

**Minutes**  
Committee of the Whole  
June 2, 2008

The Penn Manor School Board met in Executive Session beginning at 5:00 p.m. for the discussion of personnel and student matters and the Superintendent's evaluation. The Executive Session adjourned at 7:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:15 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, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mrs. Friedman was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Lechliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Dr. Cynthia Burkhart and Dr. Brian Barnhart from the IU, Mrs. Vickie Hallock, Penn Manor student Julia Griffith, Mr. and Mrs. Griffith, Jesse Griffith, Mr. Tom Mumma, Mr. Scott Hogg, Mrs. Holly Wissler, Ms. Cynthia Lonergan, 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 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. Mr. Scott Hogg, 306 Shultz Rd., Lancaster spoke to the board regarding special education services at Penn Manor.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the May 12, 2008 Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart commended Penn Manor High School junior Julia Griffith for her musical accomplishments. Mr. Herr read and presented Julia with a resolution commending her for being named to the 2007 State Band and the 2008 State Orchestra.

Dr. Cynthia Burkhart, IU Executive Director, and Dr. Brian Barnhart, IU Assistant Executive Director, presented a PowerPoint with an overview of the IU 13 Strategic Plan/Business Plan. They distributed copies of a catalog of IU services and products and information on the Strategic Plan and Business Plan. Questions were asked by board members. Dr. Frerichs commended Dr. Burkhart and Dr. Barnhart for their leadership at the IU.

Mrs. Vickie Hallock, Martic Elementary School Principal, distributed and discussed kindergarten assessment data for the half day and full day classes. She explained that in late August 2007 the district received a grant for a full day kindergarten class which was established at Martic Elementary. She said if the district receives a grant for next year the full day kindergarten class will be held at Hambright Elementary School. Mrs. Hallock said she will continue to track data for the students who were in the full day kindergarten class this year. Questions were asked by board members.

The ImPact Concussion Testing, to be presented by Mr. Dave Ohl, was tabled until August 2008.

Mr. Johnston reviewed the bulk fuel bids for the district heating oil and diesel and gasoline for transportation. He explained that Central Pennsylvania Energy Consortium (CPEC) conducts the bids. Mr. Johnston provided information on fuel consumption, bids results for February, April and May and changes over the previous year and over five years. Approval for placement of the awarding of the bulk fuel bid on the June 2 board agenda was approved on a motion by Donna Wert and seconded by Richard Frerichs. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Johnston provided information on the 2008-2009 proposed lunch prices. He reviewed the items contributing to the increased costs of food items, changes in the costs from 2007/2008 to 2008/2009 and the current prices for lunch. A proposal was presented to increase the cost of lunches by 8%. Questions were asked by board members. Approval for placement of the 2008-2009 proposed lunch prices on the June 2 board agenda was approved on a motion by Ken Long and seconded by Richard Frerichs. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart presented changes to the Employee Recognition Banquet. After some discussion the board suggested some changes to the proposal. Approval for placement of this item as amended on the June 2 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, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Skrocki presented a PowerPoint on the Act 1 Slots Distribution. He provided information on Pennsylvania property tax relief, the Homestead/Farmstead exemption criteria, the application process, the number of exemptions, the total amount of the slot distribution and the assessment reduction. He explained that the Penn Manor tax bills will reflect the reduction in the assessment of the property and the slots distribution in the amount of \$123.35. A resolution will be presented to the board on June 9 for approval. Discussion ensued on the slots distribution. This item will be placed on the Committee of the Whole on June 9 for further discussion. Approval for placement of the Act 1 Slots Distribution resolution on the June 9 board agenda was approved on a motion by Joe DeLuca and seconded by Kirk Schlotzhauer. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mrs. Holly Wissler, 421 Drytown Rd, Holtwood, addressed the board regarding FFA and programs at the Career and Technology Center.

Mr. Johnston explained the potential changes mandating county-wide collection of earned income taxes if Senate Bill 1063 is approved. He also provided information on the updated Lancaster County Tax Collection Bureau bylaws.

