

Minutes
Committee of the Whole
September 8, 2009

The Penn Manor School Board met in Executive Session beginning at 6:30 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 7:00 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board Vice-President, Dr. Richard Frerichs. The following members were present: Dr. Frerichs, Mrs. Friedman, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mr. DeLuca and Mr. Herr were absent. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance for all or part of the meeting were Mrs. Janice Adams, Mr. Charlie Reisinger, Mrs. Sarah Lupinacci, Mr. Hal Hart and Mr. Anthony Colestock from Crabtree Rohrbach and Associates, Mrs. Rhoades, and Mrs. Howard.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, October 5 at 7:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the August 10, 2009, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the August 31, 2009, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Mr. Reisinger explained the Act 183 eFund Grant and the reasons for joining with the IU 13 for this grant. He also reviewed the monthly and yearly costs for the district. Questions were asked by Board members.

Mr. Hal Hart and Mr. Anthony Colestock from Crabtree Rohrbach and Associates reviewed the Central Manor Elementary School renovation project, the Plancon timeline and the Act 34 Booklet. An Act 34 public hearing is required for the project due to the total new square footage exceeding 20% of the total space. Approval for placement of the Act 34 Resolution and notice of the Act 34 public hearing 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, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichliter reviewed the revisions from PSBA to School Board Policies in Section 000 Local Board Procedures. Board members asked questions for clarification. Approval for placement of the policies on the board agenda for a first reading was approved on a motion by

Mrs. Friedman and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichter provided data on the 2009-2010 opening day enrollment and the DeJong and PDE enrollment projections. He reviewed information on the Penn Manor long-term trend and summer enrollment changes. Discussion ensued on enrollment and the projections.

Mr. Skrocki presented information on staff flu shots. He provided a history of the district providing flu shots to staff, recommended providing flu shots at no cost to district staff, the reasons for the recommendation and the timeline. 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, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Johnston presented preliminary information on the 2010-2011 budget calendar. The timeline was discussed with a resolution not to exceed the index and without a resolution and without exceptions. Questions were asked by board members.

Mrs. Wert explained that the Lancaster County Academy excess funds from 2008-09 did not need to be used for solicitor services but will be used for providing 20 hours of instruction.

Dr. Leichter reviewed the school and sports activities for the first week of school. He showed an opening week video prepared at Pequea Elementary School.

The Committee of the Whole adjourned at 8:40 p.m. on a motion by Mr. Long a second by Mr. Rintz, and a unanimous voice vote.

Richard Frerichs, Vice-President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
September 8, 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 Vice-President, Dr. Richard Frerichs at 8:45 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, October 5, 2009, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

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

Dr. Frerichs asked if there were any Citizen's Comments. There were none.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the August 10, 2009. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the August 31, 2009. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston explained that because of the Munis software package the Treasurer's Report will have a new format. He reviewed the Treasurer's Report for the month of July. He said the bill list is not available at this time.

The School Board Meeting Agenda was reviewed.

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

- A. Board Workshop Session – The committee is recommending the addition of a Board Workshop session on October 5, 2009 beginning at 4:00 p.m. for the discussion of a District Master Facility study.
- B. Act 34 Hearing Central Manor Elementary School – The committee is recommending approval to schedule and advertise a public hearing (Act 34 Hearing) for the review of all relevant matters relating to the additions and renovations to the Central Manor Elementary School on Thursday, October 8, 2009, at 7:00 p.m. in the Auditorium of the Manor Middle School per the Notice of Public Hearing (see attachment).
- C. “First Reading” of the Penn Manor Board Policy Section 000 Local Board Procedures – The committee is recommending the approval of the “First Reading” of the Penn Manor Board Policy Section 000 Local Board Procedures 000 through 011 (see enclosure).

- D. Staff Flu Shots – The committee is recommending approval of free flu shots for Penn Manor staff for 2009.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A - D:

It was moved by Mr. Rintz and seconded by Mrs. Friedman to approve these items. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, and Donna J. Wert, yes.

Items 3 A – E: Consent Agenda for Administrative Actions

- A. Professional Development – The administrative staff is recommending approval to engage the services of Conversations, Inc. and Mr. Geoff Davis for professional development services from July 15, 2009 through December 31, 2009 at a rate not to exceed \$600 per month plus extraordinary expenses.
- B. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 4).
- C. Manor Township, Millersville Borough and Southern Regional Police – The administrative staff is recommending approval for payments to Manor Township, Millersville Borough and Southern Regional Police Departments for providing police security at Penn Manor home athletic competitions. Estimated cost is \$47.00 per hour.
- D. Tuition Student – The administrative staff is recommending the approval of the tuition student listed below for the 2009-2010 school year. Enrollment is dependent upon the terms specified and payment of tuition in compliance with policy #202.
Jazmyne Smialek – grade 12
- E. Department Coordinators Salaries – The administrative staff is recommending approval of the department coordinators salaries for the 2009-2010 school year as presented (see attachment).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – E: It was moved by Mrs. Wert and seconded by Mr. Schlotzhauer to approve these items. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, absent; 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 5 – 6).
- B. 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 7).

- C. Instruction in the Home – The administrative staff is recommending the following individual to provide instruction in the home at the professional rate for up to 5.5 hours per week for the 2009-2010 school year.
Laurie Weitzel
- D. Leaves – The administrative staff is recommending granting Leaves to the individuals listed according to the terms listed (see page 8).
- E. Security – The administrative staff is recommending approval for the following Pennsylvania Constables to provide security for the school district during the 2009-10 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.
Robert Benson
Greg Leisey
Robert Parmer
Christopher Wiggins
Randall Kreiser
Jeff Jackson
Fred Townson
Jeff Pokepec
Holly Jackson
Robert Benson, Jr.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – E: It was moved by Mrs. Friedman and seconded by Mr. Hoke to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, and Donna J. Wert, yes.

The meeting adjourned at 9:07 p.m. on a motion by Mr. Long and seconded by Mrs. Wert and a unanimous voice vote.

Richard Frerichs, Vice-President

Paula E. Howard, Secretary