

Minutes
Committee of the Whole
March 9, 2009

The Penn Manor School Board met in Executive Session beginning at 4:00 p.m. for the discussion of personnel and student matters. The Executive Session adjourned at 5:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 5:07 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. Lechlitter, Ms. Pollock and Mr. Skrocki. Also in attendance for a portion or the entire meeting were Ms. Angela Galgon, Manor Middle School students Maggie McClintock, Matt Fritz and Tim Schaffer, Penn Manor residents, Mr. Hal Hart from Crabtree Rohrbaugh and Associates, Mr. Denny Coleman, students Lexy Adams and Taylor Eichelberger, Mrs. Kari Steinbacher, Mrs. Sarah Lupinacci, 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, March 30 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 February 9, 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. Stewart explained that Ms. Angie Galgon, Manor Middle School Reading Teacher, through a PMEF grant, arranged for an Auschwitz survivor Mr. Fayerman to visit the Manor Middle School. Ms. Galgon explained that the visit was in conjunction with the Historical Fiction unit in her curriculum. Students Maggie McClintock, Matt Fritz and Tim Schaffer explained what they learned from the day and their impressions of Mr. Fayerman and his story. Mr. Stewart thanked Ms. Galgon for making the arrangements to have Mr. Fayerman visit for the day.

Dr. Lechlitter presented a draft of the 2009-2010 School Board meeting schedule. After some discussion the board revised a couple of meeting dates and times. Approval for placement of the amended meeting schedule on the board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Mr. Hoke. 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.

The revised Lesson Plans Policy #111 was presented by Ms. Pollock for a first reading. She explained that the current policy was outdated. She said a committee, comprised of 3 administrators and 2 teachers, made substantial changes to the policy. Ms. Pollock highlighted some of the changes made to the policy and provided 3 samples of acceptable

lesson plans currently being used. 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 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 stated that the administration is asking approval to place Plancon A and B for the Central Manor Elementary School renovation project on the voting agenda. Mr. Hal Hart explained that Plancon A is the project justification and Plancon B is the schematic design of the project. He reviewed the preliminary site and building plans for the Central Manor renovation project. Mr. Skrocki provided a timeline for the project. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Long. 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. Coleman provided pictures to update the board on the Martic Elementary School renovation project. He stated he is optimistic that the project will be completed prior to August. Board members asked questions regarding various aspects of the building and the use of a single prime contractor.

Mr. Skrocki presented the first draft of the Capital Improvements Plan. The eight year plan includes rough estimates for future reimbursable building renovation projects and does not include the Martic and Marticville construction projects. Mr. Skrocki explained the process for developing the plan and highlighted some of the items. Discussion ensued on the Federal Stimulus money and what it can be used for. Mr. Skrocki reviewed the financial highlights for funding the Capital Improvement projects. He said the second draft of the plan will be presented in April and final approval in May.

Ms. Pollock presented the list of proposed new textbooks. She reviewed the textbook adoption timeline, provided course descriptions for the courses requesting new textbooks, and explained the process used for textbook selection. The school board textbook committee will examine the textbooks; the entire board will have the opportunity to examine the textbooks in April and final approval will be on the May agenda. Approval for placement of the new textbooks on the May 4 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.

The Clipper Magazine Calendar contract was presented by Mr. Skrocki. He said Clipper Magazine has produced the Penn Manor calendar beginning with the 2000/2001 edition. Mr. Skrocki reviewed details of the contract. Mr. Hoke said that he met with Mrs. Rhoades and Mr. Skrocki to discuss the possibility of giving the calendar to a booster club as a fund raiser. Mr. Hoke said he supports the Clipper Magazine contract. 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. Johnston presented the results of the Bulk Fuel bids. He explained that the bids were conducted and awarded by the IU Joint Purchasing Consortium. He reviewed the costs for the fuels and the changes from the bids for the previous year. Approval for placement of this on the board agenda was approved on a motion by Dr. Frerichs 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.

An update of the 2009-2010 budget was presented by Mr. Johnston. He provided a budget worksheet, reviewed revenues and expenses for the 2008-09 budget, and provided explanations for some items. Mr. Johnston announced the dates for the budget workshops and explained that more details will be provided at the workshops. Questions were asked by board members and they also indicated which workshops they planned to attend.

Mr. Stewart updated the board on the PDE evaluation of the Lancaster County Academy. He said that local legislators are supportive of the Academy. Some of the legislators will be meeting with Superintendents and the Academy Director regarding the status of the Academy with the state. Mr. Stewart reported that after the audit the Academy has carryover dollars of \$2,947.45. Mrs. Wert recommended that the board support the Academy keeping the money.. She said the money could possibly be used for curriculum rewriting, staff development and legal fees. The board consensus was that the money should remain at the Academy.

Students Lexy Adams and Taylor Eichelberger provided the student report. They recapped the high school and student council activities during the month of February and the beginning of March. They also provided an update on student accomplishments, the winter athletic season and reported that spring sports have started. They announced the upcoming high school and student council events.

Dr. Leichliter provided information from the state suggesting the kindergarten enrollment cutoff of September 1, PDE enrollment projections, and an agenda from a recent high school homeroom representative meeting.

Mr. Stewart provided information from the IU regarding cyber school and homeschooled students.

The Committee of the Whole adjourned at 7:30 p.m. on a motion by Mr. Long a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
March 9, 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 7:39 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, Mrs. Sarah Lupinacci, Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, March 30, 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 February 9, 2009 School Board Meeting. Hearing none, on a motion by Mrs. Friedman a second by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart provided information on the students who competed in the TSA competition at Millersville University, the clothing drive conducted by the social workers and the winners of the Elementary Science Fair. He announced that Wendy Letavic, an ESL teacher, was one of five to be awarded the WGAL Teacher Impact of the Year Award. Mr. Stewart thanked Deb Holt, the Central Manor staff and the community for their quick responses on Monday morning.

Mr. Johnston reviewed the items presented for payment for February 2009. It was moved by Mr. Rintz and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$539,744.01 dated 2/2/09, \$282,509.63 dated 2/6/09, \$384,955.60 dated 2/11/09, \$190,170.94 dated 2/13/09, \$97,718.41 dated 2/20/09, \$8,486.69 dated 2/23/09, \$562,776.32 dated 2/25/09, and \$326,499.43 dated 2/27/09 for a total of \$2,392,861.03 from the General Fund; \$114,687.07 dated 2/04/09 and \$126,116.30 dated 2/20/09 for a total of \$240,803.37 from the Cafeteria Fund; \$2,850.00 dated 2/18/09 and \$58,468.11 dated 2/26/09 for a total of \$61,318.11 from the 2006 Construction Fund; and payroll in the amounts of \$770,429.58 dated 2/11/09, and \$797,707.01 dated 2/25/09, for a total of \$1,568,136.59. 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 March 9, 2009 School Board Meeting Agenda was reviewed.

Items 2 A - E:

Consent Agenda for the Committee of the Whole Meeting

- A. Calendar Production Contract – The committee is recommending approval of a school calendar design and production agreement with Gannett Co., Inc. d/b/a Clipper Magazine, for the 2009-2010 school year as per the terms cited in the attached agreement (see pages 6 – 7).
- B. Approval to Submit Plancon A and Plancon B - Central Manor Elementary School Project – The administrative staff is recommending authorization of the submission of Plancon A and Plancon B to the Pennsylvania Department of Education (see pages 8 – 23).
- C. “First Reading” of the Lesson Plans Policy #111 – The committee is recommending the approval of the “First Reading” of the Lesson Plans Policy #111 (see page 24).
- D. Bulk Fuel Oil/Motor Fuels – The committee is recommending approval of the IU Joint Purchasing Consortium Fuel Oil/Motor Fuels as per the attached (see page 25).
- E. School Board Meeting Schedule – The committee is recommending approval of the School Board Meeting Schedule (see page 26).

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2

A – E:

It was moved by Mr. Rintz and seconded by Mr. 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, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Items 3 A - X.

Consent Agenda for Administrative Actions

- A. 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/>).
- B. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 27).
- C. Donation of Piano – The administrative staff is recommending the board accept a donation of a Baldwin Spinet upright piano, valued at \$300, for student use from Mrs. Dorothy Galante.
- D. Lancaster-Lebanon IU 13 Board – The administrative staff is recommending the board nominate and elect Dr. Richard Frerichs to the Lancaster-Lebanon IU Board effective July 1, 2009 for a three-year term.
- E. “Final Reading” of the Family and Medical Leaves Policy #435 – The administrative staff is recommending the approval of the “Final Reading” of the Family and Medical Leaves Policy #435 (see pages 28 – 32).
- F. RFP for Test Bores at Central Manor – The administrative staff is recommending approval to conduct and RFP for test bores at Central Manor for geothermal.

- G. Venture Grants – The administrative staff is recommending the acceptance of Penn Manor Education Foundation Venture Grants as listed (see pages 33 – 35).
- H. Plancon Part F (Revised) – Martic Elementary School Renovation Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved revised Plancon Part F (Construction Documents) from the Pennsylvania Department of Education for the Martic Elementary School renovation project (project number 3376) as per the attached (see pages 36 – 37).

Explanation: The revision was made due to updated PDE enrollment projections.

- I. Plancon Part H – Martic Elementary School Renovation Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon Part H (Project Financing) from the Pennsylvania Department of Education for the Martic Elementary School renovation project (project number 3376) as per the attached (see pages 38 – 40).

Explanation: Approval of Plancon H establishes a temporary reimbursement percent which allows the district to begin receiving reimbursement from the State for its debt service obligations pertaining to this project. The temporary reimbursement percent for this project is 32.49%.

- J. Plancon Part H – Marticville Middle School Renovation Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon Part H (Project Financing) from the Pennsylvania Department of Education for the Marticville Middle School renovation project (project number 3342) as per the attached (see pages 41 – 42).

Explanation: Approval of Plancon H establishes a temporary reimbursement percent which allows the district to begin receiving reimbursement from the State for its debt service obligations pertaining to this project. The temporary reimbursement percent for this project is 32.49%.

- K. District-wide Security System Change Orders – The administrative staff is recommending ratification of change orders with MidState Mechanical & Electrical in the amount of \$9,017 for the district-wide improvement project (see page 43). Payment to be made form the Capital Reserve Fund.
- L. High School Security System Change Orders – The administrative staff is recommending ratification of change orders with Penncrest Construction Corp. in the amount of \$6,309 for the high school improvement project (see page 44). Payment to be made form the Capital Reserve Fund.
- M. Bid Award for High School Electrical and Data Upgrade Project – Electrical – The administrative staff is recommending approval of the high school electrical and data upgrade project bid (electrical component) to Shannon A. Smith, Inc., Myerstown, PA, in the amount of \$101,222 (base bid) as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 46).

- N. Approval of Contract and Notice to Proceed for the High School Electrical and Data Upgrade Project – Electrical – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Shannon A. Smith, Inc., Myerstown, PA, in the amount of \$101,222 (base bid), as per the attached bid tabulation, for the high school electrical and data upgrade project (electrical component). Payment to be made from the Capital Reserve Fund. (See page 46).
- O. Bid Award for the High School Electrical and Data Upgrade Project – Data Cabling – The administrative staff is recommending approval of the high school electrical and data upgrade project bid (data cabling component) to Lobar, Inc., Dillsburg, PA, in the amount of \$431,000 (base bid) as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 47).
- P. Approval of Contract and Notice to Proceed for the High School Electrical and Data Upgrade Project – Data Cabling – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Lobar, Inc., Dillsburg, PA, in the amount of \$431,000 (base bid), as per the attached bid tabulation, for the high school electrical and data upgrade project (data cabling component). Payment to be made from the Capital Reserve Fund. (See page 47).
- Q. Bid Award for the High School Electrical and Data Upgrade Project – HVAC – The administrative staff is recommending approval of the high school electrical and data upgrade project bid (HVAC component) to Leo Kob, Elizabethtown, PA, in the amount of \$29,975 (base bid) as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 48).
- R. Approval of Contract and Notice to Proceed for the High School Electrical and Data Upgrade Project – HVAC – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Leo Kob, Elizabethtown, PA, in the amount of \$29,975 (base bid) as per the attached bid tabulation, for the high school electrical and data upgrade project (HVAC component) Payment to be made from the Capital Reserve Fund. (See page 48).
- S. Bid Award for the High School Electrical and Data Upgrade Project – Plumbing – The administrative staff is recommending approval of the high school electrical and data upgrade project bid (plumbing component) to TMI Commercial, Inc., Honey Brook, PA, in the amount of \$16,740 (base bid) as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 49).
- T. Approval of Contract and Notice to Proceed for the High School Electrical and Data Upgrade Project – Plumbing – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to TMI Commercial, Inc., Honey Brook, PA, in the amount of \$16,740 (base bid) as per the attached bid tabulation, for the high school electrical and data upgrade project (plumbing component) Payment to be made from the Capital Reserve Fund. (See page 49).
- U. Disposal of Assets – The administrative staff is recommending approval of the disposal of a 1988 Ford Ranger via an eBay sale.

Explanation: the vehicle is beyond repair and has not been used in several years. An individual has expressed interest in the vehicle for parts.

- V. Approval to Advertise to Bid – The administrative staff is recommending approval to advertise for the Penn Manor Art Supplies Bid.
- W. Tuition Free Senior – The administrative staff is recommending approval of the following student as a tuition free senior for the 2008/2009 school year.
Nina Duffy
- X. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 50).

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

It was moved by Mr. Rintz and seconded by Mr. 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, 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 – G: 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 page 51).
- B. Resignations – The administrative staff is recommending the approval of the resignations of the individuals listed below per the effective date cited.
Beth Brown – Personal Care Aide – effective March 11, 2009
Kate Lennex – AST Aide – effective June 5, 2009
Clara Rodriguez – Learning Support Aide – effective February 19, 2009
- 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 52).
- D. Leaves – The administrative staff is recommending granting Leaves to the individuals listed on according to the terms listed (see page 53).
- E. Spring Coaching Contracts – The administrative staff is recommending the approval of the spring coaching contracts for the 2008-2009 school term (see page 54).
- F. 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.
Paul Milot
- G. Supportive School Counseling Services – The administrative staff is recommending the approval of Ms. Donna Popo for supportive school counseling services at the high school level at the professional rate of \$31.00, not to exceed 35 hours.

Explanation: Ms. Popo is a day-to-day counseling substitute for a vacant position at the high school. Since counseling duties exceed the traditional responsibilities of a daily substitute, especially during high school course selection, it is recommended that additional hours be approved for her to complete the requirements of the position.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4A – G: It was moved by Dr. Friedman and seconded by Mr. Rintz 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.

The meeting adjourned at _____ 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