

Minutes
Committee of the Whole
March 30, 2009

The Penn Manor School Board met in Executive Session beginning at 5:30 p.m. for the discussion of real estate acquisition, legal matters, and Superintendent's evaluation. The Executive Session adjourned at 7:15 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:22 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 and Mr. Skrocki. Also in attendance for a portion or the entire meeting were Mrs. Sarah Lupinacci, Mrs. Stone and students Shawn and Brandon Stone 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, April 14 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if Shawn or Brandon Stone would like to explain why they are attending a Board Meeting. Brandon explained that they are earning a Citizenship in the Community Merit Badge.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the March 9, 2009, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Long and a unanimous voice vote, the Minutes were approved as printed.

Mr. Skrocki provided an update on the Health Risk Assessment that was conducted in January and February. He reviewed the rationale of the assessment, the incentive and timeline. Mr. Skrocki reported that there were 445 total participants; 305 employees and 140 spouses. He said the administration was pleased with the 61% participation for the employees. He explained that the Wellness Committee will review the aggregate report and plan programming based on the results. Mr. Skrocki thanked the board for sponsoring the program.

Mr. Stewart presented information on the Comet Field Security. He reviewed the bid amount and explained the use of the fob at Comet Field. Discussion ensued regarding Comet Field security, the cost of installing the fob system and the change orders with Martic.

With a PowerPoint presentation Mr. Stewart updated the board on the stimulus allotments to Penn Manor and possible strategies for expending these funds.

Mr. Skrocki reviewed the base bids and alternates for the high school west gym renovation project. The overall project came in at \$116,746 or 27% under estimates. As a result, the administrative team is recommending that all the alternates be awarded for a total project cost of \$314,174. 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.

The Land Purchase item was tabled.

The Aesop Substitute Calling system was explained by Dr. Leichliter. He said the current secondary caller for substitutes will not be able to continue after this year. Information regarding the advantages of the web based system and the approximate cost were reviewed. He said 2 districts and the IU 13 use the system and the reviews have been positive. 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 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.

Dr. Leichliter provided information on the Readiness and Emergency Management for Schools Grant that the district is applying for in conjunction with an IU 13 consortium of area school districts. He reviewed the elements of the project, training, assessment, benefits and the partnership agreement with the Law Enforcement and Fire Departments in the Penn Manor School District.

The 2009-2010 budget was updated by Mr. Johnston. He reviewed the information presented at the 2 budget workshops in March and provided some changes to the budget since the meetings. He said upcoming budget workshops are scheduled for April 14, 16 and 20. The adoption of the preliminary budget is scheduled for May 4 and final adoption on June 8.

Dr. Frerichs reminded board members to send PSBA platform suggestions to him.

Mrs. Friedman reminded the board of the Employee Recognition Banquet on April 28.

Mrs. Wert, Mr. Schlotzhauer and Mr. Rintz reported on the textbooks they reviewed. Mr. Schlotzhauer asked if the Ag Mechanics replacement textbook purchase could be postponed for another year.

Mr. Hoke reported on the Agriculture Advisory Committee meeting he attended.

Mr. Stewart reported that the local legislators have been very supportive of the Lancaster Academy diploma policy and its efforts to win approvals from the Pennsylvania Department of Education for continued operations.

Dr. Leichliter provided information on course selection for 2009-2010.

The Committee of the Whole adjourned at 8:50 p.m. on a motion by Mr. Long a second by Mr. Rintz, and a unanimous voice vote.

MINUTES
Penn Manor Board of School Directors
March 30, 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 8:54 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 and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Tuesday, April 14, 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 March 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 reported on student achievement in the Science Fair, Brain Busters and Math competition. He reported that high school students signed condolence books to be delivered by Andrew Scheid to the school in Germany where 15 students were killed. He explained some of the activities of History Day sponsored by the Social Studies Department. He congratulated Marc and Eric Rintz who received their Eagle Award.

The March 30, 2009 School Board Meeting Agenda was reviewed.

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

- A. Aesop for Education – The committee is recommending that the district enter into a contract with Lancaster-Lebanon Intermediate Unit 13 for utilization of the automated staff scheduling program known as Aesop for Education for secondary teacher substitutes. The cost per staff member requiring a substitute will be \$1.50 per month for 10 months. Data conversion and a two day training will be \$750 for the data conversion per district and \$5,000 for the training divided by the total number of IU 13 schools completing the training (see pages 6 – 7).

Explanation: The district currently utilizes a part-time individual as a secondary substitute caller. This individual will not be able to continue with the position during the 2009-2010 school year. Several districts in Lancaster are now utilizing the Aesop system. The Aesop system will permit Penn Manor to maintain and utilize our current substitutes while automating the process. Additionally, the system is more cost effective than employing another part-time individual.

- B. Intent to Award Bids – High School West Gym Renovation Project – The committee is recommending issuing the notice of intent to award bids to the contractors listed below for the amounts stated for the high school west gym renovation project. Payment to be made from the Capital Reserve Fund (see pages 8 – 11).

General Construction

East coast Contracting (New Cumberland, PA)	
Base Bid	\$142,300
Alternate GC-1 (Resinous flooring)	\$4,300
Alternate GC-2 (Display case)	\$2,550
Alternate GC-3 (Main court backstops)	\$14,000
Alternate GC-4 (Side court backstops)	\$11,700
Alternate GC-5 (Wall mounted backstops)	\$9,100
Alternate GC-6 (Folding curtain)	\$19,000
Alternate GC-7 (Batting cages)	\$13,000
Alternate GC-8 (Acoustic ceiling)	\$4,500
Alternate GC-9 (Weight room flooring)	\$33,000
Base bid plus alternates	\$253,450

HVAC Construction

Shannon A. Smith (Myerstown, PA)	
Base Bid	\$16,000

Electrical Construction

McCarty & Sons (Ephrata, PA)	
Base Bid	\$37,669
Alternate EC-2 (Display case)	\$896
Alternate EC-3 (Main court backstops)	\$1,095
Alternate EC-4 (Side court backstops)	\$1,697
Alternate EC-5 (Wall mounted backstops)	\$0
Alternate EC-6 (Folding curtain)	\$564
Alternate EC-7 (Batting cages)	\$1,288
Alternate EC-8 (Acoustic ceiling)	\$1,515
Base bid plus alternates	\$44,724

Total base bids plus alternates \$314,174

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2

A – B:

It was moved by Mr. Rintz 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.

Items 3 A - K.

Consent Agenda for Administrative Actions

- A. “Final Reading” of the Lesson Plans Policy #111 – The administrative staff is recommending the approval of the “Final Reading” of the Lesson Plans Policy #111 (see page 12).

- B. Tuition Free Senior – The administrative staff is recommending approval of the following student as a tuition free senior for the 2008/2009 school year.
Zachary Johns
- C. PA Education Joint Purchasing Council AEPS 009 Bids – The administrative staff is recommending ratification of the following AEPA Bids:
- AEPA IFB 09-A Roofing, Protective Coatings & Related Services: Weatherproofing Technologies, Inc.
 - AEPA IFB 09-B Commercial Floor Coverings: InterfaceFlor and Mohawk Carpet
 - AEPA IFB 09-C Copiers: Konica Minolta and Kyocera
 - AEPA IFB 09-D Vehicles: Husky Trucks
 - AEPA IFB 09-G Medicaid Billings: Sivic Solutions Group
- Explanation: Penn Manor School District is a member of the Pennsylvania Education Joint Purchasing Council. In February, the Pennsylvania Education Joint Purchasing Council approved the award of the bids listed above to the respective vendors. The Pennsylvania Education Joint Purchasing Council is now asking each member to ratify this action. Penn Manor School District has utilized the roofing contract in the past.*
- D. Disposal of Obsolete High School Inter-Tel Axxess Phone System – The administrative staff is recommending approval of the disposal of the high school phone system as per the attached proposal (see pages 13 – 14).
- Explanation: Penn Manor High School had its phone system replaced in 2007. The old units have been in storage since this time, are outdated, and cannot be repurposed in another district location. Ms. Gina Kostelich from the technology staff was able to find a company willing to buy the old units from the district.*
- E. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services in an Autism classroom program for 2 students at Penn Manor High School beginning February 23, 2009 until June 2009. The estimated contract cost is \$50,421.00.
- F. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Ashley Hohenwarter as an interpreter for a student, 16.75 hours during the SECA program beginning February 3, 2009 until March 24, 2009. The estimated contract cost is \$438.85.
- G. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services in a Deaf/Hard of Hearing classroom program for 1 student at Providence Elementary School beginning January 20, 2009 until June 2009. The estimated contract cost is \$18,767.00.
- H. Marticville Change Orders – The administrative staff is recommending ratification of the attached change orders for the Marticville Middle School project (see page 15). Payment to be made from the 2006 Construction Fund.

- I. Asbestos Consulting Services – Final AHERA (Asbestos Hazard Emergency Act) Inspection – The administrative staff is recommending approval of a proposal from CA Associates in the amount of \$500 for final inspection of all remaining AHERA schools and management plan close out.

Explanation: This law requires that each Local Education Agency engage EPA accredited individuals to inspect all student and staff accessed areas for the presence of both friable and asbestos containing materials (ACM) and to maintain an Asbestos Management Plan as a result of the building inspection. The management plan provides a description of the amount, type, location and condition of all ACM found in each building within the district. The Plan also contains a detailed schedule of responses and activities for handling the ACM.

- J. Rejection of Bids and Approval to Readvertise – Network Attached Storage Appliance System – The administrative staff is recommending rejection of the bids for the network attached storage appliance system (NAS) and approval to readvertise for same.

Explanation: Only one bid was received and the bidder did not meet the stated specifications for multiple reasons. As a result another bidding process is being recommended. The Penn Manor Information Technology Department is requesting bids 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.

- K. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for the following projects:

- Conestoga Elementary School – paving project
- Pequea Elementary School – paving project
- Pequea Elementary School – caulking windows and expansion joints project
- High School – paving project
- High School – repointing brick, caulking windows and expansion joints project
- Manor Middle School – explosion proof hood in technology education room
- Manor Middle School – repair roofing coping stones, window caulking and expansion joints project
- Marticville Middle School – glazed block painting project

Explanation: Most of these items were presented with the first draft of the capital project plan in early March. Due to the possibility of some of these projects being covered by Federal stimulus money, the administrative staff is recommending approval to advertise for these projects so the district can be ready to proceed with the projects.

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

It was moved by Mr. Schlotzhauer 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.

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 page 16).
- B. Contracted Speech Therapist Services – The administrative staff is recommending approval of the following individual listed for contracted speech therapist services at the rate of \$50 per hour for the 2008-2009 school year.
 Brooke Kabakjian – maximum of 120 hours

Explanation: One of the regular district speech therapists will be on leave during May and June. There are no speech therapists on our regular substitute list therefore it is necessary to contract services in order to meet with services mandated for student I.E.P.s.

- C. Adult Ed Course Instruction – The administrative staff is recommending approval of the individuals listed as Adult Ed Instructors at the rate of \$31 per hour.
 Digital Photography – Megan Augustine – 5 hours
 Windows Intro – Megan Augustine – 5 hours
 Computer Basics – Megan Augustine – 5 hours
 Internet Basics and the Web – Megan Augustine – 5 hours
 Word Processing Basics – Shelby Foster – 5 hours
 Ebay – Megan Augustine – 5 hours
 Word Processing Part 2 – Shelby Foster – 5 hours
 Intro to Macintosh OSX – Megan Augustine – 5 hours
 Excel Spreadsheets – Shelby Foster – 5 hours

Explanation: The above adult education courses each run for 4 hours. The instructor is also paid 1 hour for prep time. Courses will not be held if there is insufficient enrollment to cover the instructional costs. There are no additional expenses beyond the instructor fees.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4A – C: It was moved by Mr. Rintz 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.

The meeting adjourned at 9:01 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