

Minutes
Committee of the Whole
October 13, 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 6:50 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 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. Also in attendance were Mrs. Vickie Hallock, Mr. Howard Kelin and Mr. Jeff Litts from Kegel Kelin Almy & Grimm, Mr. Chad Umble, students Jen Stumpf and Katie Maisel, 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, November 2 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 October 5, 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.

Student representatives Jen Stumpf and Katie Maisel reported on high school, homecoming, athletic and Student Council activities for the month of September and the beginning of October. They also provided information on upcoming high school and Student Council events.

Dr. Leichliter introduced Mr. Howard Kelin and Mr. Jeff Litts from Kegel Kelin Almy & Grimm (KKAG). He said the firm has been appointed as solicitor and bond counsel for the school district through 2010. Mr. Kelin thanked the board for the appointment and said the firm was looking forward to working with the Penn Manor administration and board.

Mrs. Hallock reported on a recent survey that was distributed to elementary staff during the in-service on October 9. From the survey she highlighted the district strengths and areas for improvement that were viewed by the staff. Board members asked questions.

Mr. Johnston provided a comparison of the 2009-2010 real estate taxes to previous years regarding the number of bills sent, bills paid in the discount period and the number of taxpayers opting for the installment plan. He also provided comparison information for the ranking of districts relating to millage rates, percentage of average tax increase and millage rate. Questions were asked by board members.

Mr. Johnston presented information about transferring the unused portion of the expenditure budget. He recommended transferring \$2,365,986 to the Capital Reserve Fund and \$1,107,689 to remain in the Fund Balance. Approval for placement of this item on the October 13 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 information regarding the opportunity to designate fund balances during the budget process and during the audit process. He recommended designating \$580,000 for prepaid swaption, \$4,720,000 for retirement rate stabilization and \$2,531,573 for healthcare cost containment. Approval for placement of this item on the October 13 board agenda was approved on a motion by Mrs. Wert 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. Johnston presented an Act 32 LCTCB resolution for placement on the agenda. The resolution calls for the management participation of the municipalities by opening 16 new board seats as reflected in forthcoming bylaws changes. Approval for placement of this item on the October 13 board agenda was approved on a motion by Mr. Schlotzhauer 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. Skrocki reviewed the results from the 6 week pilot program from the summer where district employees worked 4-10 hour days. He summarize the program, explained the analysis for 4 buildings and result disclaimers. Mr. Skrocki reported that the district saved \$10,486 and reduced the kWh usage per day. He said that a survey will be sent to the participating staff and a recommendation will be presented in the near future for 2010.

Dr. Leichliter presented information on athletic salaries, grouping of sports, and the number of coaches for each sport. He recommended that the Athletic Director develop a committee to review the salaries and number of coaches. Questions were asked and discussion ensued on the addition of Lacrosse coaches and the evaluation of positions.

Dr. Leichliter reviewed some of the changes in the Section 100 board policies. He recommended placing this section on the voting agenda for a first reading. Approval for placement of this item on the October 13 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. Hoke provide a report on the Ag Advisory Committee meeting he attended. He announced that the FFA will be selling produce and fruit baskets for the holiday season.

Mr. Long reported that Venture grants were delivered to teachers.

Dr. Leichter announced that Wendy Letavic was named the 2009 Department of Education Migrant Education Partner of the Year. A video of the high school homecoming activities was shown.

Mr. Johnston reviewed some of the changes in the Penn Manor budget as a result of the passing of the Pennsylvania budget.

The Committee of the Whole adjourned at 8:53 p.m. on a motion by Mr. Long a second by Mr. Hoke, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
October 13, 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.

Mr. Herr announced that the next scheduled meeting will be held on Monday, November 2, 2009, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

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. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mr. Chad Umble, Mrs. Rhoades, and Mrs. Howard.

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 October 5, 2009. 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. Johnston reviewed treasurer's report for August 2009. He also presented for payment the bills for July 2009, August 2009 and September 2009. It was moved by Mr. DeLuca and seconded by Dr. Frerichs to approve to authorize payment of bills for July 2009 in the amounts of \$2,834,749.43 from the General Fund; \$101,985.73 from the Capital Reserve Fund; \$339,567.60 from the Technology Capital Reserve Fund; and payroll in the amounts of \$725,978.99 dated 7/03/09, and \$720,787.49 dated 7/20/09, for a total of \$1,446,466.48. 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

It was moved by Mr. DeLuca and seconded by Dr. Frerichs to approve to authorize payment of bills for August 2009 in the amounts of \$2,456,254.43 from the General Fund; \$15,509.71 from the Cafeteria Fund; \$414,428.75 from the Capital Reserve Fund; \$340,195.30 from the 2006 Construction Fund; \$8,635.12 from the Athletic Fund; \$22,804.45 from the Student Activity Fund and payroll in the amounts of \$702,569.43 dated 8/05/09, and \$716,432.31 dated 8/19/09, for a total of \$1,419,001.74. 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

It was moved by Mr. DeLuca and seconded by Dr. Frerichs to approve to authorize payment of bills for September 2009 in the amounts of \$2,584,335.90 from the General Fund; \$183,753.49 from the Cafeteria Fund; \$334,159.90 from the Capital Reserve Fund; \$1,687.16 from the 2005 Construction Fund; \$717,003.42 from the 2006 Construction Fund; \$6,376.71 from the Athletic Fund; \$1,228.57 from the Student Activity Fund and payroll in the amounts of \$758,816.58

dated 9/02/09, \$834,337.57 dated 9/16/09, and \$855,347.25 dated 9/30/09, for a total of \$2,448,501.40. 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 School Board Meeting Agenda was reviewed.

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

- A. Marticville Middle School Bleachers – The committee is recommending the purchase and installation of 200 additional bleacher seats at Marticville Middle School with C.M. Eichenlaub Company in the amount of \$31,415.00. The Pennsylvania Department of General Services COSTARS contract will be utilized for the purchase. Payment to be made from the 2006 Construction Fund.
- B. School Calendar Modification – The committee is recommending approval of the modified school calendar for the 2009-2010 school year (see page 4).
- C. 2008-2009 General Fund Transfer – The committee is recommending approval for the transfer of \$1,865,986 to the Capital Reserve Fund and \$500,000 to the Technology Capital Reserve Fund as presented.
- D. Designated Fund Balance Designated Fund Balance – The committee is recommending approval of the resolution designating \$7,831,573 within the current general fund. (see page 5).
- E. Act 32 LCTCB Resolution Act 32 of 2008 Resolution – The committee is recommending the approval of the attached resolution designating the Lancaster County Tax Collection Bureau as the county tax collection committee as outlined in the carve out provision of Act 32. (See pages 6 – 8).
- F. “First Reading” of the Penn Manor Board Policy Section 100 Programs – The committee is recommending the approval of the “First Reading” of the Penn Manor Board Policy Section 100 Programs (see enclosure).

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

It was moved by Mrs. Friedman and seconded by Mr. Schlotzhauer 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 – E: Consent Agenda for Administrative Actions

- A. Comet Grants – The administrative staff is recommending the awarding of Comet Grants as listed. (see page 9).
- B. Venture Grants – The administrative staff is recommending the acceptance of Penn Manor Education Foundation Venture Grants as listed (see pages 10 – 13).

- C. Acceptance of Bus Driver – The administrative staff is recommending acceptance of the following bus driver for the 2009-2010 school year.
Eschbach – Sharon Davis
- D. Mental Health Parity and Addiction Equity Act Opt-Out – The administrative staff is recommending approval of the attached resolution (see page 14).
- E. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 15).

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

It was moved by Mr. DeLuca and seconded by Mr. Hoke 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 – F: Consent Agenda for Personnel

- A. 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 16).
- B. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date cited.
Leighton Dickenson III – Manor Middle School custodian – effective 10/7/2009
Courtney R. Weisser – Speech Teacher – effective October 27, 2009
- C. Leaves – The administrative staff is recommending granting Leaves to the individuals listed according to the terms listed (see page 17).
- D. Clerical Support – The administrative staff is recommending that Kathy Campbell be employed for up to 20 additional hours for the month of October for the purpose of support to the special education office with Evaluation Report writing to remain in compliance with Chapter 14 timelines. Specific scheduling will be coordinated by Mrs. Campagna and Mrs. Campbell will be compensated at her hourly rate.
- E. Co-Curricular Positions – The administrative staff is recommending approval of the following individuals to the co-curricular positions cited for the 2009-2010 school year

Aud Technical supervisor Fall Play	Dennis	Mark	Level 5	1,026
Aud Tech Supervisor General	Dennis	Mark	Level 5	1,417
Fall Play Director	Shellenberger	Carole		2,081
Fall Play Asst. Director	Mintzer	Melissa		1,389
Fall Play Costume Coordinator	Shellenberger	Carole		995
Fall Play Set Design	Dennis	Mark		527
Fall Play Art Supervisor	Dennis	Mark		496
Fall Play Const. Supv.	Dennis	Mark		849

- F. Reading Instruction and Supplemental Writing Support – The administrative staff is recommending that Mrs. Lisette Rivera be approved to provide one to one reading instruction and supplemental writing support for a learning support student at Letort Elementary, with a start date of September 29, 2009, continuing to the end of the 2009-2010 school year. She initially began at 7 hours per week for instruction only and will now be employed 8 hours per week, effective October 12, to accommodate training, consultation time, IEP team meetings and paperwork throughout the school year. This position is being funded through stimulus dollars.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – F: It was moved by Mrs. Friedman 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.

Item 5.

Termination – The administrative staff is recommending the board approve the termination of the individual listed below per the effective date cited.

Cody Franklin – High School Custodian – effective 9/30/09

MOTION ON CONSENT AGENDA ITEM 5: It was moved by Dr. Frerichs and seconded by Mr. Hoke 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.

Item 6.

Awarding of Bid, Approval of Contract and Notice to Proceed for the Martic Elementary School Sand Mound Replacement Project – The administrative staff is recommending awarding of bid, approval and execution of contract agreement and issuance of a notice to proceed to Snyder & Mylin (Drumore,PA) for the Martic Elementary School sand mound replacement project in the amount of \$83,433.00 as per the attached bid tabulation (see addendum page 2). Payment to be made from the 2006 Construction Fund.

MOTION ON CONSENT AGENDA ITEM 6: It was moved by Mr. Rintz 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 9:16 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