

Minutes
Committee of the Whole
February 2, 2009

The Penn Manor School Board met in Executive Session beginning at 6:00 p.m. for the discussion of personnel and student matters. The Executive Session adjourned at 6:55 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:03 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. Schlotzhauer, and Mrs. Wert. Mr. Rintz was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance for a portion or the entire meeting were Mr. John Hogan from Hogan & Herr, Mr. Mark Huber from David Miller Associates, Mr. Fred Funk from Funk's Market, Mr. Doug Motter from Homestead Village, Mr. Nicholas Crowther, Mr. Charlie Reisinger, Mrs. Sarah Lupinacci, 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 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. There were none at this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the January 12, 2009, 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.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the January 23, 2009, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Schlotzhauer a second by Mrs. Wert and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart introduced Mr. John Hogan from Hogan & Herr and Mr. Mark Huber from David Miller Associates. Mr. Huber and Mr. Hogan provided information regarding the proposed Nursing, Rest and Retirement development at Funk's Farm. They explained that part of the application process for approval of the project from Manor Township is a letter from the school district indicating that educational services would be provided. Questions were asked by board members regarding recreational facilities, the possible number of school age children, dedicated roads for bus transportation, and the transportation for potential handicapped students. The Board directed Mr. Stewart to write a letter listing specific comments concerning the proposed development.

Mr. Reisinger presented information on blogging. He demonstrated how to create and post a blog. Mr. Reisinger said that some blogs are being used as educational tools. He showed the Eshleman Elementary, High School Student Council, Tech Mates, Meals on Wheels and high school teacher Scott Hertzog's, Room 312 blogs. Questions were asked by board members.

Mr. Skrocki updated the board on the 2003 GOB refunding. He said on February 9 Mr. McCarty from Hartman Underhill and Brubaker will be attending the meeting to explain the refunding of the bond and an amendment to the interest rate management plan. Mr. Skrocki said the payout total amounts to a net savings of \$350,000; the Board had previously established a minimum threshold savings at \$100,000. On February 9 a resolution the amended interest rate management plan will also be presented for board approval.

Mr. Skrocki provided information on the property tax rebate program. He reviewed the background and eligibility of the program. He said Penn Manor has been piggybacking on the existing state program for 3 years and issues rebates only to property owners. Mr. Skrocki recommended that Penn Manor continue the program for the 2009-2010 year using the same guidelines as 2008-2009. 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, absent; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Skrocki explained that Coventry (HealthAmerica) is lowering the administrative fee on the existing agreement for all districts that are members of the Lancaster Employee Health Care Consortium. He provided information on the savings as a result of the lower fee. Approval for placement of this item 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, absent; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Herr presented the Board presentations schedule. Much discussion ensued regarding a board meeting presentations and a procedure for determining the selection of presentations. Mr. Schlotzhauer suggested trying a type of pod cast. It was decided Mr. Skrocki will create and post on the district website a PSERS presentation prior to the March meeting for discussion at the meeting.

Mr. Stewart submitted for approval for placement on the agenda the Career and Technology Center budget. He said the increase is 4.68% and amounts to an increase of approximately \$59,904 for Penn Manor. Mr. Stewart reminded the board that Penn Manor utilizes CTC services more than any other member district. Mr. DeLuca recommended that the board approve the CTC budget. Approval for placement of this item on the 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, absent; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

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. Johnston provided a budget update through the second quarter. He reviewed some of the revenues and expenses and provided explanations for some areas. Questions were asked by board members.

Information on delinquent real estate taxes was reviewed by Mr. Johnston. He said the amount turned over to the County for collection for 2008-2009 is \$699,894. Questions were asked by board members.

Dr. Leichter explained that a fee schedule for the use of Turkey Hill Field at Comet Field was approved in August 2007. Since a second synthetic turf field at Penn Manor High School was installed, a fee schedule for both of the synthetic turf fields is being submitted for placement on the agenda. Questions were asked by board members. Approval for placement of this item on the February 9 board agenda was approved on a motion by Mrs. Wert 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, absent; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart provided various items for Board information.

The Committee of the Whole adjourned at 9:02 p.m. on a motion by Mr. Long, 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
February 2, 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 9:07 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Schlotzhauer and Mrs. Wert. Mr. Rintz was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Sarah Lupinacci, Nicholas Crowther, and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, February 9, 2009, 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.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the January 12, 2009 School Board Meeting. Hearing none, on a motion by Mr. Long a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart provided various items for information.

The February 2, 2009 School Board Meeting Agenda was reviewed.

Items 2 A - C: Consent Agenda for the Committee of the Whole Meeting

- A. Property Tax Rebate Program – The committee is recommending approval of the attached resolution (see pages 4 – 10).

- B. Administration Services Agreement Amendment -- Coventry – The committee is recommending approval of an amended administrative services agreement with Coventry Healthcare Management Corporation for the period of July 1, 2009 through June 30, 2011. The amendment lowers the administrative fee to \$29.50 per employee per month.

Explanation: Coventry (HealthAmerica) provides administrative services for the district's health care plan. Coventry is lowering the administrative fee on the existing agreement for all districts that are members of the Lancaster Employee Health Care Consortium. Penn Manor School District will save approximately \$28,300 in 2009-2010 and \$37,225 in 2010-2011 as a result of the lower fee.

- C. Lancaster County C. T. C. 2009-2010 General Fund Budget – The committee is recommending approval of the Lancaster County C. T. C. 2009-2010 General Fund Budget.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A – C:

It was moved by Dr. Frerichs 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, absent; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Items 3 A - E.

Consent Agenda for Administrative Actions

- A. “Final Reading” of the School Visitors Policy #253 – The administrative staff is recommending approval of the “Final Reading” of the School Visitors Policy #253 (see pages 11 – 13).
- B. “First Reading” of the Family and Medical Leaves Policy #435 – The administrative staff is recommending the approval of the “First Reading” of the Family and Medical Leaves Policy #435 (see pages 14 – 25).

Explanation: Changes in the law require an upgrading of the existing policy. The provided revisions and supportive data is provided by Mrs. Kim Smith of Hartman Underhill and Brubaker.

- C. Delinquent Real Estate Taxes – The administrative staff is recommending ratification of the submission of delinquent real estate and interim taxes.
- D. Martic Change Orders – The administrative staff is recommending ratification of the Martic renovation change orders in the amount of \$24,644 (see pages 26 – 27). Payment to be made from the 2006 Construction Fund.
- E. Plancon Part G – Martic Elementary School Renovation Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon Part G (Project Accounting Based on Bids) from the Pennsylvania Department of Education for the Martic Elementary School renovation project (project number 3376) as per the attached (see pages 28 – 29).

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

It was moved by Mr. Schlotzhauer 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, absent; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Items 4 A – C:

Consent Agenda for Personnel

- A. Twilight School Instructor – The administrative staff is recommending approval of the following individual to the position of Twilight School Instructor for the 2008-2009 school year at the rate of \$31.00 per hour.
Kim Frey
- B. Gifted Screenings – The administrative staff is recommending the approval of 12 hours of service at the hourly professional rate (\$31.00 per hour) for Mrs. Lori Orihuel for the purpose of administering gifted screenings in elementary schools. Such services are to be concluded by May 1, 2009.
- C. Data Entry for PDE Required PIMS Reporting System – The administrative staff is recommending approval of Sue Smith for data entry at the hourly rate of \$14.31 not to exceed 40 hours.

Explanation: PDE requires districts to submit Special Education data as part of the PIMS collection system. This requirement necessitates a one-time transfer of all special education data from the district's Penn Data system to the Sapphire Student Information System. Mrs. Smith will be under the guidance of the Information Technology and Special Education teams and will transfer the data between the two systems. PDE requires the PIMS Special Education data to be submitted via PIMS by the end of March.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4A – C: It was moved by Mrs. Friedman 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, absent; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

The meeting adjourned at 9:22 p.m. on a motion by Mr. DeLuca and seconded by Mrs. Friedman and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary