

Minutes
Committee of the Whole
January 12, 2009

The Penn Manor School Board met as a Committee of the Whole at 4:05 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 and Mr. Rintz. Mr. Schlotzhauer arrived at 4:12 and Mrs. Wert arrived at 4:19. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance for a portion of the entire meeting were Dr. Roger Bruszewski, Mr. Ken Dearstyne and Mr. Ed Nase from Millersville University, Mr. Hal Hart, Dr. Jan Mindish, Mr. Scott Bailey, Millersville Borough Council President, Mrs. Sarah Lupinacci, Mrs. Sue Hostetter, Mrs. Julie Bibiloni, Mr. Jeff Roth, Mr. Jeff Kreider, Mr. Jeremy Nesmith, Penn Manor Field Hockey Team, Coach Matt Soto, students Lexy Adams and Taylor Eichelberger, Penn Manor students and 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, February 2 at 7:00 p.m. in the Board Room of the Manor Middle School. He also announced that the Penn Manor School Board will meet in a workshop session on January 27 at 11:00 a.m. to hear a presentation on referendum funding within Act 1 guidelines.

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 December 2, 2008, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Dr. Robert Bruszewski, Millersville University Vice President for Finance and Administration, was introduced by Mr. Stewart. Dr. Bruszewski provided information and explained the Millersville University Master plan of expansions and improvements for the next 5 to 10 years. He explained the issues relating to Penn Manor School District. Questions were asked by board members and discussion ensued on the Millersville plan and agreements with Penn Manor School District and Millersville University.

Mr. Stewart presented the "First Reading" of the School Visitors Policy #253. He said that changes in Chapter 14 involving Special Education have required revisions to the existing policy. Questions were asked by board members. Approval for placement of this item on the board agenda was approved 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.

Two drafts of the 2009-2010 calendar were presented by Mr. Stewart. He pointed out the starting and ending dates for each of the drafts and discussed some of the issues with both versions. Mr. Stewart said that he will be meeting with various Penn Manor groups to discuss

the versions of the calendar. A proposed calendar will be presented to the board at a later date.

The Penn Manor School Board adjourned to Executive Session at 5:05 p.m. The Penn Manor School Board met in Executive Session beginning at 5:10 p.m. for the discussion of personnel, student and legal matters. The Executive Session adjourned at 6:30 p.m. The Penn Manor School Board Committee of the Whole meeting reconvened at 6:35 p.m.

Mr. Hal Hart, from Crabtree Rohrbaugh & Associates, presented and reviewed a District-Wide Feasibility Study and Central Manor Elementary School Facilities Study. Mr. Hart provided a summary of the report. Discussion ensued and questions were asked by board members regarding the renovation and addition to Central Manor Elementary School. Mr. Skrocki reviewed the municipal bond market situation and explained that now is not a good time to be floating municipal bonds. Approval for placement of the Central Manor Feasibility Study on the board agenda was approved on a motion by Mrs. Wert 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. Stewart introduced the 2008 State Champion Field Hockey team. He provided some individual team member statistics and asked the seniors to introduce themselves and announce their future plans. Mr. Herr read a resolution recognizing and commending the team for its outstanding performance and distinction as PIAA State Champions. Coach Soto thanked the board and administration for their support. Mr. Stewart announced that Coach Soto was honored as Mid-Atlantic Regional Field Hockey Coach of the Year by the National Field Hockey Coaches Association.

Students Lexy Adams and Taylor Eichelberger provided the student report. They recapped the high school and student council activities during the month of December. 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 January.

Mr. Scott Bailey, Millersville Borough Council President, provided information on annexing properties from Lancaster Township to Millersville Borough. He explained the process for placing a referendum on the spring primary, responsibilities of the Borough and changes in services. Mr. Bailey said that there is a parcel at Comet Field in Lancaster Township. He said if the Board wanted this parcel to be included on the referendum the Borough Manager would need to be notified of this intention in the next couple of weeks. The Board will want on Friday, January 23, 2009 at 4:00 p.m. to discuss this item. Questions were asked and discussion ensued on the annexation.

Mrs. Sharon Fissel, Director of PSBA Policy Services, provided a packet of information relating to PSBA's program for Policy Manual Development service. Mrs. Fissel outlined key elements of the PSBA service, provided options, cost and schedule for revision of the policy manual. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz 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 thanked the Board for the hours that they dedicate to the school district. In recognition of School Director Appreciation Month, each board member was presented with a certificate and a book that was chosen based on their personal interests. The Board presented the books to Mrs. Hostetter for the high school library.

Mr. Stewart and Mr. DeLuca provided information on the Career and Technology Center budget. Mr. Stewart said that the proposed increase is 4.68%. He also said that Penn Manor is the largest participant in the Career and Technology Center. Approval to table the CTC budget for the January agenda and place the item on the February 2 board agenda was approved on a motion by Mr. DeLuca 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. Long announced that 3 individuals will be inducted on April 18 into the Penn Manor Distinguished Alumni Wall of Honor.

Dr. Frerichs reported on the PSBA Leadership Team conference he attended with Dr. Leichliter.

Mr. Stewart displayed the Jeff Churchill Memorial plaque that will be presented on Friday, January 30 at the Penn Manor/Hempfield Basketball game.

Mr. Hoke reported on his discussions with Turkey Hill regarding signage at Comet Field. He requested direction from the Board. It was decided that a new agreement with Turkey Hill would be needed for new and additional signage at Comet Field.

Mr. Schlotzhauer announced that the next meeting for Millersville 2020 will be held on January 26 at the Borough Office.

Mrs. Wert reported on the Lancaster Academy graduation. She said more information will be reported at a later date regarding the Academy excess funds from 2007-08.

Mr. Stewart provided various items for Board information.

The Committee of the Whole adjourned at 8:57 p.m. on a motion by Mr. DeLuca, a second by Mrs. Friedman, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
January 12, 2009

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 8:58 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. Sarah Lupinacci, Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, February 2, 2009, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School. He also announced that the Penn Manor School Board will meet in a workshop session on January 27 at 11:00 a.m. to hear a presentation on referendum funding within Act 1 guidelines and hold a special meeting on Friday, January 23, 2009 at 4:00 p.m. to discuss the Millersville annexation plan.

Mr. Herr asked if there were any Citizen's Comments. There were none.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the December 2 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. Johnston reviewed the items presented for payment for November 2008. It was moved by Mr. Long and seconded by Mr. Schlotzhauer to approve to authorize payment of bills in the amounts of \$7,274.33 dated 11/3/08, \$389,618.08 dated 11/5/08, \$247,723.57 dated 11/6/08, \$746,429.08 dated 11/10/08, \$47,575.14 dated 11/13/08, \$3,456,443.05 dated 11/18/08, \$565,967.79 dated 11/19/08, \$205,414.66 dated 11/21/08, \$27,355.01 dated 11/26/08 for a total of \$5,693,800.71 from the General Fund; \$76,964.16 dated 11/06/08, \$50,586.70 dated 11/18/08 for a total of \$127,550.86 from the Cafeteria Fund; \$123.51 dated 11/3/08, \$125,516.60 dated 11/26/08 for a total of \$125,640.11 from the Capital Reserve Fund; \$171,465.65 dated 11/26/08 for a total of \$171,465.65 from the 2005 Construction Fund; \$229,016.06 dated 11/3/08, \$591,703.27 dated 11/26/08 for a total of \$820,719.33 from the 2006 Construction Fund; and payroll in the amounts of \$773,170.23 dated 11/5/08, \$793,238.39 dated 11/19/08 for a total of \$1,566,408.62. 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.

Mr. Johnston reviewed the items presented for payment for December 2008. It was moved by Dr. Frerichs and seconded by Mrs. Wert to approve to authorize payment of bills in the amounts of \$205,703.43 dated 12/1/08, \$1,364,403.59 dated 12/1/08, \$412,923.82 dated 12/3/08, \$335,224.87 dated 12/5/08, \$219,790.50 dated 12/12/08, \$6,160.94 dated 12/15/08, \$348,759.89 dated 12/17/08, \$343,064.40 dated 12/18/08, \$146,398.18 dated 12/19/08, \$364,544.49 dated 12/30/08, \$910,755.74 dated 12/31/08 for a total of \$4,657,729.85 from

- C. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 11).
- D. Approval to Advertise for Bids for Two Network Attached Storage Appliance Systems – The Penn Manor Information Technology Department is requesting proposals for a redundant Network Attached Storage (NAS) Appliance system to provide highly available data storage for district file servers and systems. The NAS will be utilized by students, teachers and staff for file backup, as a repository of enterprise system data and for disaster recovery of critical systems. Two appliances are being requested.
- E. Crossgates Settlement – The administrative staff is recommending a motion to approve settlement of the Crossgates Golf Club tax assessment appeal based on a valuation of \$4.2 million, covering school years 2005-06 through 2011-12.
- F. Donation of Musical Instrument – The administrative staff is recommending the board accept a donation of a King #618 French Horn for student use from the Hearn Family.

Explanation – The Hearn family is donating a French Horn to our elementary music program. Their hope is that this instrument could be used by a beginning student for lessons in order to allow the student and family to have time before making a decision to purchase an instrument of their own. (The donation has been valued at \$500.)

- G. Donation of Photography Equipment and Supplies – The administrative staff is recommending the board accept donations of various photographic darkroom items, photographic paper and photographic film for student use donated by Jeff Hutchinson of Hutch Graphics.

Explanation: Mr. Hutchinson is donating various photography items including darkroom supplies and equipment various sized of photographic paper, and multiple rolls of film suitable for student use. (The donation has been valued at \$1,295.50.)

- H. New Student Activity Club – The administrative staff is recommending the approval of a club titled the Young Humanitarian League to function as a New Student Activity Fund club at the High School.

Explanation – The request comes from Donna Brady through the High School Principal. The mission of the club is to develop the humanitarian interests and effective action among the youth of the Penn Manor community. Students plan to reach out to many parts of the local community, from elementary, middle, and high school students to parents, the business community, and civic organizations to teach, learn, and raise awareness about how to effectively help those less fortunate in the international community. Students plan several awareness and fund raising campaigns, including small in-school efforts, as well as district wide "sponsor an animal" campaign, teacher dress down days, and an effort to raise sponsorships from the business and civic arenas. These projects are intended to culminate in the club's funding of an "ark" with Heifer Project International, which provides farm animals to poor families around the world to help them be more productive.

- I. New Student Activity Club – The administrative staff is recommending the approval of a club titled Quiz Bowl Team to function as a New Student Activity Fund club at the High School.

Explanation – The request comes from Chris Meier and Sallie Bookman through the High School Principal. The purpose of the club is to allow accounting for fundraising and tournaments. Students will manage the club under the supervision of the faculty advisors.

- J. Foreign Language Instruction – The administrative staff is recommending that Julie Bibiloni be approved for up to 30 hours during the 2008-2009 school year at the hourly professional rate to provide additional foreign language preparation/instruction for a gifted student.

- K. Software License Contract – JAMF Software – The administrative staff is recommending approval of a 500 license recon contract with JAMF Software (Minneapolis, MN) in the amount of \$1,980 for a one-year period effective 1/13/2009 (see pages 12 – 13).

Explanation: The recon contract is an inventory control package for Windows computers. The tech team will add the program to secondary computers to provide system level hardware reporting of CPU, RAM, hard drive status, etc.

- L. Software License Contract – JAMF Software – The administrative staff is recommending approval of a 1542 license and support contract with JAMF Software (Minneapolis, MN) in the amount of \$16,165.80 for a one-year period effective 1/8/2009 (see pages 14 – 15).

Explanation: The agreement will permit for remote software updates across the network. The contract is directly related to the Classrooms for the Future Grant.

- M. Intent to Award Bids – High School Electrical and Data Upgrade – The administrative staff is recommending issuing the notice of intent to award bids to the contractors listed below for the amounts stated for the high school electrical and data upgrade CFF project. Payment to be made from the Capital Reserve Fund (see pages 16 – 20).

Electrical Construction

Shannon A. Smith. (Myerstown, PA)
\$101,222 base bid

Data Cabling Construction

Lobar, Inc. (Dillsburg, PA)
\$431,000 base bid

HVAC Construction

Leo Kob (Elizabethtown, PA)
\$29,975 base bid

Plumbing Construction

TMI Commercial, Inc. (Honey Brook, PA)
\$16,740 base bid

- N. Plancon Part F – Martic Elementary School Renovation Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon Part F (Construction Documents) from the Pennsylvania Department of Education for the Martic Elementary School renovation project as per the attached (see pages 21 – 22).
- O. PDE-3074 (a) Non-Reimbursable Project Approval – High School West Gymnasium Renovations – The administrative staff is recommending approval of submission of the PDE-3074 (a), non-reimbursable project approval form, to the Pennsylvania Department of Education for the high school west gymnasium renovation project as per the attached (see page 23).
- P. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see pages 24 – 25).

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

It was moved by Dr. Frerichs and seconded by Mrs. Wert 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 – B, E - K.

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 26 – 28).
- B. Resignations – The administrative staff is recommending the approval of the resignations of the individuals listed below per the effective date cited.
 Cara Forrest – ERA – LST – effective December 23, 2008
 Suzanne Elia-Hoyes – Elementary Counselor – effective January 16, 2009
 Mary Iovino – Middle School Teacher – effective January 19, 2009
 Jessie Uibel – Food Service – effective December 4, 2008
 Karen Vickers – Food Service – effective December 9, 2008
- E. Leaves – The administrative staff is recommending granting Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 30).
- F. Twilight School Instructor – The administrative staff is recommending approval of the following individuals to the position of Twilight School Instructor for the 2008-2009 school year at the rate of \$31.00 per hour.
 Billie Jo Atkins
 Melissa Zongolowicz
- G. 2008/2009 Athletic Workers – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2008-2009 school year.

Gordie Eck
 Jeremy Nesmith
 Mary Ann Weber

- H. Instruction in the Home – The administrative staff is recommending the following individuals to provide instruction in the home at the professional rate for up to 3 hours per week for the 2008-2009 school year.

Julie Yost
 Nancy Kaufhold

Explanation: A student's IEP team decided on Instruction in the Home (the most restrictive special education placement) based upon medical recommendation.

- I. Revision to 2008-2009 Co-curricular Positions Spring Musical – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2008-2009 school year (see page 31).

Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. This listing includes updated information and adjustments as per the recommendations of the musical director.

- J. Middle School Team Leader – The administrative staff is recommending approval of the individual listed below to the team leader position cited for the second semester of the 2008-2009 school year.

Brad Aungst Marticville Middle School \$764

Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals. Due to a resignation, this individual will act as Team Leader for the remainder of the current school year.

- K. Mentor Revisions and Additions– The administrative staff is recommending approval of the individuals listed as Mentors for the 2008-2009 school year.

Michelle Colvin	Entry Level	0.32	\$252.16	For Jessica Klube
Amy Wiggins	Entry Level	0.68	\$535.84	For Jessica Klube
Joseph Herman	Entry Level	0.50	\$394.00	For Gordon Eck
Michelle Taylor	Entry Level	1.00	\$600.00	For Sarah Hammaker

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4A – B, E - K: It was moved by Mrs. Friedman and seconded by Dr. Frerichs 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 C: Consent Agenda for Personnel

- C. 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 29).

