

Minutes
Committee of the Whole
August 10, 2009

The Penn Manor School Board met in Executive Session beginning at 5:30 p.m. for the discussion of legal and personnel issues, negotiations, and the Superintendent's evaluation. The Executive Session adjourned at 7:10 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:20 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. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki (arrived late to attend the Manor Township Planning Commission meeting). Also in attendance were Mrs. Vickie Hallock, Ms. Shirley Murray, Ms. Christine Santaniello, Mrs. Sarah Lupinacci, Mr. James Hoke, and Mrs. Rhoades. Mrs. Howard was absent.

Mr. Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, August 31 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 July 13, 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 introduced Ms. Shirley Murray, the new Principal at Letort Elementary School, and Ms. Christine Santaniello the part-time Academic Support teacher and part-time Dean of Students at Marticville Middle School. Mr. Herr read the qualifications for Ms. Murray and Ms. Santaniello. Ms. Murray and Ms. Santaniello thanked the Board and Administration for the opportunity to work in their new positions at Penn Manor.

Ms. Pollock and Mrs. Hallock reported on the 2009 AYP. They reviewed the No Child Left Behind Act of 2001, the Math and Reading 2008-2010 performance targets and the subjects and the grades that will be tested. The status of AYP in the Penn Manor schools was explained. Ms. Pollock and Mrs. Hallock proved an overview of measures being used in the elementary, middle and high schools. District training of the staff was also explained. Questions were asked by board members.

Dr. Leichliter explained that the Board directed the Administration to provide information on engraved/photo plaques of previous superintendents. Mrs. Rhoades explained three styles of plaques and the cost. Discussion ensued on this topic. A suggestion was made to inquire if a student in the Art Department could paint pictures of the previous superintendents. Dr. Leichliter and Mrs. Rhoades will check with Mr. Himes. Dr. Frerichs made a motion to table this item, a second was made 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 explained that a recommendation was previously made by Mr. Stewart to discontinue the Penn Manor Virtual School. As directed by the Board, Dr. Leichliter reported on the details of the Solanco Virtual Cyber School. He explained the cost of the Penn Manor sending students to the Solanco Virtual Cyber School. Dr. Leichliter recommended to the Board that the District not participate in the Solanco Virtual Cyber School at this time. Mr. James Hoke, 337 Barbara St., Millersville addressed the board regarding the Virtual Cyber School. Discussion ensued on the details and cost of the Virtual Cyber School.

Ms. Pollock updated the Board on the Professional Development Program for Penn Manor. She highlighted some of the in-service sessions and invited the Board to attend any of the programs. She reminded the Board of the new teacher orientation and luncheon on August 18.

Dr. Leichliter reported on the legal RFP responses. Seven legal firms responded, six local firms were invited to interview with the committee. He described the format of the interviews and distributed a list of questions that will be asked of the firms. Dr. Leichliter requested that a board member serve as a facilitator during the interviews. Dr. Frerichs agreed to be the facilitator. Also, any additional specific questions board members would like the committee to ask should be directed to Dr. Leichliter.

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. Questions were asked by board members for clarification.

Mrs. Wert reported that the board will be offering middle school and high school students to submit ideas for the new Penn Manor logo. A professional will be commissioned to design the logo from the winning student's idea. Mrs. Wert also provided a report on the PSBA Gettysburg Symposium in July 2009.

Mr. Long reported that the Education Foundation is starting another year and explained some of the details of the state budget that could impact on the Foundation.

The Committee of the Whole adjourned at 8:49 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

- B. Waiver of Custodial Fees – The administrative staff is recommending a waiver of custodial fees for National History Day Competition at Penn Manor High School (see page 7).
- C. Approval of Bus Routes – The administrative staff is recommending the approval of bus routes for the 2009/2010 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.

Explanation: Routes are compiled annually by the Transportation Coordinator in anticipation of expected bus routing requirements.

- D. Geothermal Test Bore Contract – The administrative staff is recommending approval of a contract with Morrison Geothermal Inc., Duncannon, PA, for a geothermal test bore at Central Manor Elementary School in the amount of \$8,740.00. The test bore is necessary as part of the planned geothermal heating and cooling systems at the building. Payment to be made from the 2006 Construction Fund.
- E. Bid Awards – The administrative staff is recommending awarding the bids for milk, yogurt, fruit drinks and iced tea to Turkey Hill Dairy and the bid for ice cream to Rakestraw Ice Cream as per the attached bid tabulation (see page 8).

Explanation: Approval of annual bid for items used by the food service operations. The bid was tabulated by the Food Service Director and is presented to the board with his recommendation.

- F. Athletic Ticket Prices – The administrative staff is recommending approval for increased ticket prices for athletic events beginning with the 2009-2010 school year (see page 9).

Explanation: As recommended by the Athletic Director and supported by the administration, the last increase was approved in June 2000.

- G. Approval of Electrical Engineering Contract – Modular Classroom Relocation – The administrative staff is recommending approval of a contract with Moore Engineering Company in the amount of \$7,800.00, plus reimbursable expenses, for electrical engineering and bidding services for the relocation of modular classrooms from Marticville Middle School to Manor Middle School. Payment to be made from the 2006 Construction Fund.
- H. Approval of Electrical/HVAC Engineering Contract – High School West Gym Renovations – The administrative staff is recommending approval of a contract with Moore Engineering Company in the amount of \$5,800.00, plus reimbursable expenses, for HVAC and electrical engineering services for the high school west gym renovation project. Payment to be made from the Capital Reserve Fund.
- I. Marticville Change Orders – The administrative staff is recommending ratification of the Marticville Middle School renovation project change orders in the amount of \$7,724.03 (see page 10). Payment to be made from the 2006 Construction Fund.

- J. Martic Change Orders – The administrative staff is recommending ratification of the Martic Elementary School renovation change orders in the amount of \$ 42,477.00 (see pages 11 – 12). Payment to be made from the 2006 Construction Fund.
- K. Approval to Advertise for Bid – Manor Middle School Chiller Overhaul – The administrative staff is recommending approval to advertise for bid for the Manor Middle School chiller overhaul project.
- L. Approval to Advertise for Bid – Manor Middle School Carpet Replacement – The administrative staff is recommending approval to advertise for bid for the Manor Middle School carpet replacement (administration, middle school offices, library).
- M. Highway Occupancy Permit Condition Statement – Comet Field Road Improvements – The administrative staff is recommending approval of the PENNDOT highway occupancy permit condition statement as per the attached. The condition statement is required as part of the highway occupancy permit application process. (See pages 13 – 15).
- N. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of bus drivers for the 2009/2010 school term as cited (see pages 16 – 17).

Explanation: While the bus drivers are employed by the busing contractors, a listing is provided for the board's consideration and acceptance.

- O. Field Trip Rates – The administrative staff is recommending approval of Field Trip Rates for the 2009/2010 school term as cited (see page 18).

Explanation: Rates for field trips are re-calculated annually based upon changes in the CPI.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – O: 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 – B, D - L: 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 19 – 20).
- B. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.
 Andrew Clark – Health Room Tech – effective 6/4/09
 Karen Coulter – English Teacher – effective 7/20/09
 Christopher Moritzen – High School Assistant Principal – effective 8/2/09
 Josie Weightman – Speech-Language Pathologist – effective 8/20/09

- D. Leaves – The administrative staff is recommending granting leaves to the individuals listed according to the terms listed (see page 22).
- E. Jump Start Reading Program Instructor – The administrative staff is recommending approval of the individual listed to the position of instructor for the elementary and middle school Jump Start Reading Program to be held August at the professional hourly rate for 20-30 hours per instructor
Justin Baylor

- F. Rates for Co-curricular Work – The administrative staff is recommending approval of the rates for co-curricular work for the 2009/2010 school year as cited (see page 23).

Explanation: Rates for co-curricular work are re-calculated annually. Presented rates have been held constant from the previous year.

- G. Transportation Clerical Assistance – The administrative staff is recommending approval for Christine George to provide up to 75 hours of summer clerical assistance in the transportation office at the hourly rate of \$11.10.

- H. 2009/2010 Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2009-2010 school year (see page 24).

Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.

- I. Middle School Team Leaders – the administrative staff is recommending approval of the individuals listed to the team leader positions cited for the 2009/2010 school year (see page 25).

Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals.

- J. 2009/2010 Band Positions – The administrative staff is recommending approval of the individuals listed to the band positions cited for the 2009-2010 school year (see page 26).

Explanation: Band positions and salaries are approved annually based upon rosters submitted by the director of the Marching Band in conjunction with the high school principal.

- K. 2009-2010 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed as fall coaches for the 2009-2010 school year.

Cindy Bachman – Cheerleading, Asst. to Varsity -- \$3,466

Darryl Daniels – Football Volunteer

Mel Ruth – Football Volunteer

- L. Summer Project 720 Field Trip Chaperones – The administrative staff is recommending for the following teachers to be paid \$150 from Project 720 funds to chaperone field trips after school ended:

Erick Dutchess
 Jarod Staub
 Kathy Grenier
 Sallie Bookman

Kim McMullen
 Elizabeth Sheerer
 Jill Weidmaier

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – B, D - L: It was moved by Mrs. Wert 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, yes; Kirk Schlotzhauer, yes, and Donna J. Wert, yes.

Item 4 C: **Consent Agenda for Personnel**

- C. Substitute Teachers – The administrative staff is recommending approval of the individuals listed 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 21).

MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 C: It was moved by Dr. Frerichs and seconded by Mr. Rintz to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, abstained; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, and Donna J. Wert, yes.

Items 5 A: **Consent Agenda for Administrative Actions**

- 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 page 28).

MOTION ON CONSENT AGENDA ITEM 5 A: It was moved by Mr. Long and seconded by Mr. DeLuca 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 9:15 p.m. on a motion by Mr. Hoke and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary