: Bids for the above projects were opened on Thursday, May 8. The lowest responsible bidder is being recommended for each project. The administrative staff is recommending issuing the notice of intent to award the bids.*

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

**6 A - G:** It was moved by Donna Wert and seconded by Johnna Friedman 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 9:26 p.m. on a motion by Mr. DeLuca and seconded by Mrs. Wert and a unanimous voice vote.

---

C. Willis Herr, President

---

Paula E. Howard, Secretary