

Minutes
Committee of the Whole
May 11, 2009

The Penn Manor School Board met in Executive Session beginning at 6:45 p.m. for the discussion of personnel and student matters. The Executive Session adjourned at 7:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:09 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 Mr. Skip Reddig, Mr. Tom Mumma, Miss Sara Ricciardi, Mrs. Campagna, Mrs. Hallock, Mrs. Sugra, Mrs. Julie Bibiloni, Ms. Rochelle Shenk, Mr. Ed Fisher, students Julie Griffith, Jason Ostrum and Lexy Adams, 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, June 1 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 May 4, 2009, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Students Julie Griffith and Jason Ostrum were recognized for their outstanding achievement in musical performance. Miss Ricciardi introduced Jason Ostrum and read a list of his Penn Manor and community musical accomplishments. Mr. Tom Mumma introduced Julie Griffith and read a list of her Penn Manor and community musical accomplishments. Mr. Herr congratulated the students and presented them with board resolutions.

Lexy Adams reported on high school and athletic activities for the month of April and the beginning of May. She also provided information on upcoming high school and Student Council events for the end of the year.

Mr. Stewart recognized senior student representative to the Board, Lexy Adams, for her contributions to the board. He provided highlights on Lexy's high school career and her future plans.

Mrs. Campagna presented a cost worksheet for IU Special Education Services. Board members asked questions regarding some of the services Penn Manor students receive through the IU. 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.

Mrs. Sugra presented information on the kindergarten program and a recent study conducted by the Pennsylvania Department of Education related to the age cutoff for entrance into kindergarten. Mrs. Sugra recommended changing the kindergarten enrollment age requirement from five by October 1 to 5 by September 1. The new cutoff date would be transitioned beginning with the 2010-2011 school year. For the 2010-2011 school year the cutoff age would be 5 by September 15, and for the 2011-2012 school year 5 by September 1. Mrs. Hallock said the transition would give parents time to adjust to the change. Dr. Leichter said if the Board approved the change in the cutoff date new board policies would be presented for approval at a future board meeting. The Board gave their verbal approval to change the kindergarten cutoff age date to September 1.

Resident Ed Fisher, Valley Drive, spoke to the board regarding the amount of the Penn Manor and state tax rebate. Mr. Skrocki explained that the state raised the threshold to \$35,000 last year but Penn Manor kept the threshold at \$15,000. It was also stated that not all school districts participate in the tax rebate program.

Mr. Skrocki presented information on the Act 1 slots distribution. He provided information on the PA property tax relief, the Homestead/Farmstead exemption and the Penn Manor allocation. He said the net reduction in taxes for a Penn Manor Homestead/Farmstead property will be \$120.69. The assessed value resolution will be \$7,586. The July real estate tax bills will reflect the reduction in both assessment and the taxes. 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, absent for this vote..

The second draft of the Capital Improvement Plan was presented by Mr. Skrocki. He provided an update on some of the categories in the long range capital improvement plan. Questions were asked by board members for clarification. Mr. Skrocki stated that the administrative staff will be recommending approval of the 2009-2010 plan at the June School Board Meeting.

Mr. Skrocki provided an update on the current termination value of the 2006 SWAP. He presented information pertaining to options for the SWAP, increasing termination parameters and suspension of the SWAP. After much discussion the board recommended amending the August 2008 Board resolution increasing the termination amount from \$400,000 to \$500,000. Approval for placement of an amended resolution on the board agenda was approved on a motion by Mr. Long 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. Leichter provided an update on the PSBA Policy Service. The first section of the Board Policy will be sent to the district for review in approximately 4 months. Dr. Leichter asked for a Board member to serve on the committee to review the policies before presenting to the Board for approval. Dr. Frerichs volunteered to serve on the committee.

Dr. Frerichs provided information on the Lancaster-Lebanon IU 13 Education Conference on June 23. He told board members that a draft of the retreat agenda will be sent to them for review.

The Committee of the Whole adjourned at 8:53 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
 May 11, 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 8:55 p.m.

The following members were present: 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 Ms. Rochelle Shenk, Mrs. Julie Bibiloni, Mrs. Rhoades, and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, June 1, 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 May 4, 2009 School Board Meeting. Hearing none, on a motion by Dr. Frerichs a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart provided a summary of the spring sports season and the teams in post-season competition. He thanked the Education Foundation for co-sponsoring the Retiree Breakfast and commended students who participated in the National French Competition.

Mr. Johnston reviewed the items presented for payment for April 2009. It was moved by Mr. Rintz and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$293,582.33 dated 4/1/09, \$153,184.11 dated 4/2/09, \$389,958.92 dated 4/8/09, \$383,998.59 dated 4/9/09, \$8,362.99 dated 4/13/09, \$145,153.72 dated 4/17/09, \$43,669.26 dated 4/20/09, \$538,742.80 dated 4/22/09, \$362,996.01 dated 4/24/09, and \$5,494.80 dated 4/27/09 for a total of \$2,325,143.53 from the General Fund; \$6,327.61 dated 4/08/09, and \$103,306.60 dated 4/17/09 for a total of \$109,634.21 from the Cafeteria Fund; \$22,873.85 dated 4/06/09, \$8,014.48 dated 4/7/09, \$50.00 dated 4/22/09, and \$380.00 dated 4/24/09 for a total of \$31,318.33 from the 2006 Construction Fund; and payroll in the amounts of \$791,439.91 dated 4/08/09, and \$789,200.32 dated 4/22/09, for a total of \$1,580,640.23. 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 May 11, 2009 School Board Meeting Agenda was reviewed.

Items 2 A - C:

Consent Agenda for the Committee of the Whole Meetings

- A. School Board Workshop Meeting – The committee is recommending the addition of a special School Board Workshop Meeting on June 18, 2009 beginning at 9:00 a.m. at Millersville University.

- B. Special Education Contract – The committee is recommending the approval of several contracts with Intermediate Unit #13 to provide special education services, special education support services and to set hourly rates for services for interpreters, physical therapy and occupational therapy (see enclosure).
- C. 2006 SWAP – The committee is recommending the approval to amend the August 11, 2008 Parameters Resolution from \$400,000 to \$500,000 net termination value.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2

A – C:

It was moved by Mrs. Friedman and seconded by Mr. Long 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 - M.

Consent Agenda for Administrative Actions

- A. Approval of Graduates – Dr. Janice Mindish, High School Principal, is recommending that the board approve the members of the Class of 2009 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- B. 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/>).

Explanation: Required by School Code.

- C. Tax Exoneration – The administrative staff is recommending approval of the tax exoneration as cited (see page 7).
- D. PSBA Membership – The administration is recommending approval for membership in the Pennsylvania School Boards Association, Inc. for the 2009-2010 school year and payment of membership dues in the amount of \$12,300.00
- E. Ratification of Bid Awards – The administrative staff is recommending ratification of the following bids as cited for 2009-2010 (see page 8).
IU Trainer/Medical/Athletic Supplies
IU Supplemental Disposables Supplies
- F. Approval to Bid – The administrative staff is recommending granting authorization to advertise for the bid for the following items for the 2009/2010 school year:
Ice Cream
Milk
Fruit Drinks / Iced Tea

Explanation: Annual request to authorize advertisement for bidding for Food Services. Bids are normally brought to the board for approval in August.

- G. IU13 Job Training Services – The administrative staff is recommending approval of the contract for Job Training services provided by IU 13 for the 2009-2010 school year (see pages 9 – 11).

Explanation: This contract is based upon preliminary unit costs of \$296.69 per day for 326 days in the 2009-2010 school year. A reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- H. IU 13 Occupational/Physical Therapy Services – The administrative staff is recommending approval for Occupational/Physical Therapy services provided by IU 13 for the 2009-2010 school year (see pages 12 – 14).

Explanation: This contract is based upon preliminary unit costs of \$78.08 per hour for 150 hours in the 2009-2010 school year. A reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- I. IU 13 Speech/Language Services – The administrative staff is recommending approval for Speech/Language services provided by IU 13 for the 2009-2010 school year (see pages 15 – 17).

Explanation: This contract is based upon preliminary unit costs of \$67.67 per hour for 410 hours in the 2009- 2010 school year. A reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- J. Lancaster General Hospital Drug Screening Contract – The administrative staff is recommending approval of the 2009-2010 drug screening contract with Lancaster General Hospital (see enclosure).

Explanation: For the second year in a row Lancaster General Hospital has not increased contract costs.

- K. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see pages 18 – 19).

- L. Approval of Contracts and Notice to Proceed for High School West Gym Renovation Project – The administrative staff is recommending approval and execution of contract agreements and issuance of a notice to proceed to the contractors listed below for the amounts stated for the high school west gym renovation project as per the attached bid tabulation (see pages 20 – 23). Payment to be made from the Capital Reserve fund.

General Construction:

East Coast Contracting (New Cumberland, PA)

Base Bid \$142,300

Alternate GC-1 (Resinous flooring) \$4,300

Alternate GC-2 (Display case) \$2,500

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

- M. Bid Awards for High School West Gym Renovation Project – The administrative staff is recommending awarding the high school west gym renovation project bids to contractors listed below for the amounts stated as per the attached bid tabulation (see pages 20 – 23). Payments to be made from the Capital Reserve Fund.

General Construction:

East Coast Contracting (New Cumberland, PA)
 Base Bid \$142,300

Alternate GC-1 (Resinous flooring) \$4,300
 Alternate GC-2 (Display case) \$2,500
 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 ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – M:**

It was moved by Mr. DeLuca 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 – E:**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 24 – 25).
- B. 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 individuals would opt to have their name deleted from the substitute teacher list (see page 26).
- C. Leaves – The administrative staff is recommending granting leaves to the individuals listed according to the terms listed (see page 27).
- D. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.
Margaret Shuffelbottom, high school teacher, effective 5/4/2009
- E. Termination – The administrative staff is recommending the board approve the termination of the individual listed below per the effective date cited.
Sandy Eshleman – Food Service – effective 4/29/09

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – E: It was moved by Mr. DeLuca and seconded by Dr. Frerichs 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.

Item 5 A:**Consent Agenda for Personnel**

- A. Change in Status(*) – The administrative staff is recommending the board accept the individuals listed for change in status(*) according to the conditions listed (see pages 29).

MOTION ON PERSONNEL CONSENT AGENDA ITEM 5 A: It was moved by Mr. Long and seconded by Mr. Schlotzhauer 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.

The meeting adjourned at 9:00 p.m. on a motion by Mr. Long and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary