

Minutes
Committee of the Whole
November 10, 2008

The Penn Manor School Board met in Executive Session beginning at 5:15 p.m. for the discussion of personnel 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 7:06 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 (arrived at 7:40 p.m.) and Mr. Skrocki. Also in attendance were Mr. John Bonawitz from Brown Schultz Sheridan and Fritz, Mrs. Judy Duke, Mr. Dan Brown, Mrs. Kari Steinbacher, Ms. Kristy Buller, students Lexy Adams and Taylor Eichelberger, 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, December 3 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. Dan Brown, a Penn Manor employee, addressed the Board regarding the 403B third party administrator Gatekeeper and Vanguard declining participation with Gatekeeper.

Students, Lexy Adams and Taylor Eichelberger provided the student report. They recapped the high school and student council activities during the month of October and the first week in November. They also provided an update on the fall athletic teams. They announced the upcoming high school and student council events for November.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the November 3, 2008, 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. Chris Johnston commended Mrs. Judy Duke for capably preparing material for the audit, especially during the busy tax season. Mr. Johnston introduced Mr. John Bonawitz, from Brown Schultz Sheridan and Fritz, who provided the local audit report. Mr. Bonawitz reviewed various portions of the report and stated that a clean opinion on the financial statements has been rendered. He said that a recommendation to streamline the procedures in the district for the food service program was suggested. Mr. Bonawitz concluded that the district was in a good financial position. Questions were asked by Board members. Approval for placement of this item on the 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. Stewart presented bus contract negotiations options for discussion. Much discussion ensued on the topic of the cost of transportation, the options, and the direction for the Transportation Committee. Mr. Skrocki said that the district has two goals, to be responsible fiscally to taxpayers, and not compromise service to the students and parents. The board directed the administration to meet with the current transportation providers regarding future transportation service.

Mr. Stewart provided a sample board self-evaluation model from PSBA. He asked for direction from the board regarding implementation the board self-evaluation. Dr. Frerichs suggested the board self-evaluation procedure be referred to the Superintendent Evaluation Committee for review. The other board members concurred.

Mr. Stewart provided the board presentation roster for review and discussion. After much discussion, the board directed Mr. Herr to inform board members when a topic is proposed for possible scheduling on an agenda, or visit to the location of the presentation.

Mr. Johnston provided a quarterly student and athletic fund update. He reviewed the cash balances, activity in the accounts and expenditures. He said that the detailed reports for the funds are located on the Penn Manor website.

Mr. Skrocki reviewed the proposed change orders numbers 17 and 26 which deal with hidden and unforeseen wall conditions at Martic Elementary School. He provided pictures of the wall areas. Questions were asked for clarification by Board members. Approval for placement of the change orders on the board agenda was approved on a motion by Mr. DeLuca 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. Skrocki provided pictures of existing conditions of the High School West Gym. He reviewed the scope of work, cost estimates and items that will be bid as alternates for the renovation of the gym. Discussion ensued on the utilization of the gym and protection for the gym surfaces after completion of the renovations. Approval for placement to advertise for bid the High School West Gym project on the 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. Leichter provided information on the PSBA Policy Service. He explained that the maintenance program is \$950 per year; however, the current board policy manual would have to be reviewed at the cost at a minimum cost of approximately \$3,900 prior to enrolling in the maintenance program. Questions were asked by board members and discussion ensued on this topic. Dr. Leichter will provide additional information and a cost proposal from PSBA after contacting PSBA regarding clarification on some points raised by the board.

Dr. Leichter explained job descriptions for two proposed positions, Assistant Superintendent/Chief Academic Officer, and Supervisor of Elementary Education. He explained the current structure for the Assistant Superintendent positions and the proposed reorganization. Ms. Pollock will continue to fill the Assistant Superintendent/Chief Academic Officer position. The Supervisor of Elementary Education job will be posted with an

anticipated recommendation for the Board in February 2009. He also provided other options. Approval for placement of the two job descriptions on the 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.

Mrs. Wert reported that the Lancaster Academy recently had a clean audit, and options for the current fund balance will be reviewed. She also announced that the Academy currently has eight students enrolled and one is scheduled to graduate in December.

Mr. Stewart explained the meeting with PDE representatives regarding the Lancaster Academy. He announced that Dr. Ichter will be providing information to the Administrative team regarding MRSA. Mr. Stewart said he is still seeking representatives for the IU Joint Authority and Foundation committees.

The Committee of the Whole adjourned at 9:37 p.m. on a motion by Mr. Long, a second by Mrs. Wert, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

MINUTES
 Penn Manor Board of School Directors
 November 10, 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 9:45 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. Kari Steinbacher, Ms Kristy Buller, and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Tuesday, December 2, 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 the committee whether there were any additions or corrections to the Minutes of the November School Board 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. Stewart congratulated the Quiz Bowl Team for their competition on Saturday, and the Girls' Volleyball, Field Hockey and Football teams for competing in state playoffs. He announced that Kevin Bower needs judges for the 2008 Tech Trek competition on November 20.

Mr. Johnston reviewed the items presented for payment for October 2008. It was moved by Mr. DeLuca and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$278,201.63 dated 10/1/08, \$227,529.91 dated 10/3/08, \$388,907.55 dated 10/8/08, \$35,963.15 dated 10/9/08, \$200,363.67 dated 10/10/08, \$7,262.95 dated 10/15/08, \$18,680.34 dated 10/16/08, \$198,989.52 dated 10/17/08, \$2,951.38 dated 10/20/08, \$564,934.28 dated 10/22/08, \$4,916.10 dated 10/22/08, \$259,957.87 dated 10/24/08, \$5,655.80 dated 10/27/08, \$129,730.71 dated 10/31/08 for a total of \$2,324,044.86 from the General Fund; \$114,038.03 dated 10/08/08, \$116,380.51 dated 10/16/08 for a total of \$230,418.54 from the Cafeteria Fund; \$258,814.28 dated 10/8/08, \$35,928.51 dated 10/17/08, \$100,992.60 dated 10/27/08, \$19,311.38 dated 10/30/08 for a total of \$415,046.77 from the Capital Reserve Fund; \$494,221.99 dated 10/8/08, \$339.50 dated 10/27/08 for a total of \$494,561.49 from the 2005 Construction Fund; \$1,660,530.71 dated 10/2/08, \$5,016.15 dated 10/8/08, \$913,048.68 dated 10/17/08, \$113,769.82 dated 10/27/08 for a total of \$2,692,365.36 from the 2006 Construction Fund; and payroll in the amounts of \$768,439.68 dated 10/8/08, \$784,750.81 dated 10/22/08 for a total of \$1,553,190.49. The following roll 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 November 10, 2008 School Board Meeting Agenda was reviewed.

- A. “Final Reading” of the Public Records Policy #801 – The administrative staff is recommending approval of the “Final Reading” of the Public Records Policy #801 (see pages 9 – 13).
- B. 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/>).
- C. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 14).
- D. Transportation Contracts – The administrative staff is recommending approval of the following transportation contracts for the 2008-2009 school year:
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|--------------------------------------|----------------|
| Eschbach Bus Service (181 Days) | \$1,969,355.55 |
| Eschbach Bus Service (Late Run 001A) | \$ 10,430.32 |
| Eschbach Bus Service (Late Run 001B) | \$ 10,830.46 |
| Schultz Transportation (181 Days) | \$ 433,431.66 |
| Eschbach Fuel Surcharge | \$ 170,953.62 |
| Schultz Fuel Surcharge | \$ 35,625.18 |
- E. Donation of Bookcase – The administrative staff is recommending acceptance of the donation of a bookcase, valued at \$250, for the rare book collection in the high school library. The donation is from Dave Neff (Class of 1937), Bob Aument (Class of 1939) and Bill Kreider (Class of 1955).
- F. PDE Stipulation – The administrative staff is recommending the approval of a stipulation of settlement agreement with Pennsylvania Department of Education, Division of School Facilities, for deductions of Commonwealth subsidy payments in the amount of \$106,850.00 on the Martic Elementary School renovations/addition project (see pages 15 – 18).
- G. Crabtree, Rohrbaugh & Associates Reimbursement Agreement – The administrative staff is recommending the approval of a Reimbursement Agreement with Crabtree, Rohrbaugh & Associations related to the PDE stipulation agreement pertaining to the subsidy deductions for the Martic Elementary School renovations/addition project (see page 19).
- H. Cafeteria Point of Sale System – The administrative staff is recommending approval of LunchByte Systems / Nutrikids to provide the software, training and set up for the cafeteria point of sale system as per the attached proposal. Payment to be made out of the Food Service Fund (see page 20).
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|---|----------------------------------|
| LunchByte Systems / Nutrikids - Software | \$14,290.00 |
| LunchByte Systems / Nutrikids - Training and Set Up | \$ 6,250.00 plus travel expenses |

Explanation: The new point of sale system for the cafeteria was the finalist in an extensive search that involved staff from the technology department, business office and the three levels of food service operations, elementary, middle and secondary.

The new system will aide us in tracking Free and Reduced applications, detailed sales analysis, uniform procedures, and online parental access.

- I. Bid Award for Cafeteria Point of Sale Equipment – The administrative staff is recommending awarding the bid for equipment and hardware relating to the cafeteria point of sale system to the vendor listed below. Payment to be made out of the Food Service Fund.

LunchByte Systems / Nutrikids – Hardware \$38,165.00

Explanation: The bid for equipment associated with the new point of sale system for the cafeteria drew only one response. The bid amount was in accordance with the estimates provided to the district and the limited response mirrored the experience of a neighboring district.

- J. Comet Grants Adjustment – The administrative staff is recommending the approval of the following adjustment in the allocation of Comet Grants:

Penn Manor Productions	-	- \$141.00
Penn Manor Wrestling	-	+ \$141.00

Explanation: Penn Manor Productions returned money. They were able to purchase the saw they wanted at a reduced price. The money is being shifted to the Wrestling Team to more fully fund the Mat Scrubber they have purchased.

- K. Penn Manor School District 403(b) Plan Document – The administrative staff is recommending the approval of the plan document governing the 403(b) program for the district (see pages 21 – 23).

Explanation: The IRS and US Treasury Department have changed the rules governing 403(b) accounts. A formal plan document is required. The plan document presented tonight has been developed in conjunction with our third party administrator, GateKeeper Services, in consultation with PME.A.

- L. Safe and Drug-Free Schools and Communities Grant – The administrative staff is recommending approval of the Safe and Drug Free Schools grant in the amount of \$11,712.

- M. Approval of Contract – Buchart Horn, Inc. – Martic Elementary School – The administrative staff is recommending approval of a contract with Buchart Horn, Inc. to provide professional services, as per the attached agreement, for the design, bidding, and construction phase of the sand mound replacement project at Martic Elementary School. The total fee for the project is \$29,930 plus reimbursable expenses (the District will not utilize the services of the resident project representative). Payment to be made from the 2006 Construction Fund (see pages 24 – 30).

- N. Marticville Change Orders – The administrative staff is recommending ratification of the Marticville renovation change orders in the amount of \$41,238.57 (see pages 31 – 32). Payment to be made from the 2006 Construction Fund.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – N:

It was moved by Mr. Rintz and seconded by Mr. Long 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.

Items 4 A – C.**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 33 – 34).
- 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 individual would opt to have their name deleted from the substitute teacher list (see page 35).
- C. Leaves – The administrative staff is recommending granting Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 36).

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – C: It was moved by Mrs. Friedman and seconded by Mr. DeLuca 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.

Item 4 D.**Consent Agenda for Personnel**

- D. 2008/2009 Winter Coaching Positions – The administrative staff is recommending approval of the individuals listed as coaches for the 2008-2009 school year (see page 37).

MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 D: It was moved by Mr. Rintz and seconded by Mr. DeLuca to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, abstained; 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.

Items 5 A.**Consent Agenda for Administrative Actions**

- A. Agreement – The administrative staff is recommending authorizing the Superintendent to execute, on behalf of the District, an agreement with the family of a student.

MOTION ON BOARD APPROVAL CONSENT AGENDA ITEM 5 A: It was moved by Mrs. Friedman and seconded by Dr. Frerichs 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, opposed and Donna J. Wert, yes.

Item 6 A.**Consent Agenda for Board Actions**

- A. Superintendent Contract – The Board of Directors is recommending approval of the Superintendent Contract with Dr. Michael Leichter for the term of July 1, 2009 through June 30, 2014 (copies available upon request).

MOTION ON BOARD APPROVAL CONSENT AGENDA ITEM 6 A: It was moved by Dr. Frerichs and seconded by Mrs. Wert 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.

The meeting adjourned at 10:01 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