

Minutes
Committee of the Whole
December 2, 2008

The Penn Manor School Board met in Executive Session beginning at 5:00 p.m. for the discussion of personnel, student and legal 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 7:05 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. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance were Dr. Jan Mindish, Mrs. Kari Steinbacher, Mrs. Sarah Lupinacci, students Lexy Adams and Taylor Eichelberger, Penn Manor residents, 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, January 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. Mrs. Beth Wise, 131 Timber Dr., Mountville addressed the board regarding the student suspension policy.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the November 10, 2008, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Students Lexy Adams and Taylor Eichelberger provided the student report. They recapped the high school and student council activities during the month of November. They also provided an update on the fall athletic events and the beginning of the winter athletic season. They announced the upcoming high school and student council events for December. Mr. Stewart commended Lexy for her recent acceptance to Yale University.

Dr. Jan Mindish provided a list and explanation of new course proposals for 2009-2010. The proposed core courses include AP Statistics, Honors Chemistry II, Conceptual Physics/Conceptual Chemistry Course and Honors Biology II. Elective courses proposed are College Prep Journalism, iLife for the Classroom, AutoCAD Applications (CAD college credits in high school), and Agriculture course revisions. Ms. Pollock explained the timeline for the textbook selections. Questions were asked by board members. Approval for placement of this item on the 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. Stewart presented a listing contract for the exclusive right to sell property at the Commercial Triangle. The contract is related to the potential sale of the property to one

specific potential buyer. After much discussion a motion was made by Dr. Frerichs to table this item for additional information. The motion was seconded by Mr. 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 will invite the listing agent and the district solicitor to the school board meeting in January to answer board questions.

The list of Board Committees was presented by Mr. Stewart for review. Additions and changes were made. Mrs. Friedman asked for clarification of the role of the committees. The board agreed that the committees would work to prepare recommendations to present to the full board. The amended Board Committee list was approved for placement on the board agenda on a motion by Mr. Rintz 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.

Dr. Leichliter provided information on energy cost-saving strategies for the district. A proposal for a change in summertime hours for the district buildings was presented. For the trial period of June 22 to July 31, the buildings, with the exception of Eshleman Elementary will be closed on Friday. Full-time employees in the buildings during this time period will work 4 ten-hour days. Questions were asked by board members.

Dr. Leichliter presented the Memorandum of Understanding between Lancaster Bible College and Penn Manor School District regarding dual enrollment. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Wert 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. Johnston provided information on the 2009-2010 budget outlook. He reviewed preliminary revenues and expenses and the Act 1 Index. He presented a resolution for a tax increase not to exceed 4.9%. Questions were asked for clarification. Approval for placement of the tax resolution on the board agenda was approved on a motion by Mr. Long 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 provided an update on Millersville 2020 and presented the Millersville Community Vision Statement. He explained that Millersville Borough Council adopted the Vision Statement and suggested that the Board also adopt it. Mr. Schlotzhauer, the Millersville 2020 Board Representative, also provided an endorsement for the Vision Statement. The Board unanimously approved endorsement of the Millersville Vision Statement.

Mr. DeLuca distributed information on the proposed CTC budget increase. He will have more information for the Board at the January meeting after his meeting at the CTC.

Dr. Leichliter provided information on PSBA's program for Policy Manual Development service. The Board agreed to hear a presentation from PSBA regarding the specific proposal at a future meeting.

Mr. Stewart distributed a preliminary 2009-2010 school calendar and school board meeting calendar. Discussion ensued on the calendars. Both calendars will be submitted for board approval in the future.

The Committee of the Whole adjourned at 8:49 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
December 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 8:55 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 Steinbacker, Mr. Phil Gale, Mrs. Jill Gale, Aaron and Grant Gale, Mrs. Sarah Lupinacci, Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, January 12, 2009, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

Mr. Herr made a motion to appoint Dr. Frerichs to serve as Temporary President for the reorganization portion of the Board meeting. Mr. Rintz seconded this motion. A motion was made by Mr. Rintz and seconded by Mr. DeLuca to close the nominations. Dr. Frerichs was appointed to serve as Temporary President by a unanimous voice vote.

The list of newly constituted board membership was presented for any necessary changes. There were no changes.

Mr. Rintz made a motion nominating Mr. C. Willis Herr as President of the Board. The motion was seconded by Dr. Frerichs. A motion was made by Mr. Rintz and seconded by Mr. DeLuca to close the nominations. There were no other nominations for the office of President. Mr. Herr was appointed President by a unanimous voice vote.

Mrs. Wert made a motion nominating Dr. Richard Frerichs as Vice-President of the Board. The motion was seconded by Mr. DeLuca. There were no other nominations for the office of Vice-President. Dr. Frerichs was appointed Vice-President by a unanimous voice vote.

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 10 School Board Meeting. Hearing none, on a motion by Dr. Frerichs a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston reported the Treasurer's Report for the month November will be presented in January.

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

Items 8 A - E: Consent Agenda for the Committee of the Whole Meeting

- A. New Course Proposals 2009 – 2010 – The committee is recommending the approval of the new courses for the 2009-2010 school year.
 AP Statistics
 Honors Chemistry II
 Conceptual Physics/Conceptual Chemistry
 Honors Biology II
 College Prep Journalism
 iLife for the Classroom
 AutoCAD Applications (CAD College credits in high school)
 Agriculture Course revisions
- B. Listing Contract – Comet Field – The committee is recommending approval of the listing contract with Prudential Gacono Real Estate and its related amendment (see pages 8 – 12). **This item was tabled.**
- C. Board Committees – The committee is recommending approval of the list of Board Committees (see pages 13 – 14).
- D. Dual enrollment Agreement with Lancaster Bible College – The committee is recommending the approval of the concurrent enrollment agreement with Lancaster Bible College effective with the 2008-2009 school year (see pages 15 – 16).
- E. 2009-10 Resolution Not to Exceed Index – The committee is recommending approval of the attached resolution indicating that the district will not raise the rate of tax for the 2009-10 fiscal year by more than the index established by the Department of Education for the district of 4.9%. (see page 17).

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 8

A, C – E: It was moved by Dr. Frerichs and seconded by Mrs. 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.

Items 9 A - T. Consent Agenda for Administrative Actions

- A. Lancaster County Career & Technology Center Representatives – The administrative staff is recommending approval to appoint Joe DeLuca as representative to the Lancaster County Career & Technology Center and Carlton Rintz as alternate.
- B. Lancaster County Academy Representatives – The administrative staff is recommending approval to appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Kirk Schlotzhauer as alternate.

- C. Lancaster County Tax Collection Bureau Representative – The administrative staff is recommending election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- D. Appointment of Tax Collector – The Superintendent is recommending that the board appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- E. Appointment of Board Treasurer – The Superintendent is recommending that the board appoint Christopher L. Johnston, Business Manager, as Board Treasurer for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- F. Appointment of Board Secretary – The Superintendent is recommending that the board appoint Paula E. Howard as Board Secretary for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- G. Election of Solicitor – It is recommended that the law firm of HARTMAN UNDERHILL & BRUBAKER be appointed as solicitor for the school district for the calendar year 2009 at the rate of \$140 per hour.
- H. Election of Special Counsel – Kegel Kelin Almy & Grimm LLP – The administrative staff is recommending that the law firm of Kegel Kelin Almy & Grimm LLP be appointed as special counsel for the school district for the calendar year 2009. Services will include school construction and bidding matters, workers compensation, and other matters if needed and as assigned by the administrative staff (see page 18).
- I. Turkey Hill Agreement – The administrative staff is recommending approval of the agreement amendment with Turkey Hill Inc. for extension of the land purchase agreement dated December 2, 2008 (see pages 19 – 21).
- J. Mileage Rate Approval – The administrative staff is recommending approval of a change in the standard mileage rate for business use of an automobile from 58.5 cents per mile to 55.0 cents per mile effective January 1, 2009. This rate is established by the IRS.
- Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement.*
- K. Lancaster-Lebanon I.U. #13 Joint Authority – The administrative staff is recommending that Mr. Jeffrey Kreider be appointed the Penn Manor School District representative to the Lancaster-Lebanon I.U. #13 Joint Authority effective January 1, 2009 for a five year term concluding on December 31, 2014.
- L. Middle School Weight Room Intramural Program – The administrative staff is recommending the initiation of an after school weight room intramural program at both Marticville and Manor Middle Schools. The program will run for approximately

three days per week for one hour after school from December 3, 2008 to May 22, 2009.

Marticville – total 63 hours @ \$23.20 -- \$1,438.40

Manor – total 63 hours @ \$23.20 -- \$1,438.40

Explanation: This program matches similar programs we have provided in the past. The facility will be open to both athletes and non athletes. It is anticipated that Mr. Steve Kramer will supervise the program at Manor and Mr. John Young will supervise at Marticville. A minimum of 12 participants is required to sustain the program, but we anticipate participation will run between 20 and 30 students. Parent permission and transportation will be required. This programming has been requested by Mr. Edwards, Mr. Eby and Mr. Roth.

- M. 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/>).
- N. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as cited (see page 22).
- O. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for the geothermal glycol installation at Letort and Eshleman elementary schools. Payment to be made from the capital reserve fund.
- P. Approval of Contract – Crabtree, Rohrbaugh & Associates – High School West Gym Renovation – The administrative staff is recommending approval of a contract with Crabtree, Rohrbaugh & Associates to provide professional services, as per the attached agreement, for West gym renovations at Penn Manor High School. The architectural fee is \$28,010 (plus reimbursable expenses). Payment for the Crabtree, Rohrbaugh & Associates contract to be made from the Capital Reserve Fund (see page 23).
- Q. Approval of Contract – Moore Engineering Company – High School Chiller Overhaul – The administrative staff is recommending approval of a contract with Moore Engineering Company to provide mechanical engineering services, as per the attached agreement, for the overhaul of the 2 chillers at the Penn Manor High School. The engineering fee is \$1,950 (plus reimbursable expenses) for the project. Payment for the Moore Engineering Company contract to be made from the Capital Reserve Fund (see pages 24 – 25).
- R. Marticville Change Orders – The administrative staff is recommending ratification of the Marticville renovation change orders in the amount of \$26,655.79 (see page 26). Payment to be made from the 2006 Construction Fund.
- S. Martic Change Orders – The administrative staff is recommending ratification of the Martic renovation change orders in the amount of \$17,908 (see pages 27 - 28). Payment to be made from the 2006 Construction Fund.
- T. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see pages 29 – 30).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 9 A – T:

It was moved by Mrs. Wert and seconded by Mrs. 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.

Items 10 A.**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 31 – 32).

MOTION ON PERSONNEL CONSENT AGENDA ITEM 10A: It was moved by Mr. DeLuca 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, yes and Donna J. Wert, yes.

Item 10 B – F:**Consent Agenda for Personnel**

- B. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date cited.
 Terry Shertzler – Manor Special Ed Assistant – effective 11/26/2008
 Brenda Spahr – District Cafeteria Substitute – effective 11/28/2008
- C. Leaves – The administrative staff is recommending granting Child Rearing Leaves to the individuals listed on according to the terms listed (see page 33).
- D. Volunteer Coach – The administrative staff is recommending the individual listed below be approved as a volunteer coach for the 2008-2009 school year.
 Dashia Kraybill – Girls’ Basketball
- E. Mentor – The administrative staff is recommending the approval of the individual listed as a mentor for the second semester of the 2008-2009 school year.
 Lisa DeLisle-Haupt – \$300 for Lisa Collins
- F. Weight Room Supervision – The administrative staff is recommending the approval of 100 additional hours of weight room supervision and program development for Mr. Russ McDonnell. (\$23.20 x 100 hours = \$2,320.00)

Explanation: Previously approved as mentor for the first semester, this extension covers the second semester due to an extended employee leave.

Explanation: These hours would be approved by Mr. Roth and would be used to expand programming for athletes and to foster programming at the middle school level.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 10 B – F: It was moved by Mr. Rintz and seconded by Mrs. 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.

Mr. Phil Gale thanked the board for approval of his appointment to the position of High School Principal beginning with the 2009-2010 school year. He said he is excited for the opportunity.

The meeting adjourned at 9:18 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