Mr. Skrocki presented the proposed final version of the five year capital improvement plan. He explained that the 2008-2009 projects will be from the Capital Reserve Fund. Questions were asked by board members. Approval for placement of this item on the June 9 board agenda was approved on a motion by Carlton Rintz and seconded by Joe DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart showed a DVD, prepared by Social Studies teacher Cindy Lonergan, with highlights of a student trip to Washington, D.C. Ms. Lonergan commented that it was a very worthwhile trip for the adults and students.

Mr. Stewart discussed changes in Alternative Education guidelines by the Pennsylvania Department of Education. He said a requirement will be 2.5 hours per week counseling for the student in addition to the minimum of 15 hours of academic instruction.

Mr. Stewart presented a PowerPoint of the high school of Artist-in-Residence, Kevin Lehman. With the help of Mr. Lehman, the students made tiles for two pillars that were installed outside the high school. Local companies, Your Estate Service and Pensey Cement, and students from the Ag Department also helped with the project. Mr. Stewart showed the board the plaque that the Girls' Lacrosse team received after winning the League Championship. A Certificate of Appreciation from the Lampeter-Strasburg School Board for a donation to the Ryan Weitzel Foundation from gate receipts from a Boys' Lacrosse game was presented by Mr. Stewart.

Dr. Frerichs reminded the Board of the retreat on Thursday, June 5.

Mrs. Wert invited Board members to the Lancaster County Academy graduation on Saturday, June 7 at Conestoga Valley Middle School.

The Committee of the Whole adjourned at 9:10 p.m. on a motion by Mrs. Wert, a second by Mr. Long, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

**MINUTES**  
Penn Manor Board of School Directors  
June 2, 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 9:15 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mrs. Friedman was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Lechlitter, 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 Monday, June 9, 2008 following the Committee of the Whole Meeting 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 if there were any additions or corrections to the Minutes of the May 12, 2008 School Board Meeting. There were none. It was moved by Richard Frerichs and seconded by Carlton Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

The June 2, 2008 School Board Meeting Agenda was reviewed.

**Item 2 A – C: Consent Agenda for the June 2, 2008 Committee of the Whole Meeting**

- A. 2008-2009 Bulk Fuel Bids – The committee is recommending ratification for the awarding of the Fuel Oil and Motor Fuels Bid (see page 6.)
- B. 2008-2009 School Breakfast and Lunch Prices – The committee is recommending approval of the 2008-2009 school breakfast and lunch prices as cited (see page 7.)
- C. Employee Recognition Banquet – The committee is recommending changes to the roster of invited guests to the 2009 Employee Recognition Banquet as outlined on the attached (see page 8.)

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

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

**Item 3 A - T.****Consent Agenda for Administrative Actions**

- A. Tuition Student – The administrative staff is recommending the approval of the tuition student listed below for the 2008-2009 school year. Enrollment is dependent upon the terms specified and payment of tuition in compliance with policy #202.

Vincent Giam Romett – grade 10 – Tuition Agriculture Student  
(Tuition paid by resident district, School District of Lancaster)

*Explanation: Department of Education regulations allow students to register with other school districts to receive an agriculture based education.*

- B. Custodial Charges Waived – The administrative staff is recommending the waiving of custodial charges for building use contract for History Day on Saturday, March 8, 2008.

*Explanation: History Day is a county-wide academic competition hosted by Penn Manor. Waiving the custodial charges supports the organizers and our students who participate.*

- C. Natural Gas Service Agreement – The administrative staff is recommending the approval of the attached Natural Gas Service Agreement and Addendum naming Compass Energy Gas Services, LLC as the provider of consulting and supply services designed to assist Penn Manor in executing transactions for the purchase of natural gas (see pages 9 – 15.)

*Explanation: The district utilizes a consultant that monitors the market and recommends purchasing opportunities. This agreement will replace the current arrangement of a consultant recommending purchase transactions to a separate supplier with a combined market analyst/supplier consulting arrangement.*

- D. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Michelle Harnick as a homebound teacher for 7 hours a week from January 14, 2008 to April 8, 2008. The estimated contract cost is \$2,490.54.

*Explanation: Special Ed supplemental contract for Michelle Harnick was for a student in the IU School to Work class who had surgery.*

- E. Lancaster County Academy Mandate Waiver Program Application – Resolved, that the members of the Board hereby approve the Lancaster County Academy's application to the Pennsylvania Department of Education for the Mandate Waiver Program for Article XIX-C Sec 1901-C(1) and for Article XIX-C Sec 1901-C(1) & 5 (see pages 16 – 19.)

*Explanation: The Lancaster County Academy Mandate Waiver Program Application has been submitted to all members of the Lancaster County Academy Board. The proposed mandate waiver must be approved by the favorable vote of a*

majority of school boards of all participating school districts, voting as separate school boards. This process is repeated every five years.

- F. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of the bus drivers listed for the 2007-2008 school term.

Eschbach Drivers

Robert Reath  
Jennyfer Johnson  
Patricia Schaum  
Charles Haines  
Israel Flores  
Kristy Bomberger

Shultz Drivers

Tanya Cooper  
Stacey Phillips  
Tanya Jackson

- G. Classroom Consultant – The administrative staff is recommending the approval of Rachael Kauffman as a classroom consultant at the rate of \$33.33 per day for 13 days from effective Tuesday, April 22, 2008 through Thursday, May 8, 2008.

*Explanation: Miss Kauffman provided instruction to a German class under the supervision of Mrs. Nadine Smith. Miss Kauffman received her certification and is a substitute teacher for Penn Manor as of Monday, May 12, 2008.*

- H. Student and Athletic Accident Insurance – The administrative staff is recommending the purchase of insurance from Ace American Insurance Company at an annual premium of \$10,200 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24 hour per day coverage for the 2008-09 school year.

*Explanation: This policy covers all enrolled students who participate in interscholastic sports (including band members, cheerleaders, majorettes, student coaches, student trainers, and student managers. Also covered are all non-athletic, interscholastic or extracurricular activities. The 2% increase over last year reflects our favorable loss experience.*

- I. Special Education Service Contract – The administrative staff is recommending approval of the contract for special education services provided by IU 13 for the 2008-09 school year (see page 20.)

*Explanation: This contract is based upon preliminary unit costs for the 2008-09 school year. A reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.*

- J. IU13 Job Training Services – The administrative staff is recommending approval of the contract for Job Training services provided by IU 13 for the 2008-09 school year (see pages 21 – 23.)

*Explanation: This contract is based upon preliminary unit costs of \$285 per day for 324 days in the 2008-09 school year. A reconciliation will be done at the end of*

*the school year to adjust the costs based upon actual expenditures and membership records.*

- K. IU 13 Occupational/Physical Therapy Services – The administrative staff is recommending approval for Occupational/Physical Therapy services provided by IU 13 for the 2008-09 school year (see pages 24 – 26.)

*Explanation: This contract is based upon preliminary unit costs of \$75 per hour for 144 hours in the 2008-09 school year. A reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.*

- L. IU 13 Speech/Language Services – The administrative staff is recommending approval for Speech/Language services provided by IU 13 for the 2008-09 school year (see pages 27 – 29.)

*Explanation: This contract is based upon preliminary unit costs of \$65 per hour for 375 hours in the 2008-09 school year. A reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)*

- M. Austill's Rehabilitation Services, Inc Contract – The administrative staff is recommending approval of the 2 year extension of the existing contract with Austill's Rehabilitation Services to provide OT/PT services through the 2009-10 school year.

*Explanation: This contract was first negotiated in 2005 and called for hourly rates of \$55.00 for the first two years and \$55.50 for 2007-08. The extension will set the rate at \$55.50 through the 2009-10 school year.*

- N. Ratification of Bid Awards – The administrative staff is recommending ratification of the following bids as cited for 2008-09 (see page 30.)

IU CAFCO Bid  
IU Cafeteria Paper/Small Wares Bid  
IU Custodial Supplies Bid

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

- O. Special Education IEP Writer Software – The administrative staff is recommending approval of the contract with K12 Systems to provide software, training and support for the Sapphire Special Education/IEP Writer as per the attached schedule of costs (see pages 31 – 32.)

*Explanation: This contract will cost \$13,750 for the first year (purchase price and one year support) and includes a significant pricing concession based upon district beta test/design work. The support price is fixed for three years and includes unlimited licensing for all district students.*

- P. District-Wide Security Project Change Orders – The administrative staff is recommending approval of the district-wide security upgrade project change orders in the amount of \$3,752.14 as per the attached on page 33.

*Explanation: These are the first two change orders for this project. The attachment outlines the reasons for the district-requested change orders.*

- Q. PPL Right-of-Way Agreement – The administrative staff is recommending approval of a right-of-way agreement with PPL Electric Utilities Corporation as part of the Martic Elementary School renovation project as per the attached (see pages 34 – 35.)

*Explanation: The attached agreement and drawing have been reviewed and approved by the district's electrical engineer for the Martic Elementary School renovation project and will allow the replacement of the electric service. Currently, the PPL power is fed to an existing pole and pole mounted transformer. Under the renovation project, PPL will be setting a new pole and feeding to a new pad-mounted transformer.*

- R. Protection Insurance – The administrative staff is recommending approval of Madison National Life as the district's income protection insurance carrier for the period of 8/1/2008 to 8/1/2009 at a rate of .20% of covered payroll.

*Explanation: Income protection (disability) benefits are provided to all employees eligible for health care benefits, except for long-term substitutes. The level of coverage is defined in the negotiated agreement. The current rate is .22% so the new rate will save approximately \$5,000 for the year. Proposals were obtained and Madison National Life had the most competitive proposal. Madison National Life is the current income protection carrier.*

- S. Bid Award for the Pequea Elementary School Masonry Project – The administrative staff is recommending awarding the Pequea Elementary School masonry project bid to Purcell Construction Company, Denver, PA, in the amount of \$29,760 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 36.)

*Explanation: Bids for this project were opened on April 10<sup>th</sup>. The lowest responsible bid came from Purcell Construction Company. The Board issued a notice of intent to award to Purcell Construction Company on April 24<sup>th</sup>. The administrative team is recommending formal award of the bid for this project.*

- T. Approval of Contract and Notice to Proceed for the Pequea Elementary School Masonry Project – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Purcell Construction Company, Denver, PA, in the amount of \$29,760, as per the attached bid tabulation, for the Pequea Elementary School Masonry Project. Payment to be made from the Capital Reserve Fund.



**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 4 A – T:** It was moved by Donna Wert 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, absent; 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 - B.                      Consent Agenda for Personnel**

- A.     Stipend for Additional Instructional Duties – The administrative staff is recommending the payment of a daily stipend of \$46.61 to Mrs. Nadine Smith for additional instructional duties effective Tuesday, April 22, 2008 through Thursday, May 8, 2008.

*Explanation: Mrs. Smith worked an additional block in order to supervise Miss Kauffman who was providing instruction to a German class during the maternity leave of another foreign language teacher.*

- B.     Stipend for Additional Instructional Duties – The administrative staff is recommending the payment of a daily stipend of \$53.03 to Mrs. Sallie Bookman for additional instructional duties effective Tuesday, May 27, 2008 through Friday, May 30, 2008.

*Explanation: Mrs. Bookman will be teaching an additional block during the absence of the German certified substitute.*

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 4 A - B:** It was moved by Joseph Deluca and seconded by Kirk Schlotzhauer to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

**Item 5 A - B.                      Consent Agenda for Administrative Actions**

- A.     Intent to Award Bids – High School Security Project – General – The administrative staff is recommending approval of the intent to award the High School security project bid, general construction, to Penncrest Construction Corp., Lancaster, PA in the amount of \$32,410 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund.

- B.     Intent to Award Bids – High School Security Project – Electrical – The administrative staff is recommending approval of the intent to award the High School security project bid, electrical construction, to Leer Electric, Dillsburg, PA in the amount of \$124,263 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund.

*Explanation: Bids for the above project were opened on Monday, June 2. The apparent lowest responsible bidder is being recommended for each project. The*

*administrative staff is recommending issuing the notice of intent to award the bids.  
The Board previously authorized seeking bids for this project.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 5 A – B:** It was moved by Donna Wert 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, absent; 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 9:30 p.m. on a motion by Mr. DeLuca and seconded by Mrs. Wert and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary