

Minutes
Committee of the Whole
January 11, 2010

The Penn Manor School Board met as a Committee of the Whole at 4:00 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Dr. Richard Frerichs. The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Hoke, Mr. Long, Mr. Rintz (arrived at 4:02 p.m.), Mr. Schlotzhauer (arrived at 4:07 p.m.), Mr. Straub, and Mrs. Wert (arrived at 4:13 p.m.). Present from the administrative staff were Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were for all or parts of the meeting were: Mrs. Vickie Hallock, Mrs. Carly McPherson, Mr. Phil Gale, Mrs. Peggy Anastasio, Mr. Charlie Reisinger, Mrs. Kari Steinbacher, Mr. James Hollinger, Ms. Robyn Meadows, 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, February 1, 2010 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.

It was reported that Dr. Leichliter, Dr. Frerichs and Mr. Straub will be attending the New School Director Orientation at the IU on January 27, 2010. The board supported their attendance at the session.

Mr. Rintz reported on the Board President Training Camp he and Dr. Frerichs attended.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the December 7, 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.

The student representatives were not in attendance at the meeting. Their written report was distributed by Dr. Leichliter.

Mr. Gale updated the board on the three part School Improvement Plan for the high school. Mrs. Anastasio provided an overview of co-teaching for special education students. Questions were asked by board members.

Mrs. Hallock provided an overview of the reading series that was adopted by the district during the 2007-2008 school year.

Mrs. Hallock and Mrs. McPherson provided information on the elementary math curriculum and the need to update the math series. After much discussion it was decided that more information would be provided to the board in the future regarding a new math series.

The Penn Manor School Board adjourned at 5:04 for dinner and to meet in Executive Session for the discussion of legal issues, negotiations, superintendent evaluation and student matters. The Executive Session adjourned at 7:20 p.m.

The Penn Manor School Board Committee of the Whole reconvened at 7:31 p.m. in the Board Room at Manor Middle School.

Dr. Leichliter announced that January is School Director Recognition month. He thanked the board members for their dedication to the Penn Manor families. Mrs. Rhoades presented each board member with a mystery book that will be placed in the middle school libraries in their honor.

Dr. Leichliter informed the board that there are three existing Superintendent Councils: the PTO Officers, District Ministers and the Advisory Council. He announced that he plans to attend various meetings in the district municipalities with the possibility of establishing a new advisory group from representatives of the municipalities. The board supported Dr. Leichliter attending the meetings.

Dr. Leichliter presented information on current suspension practices for violations of the Weapons Policy especially pertaining to lower level violations of the policy. After much discussion Dr. Leichliter said he will present new guidelines in March for board approval.

In an effort to save on postage, Dr. Leichliter informed the board that in the future the Judicial Review letters will be emailed to the board members who served on the committee for the hearings.

Dr. Leichliter updated the board on the staff surveys and the details regarding the summer four ten-hour workday pilot. He said that the district will continue with the four ten-hour workdays during the 2010 summer for at least a 6 week time period. The district will also track the savings for a second year.

Dr. Leichliter presented information on a Master Facility Study based on board input in December. He recommended that Crabtree, Rohrbaugh & Associates be engaged to provide services for a long range facilities plan. Much discussion ensued on this topic. Approval for placement of this item on the board agenda was approved on a motion by Mr. Long, and seconded by Mr. Hoke. The following vote was taken on this motion: Mr. DeLuca, no; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mr. Skrocki reviewed Plancon information for the Central Manor Elementary School project. He explained the project timeline. Dr. Leichliter said that after much discussion it was decided that grades 5 and 6 will move to Manor Middle School during the construction. Placement of Plancon F on the board agenda was approved on a motion by Mrs. Friedman, and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

A broad summary of the 2010-2011 budget was presented by Mr. Johnston. He discussed the board resolution to limit potential tax increase to the allowable index under Act I and other

options. After much discussion the board resolution not to exceed a tax increase of 3.5% was presented for placement on the agenda. Approval for placement of this item on the board agenda was approved on a motion by Mr. Hoke, and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Dr. Frerichs provided and discussed the revised list of Board Committees.

Mr. DeLuca informed the board that the proposed CTC Budget was distributed for their review. Mr. Warren from the CTC will be at the February 1 meeting to discuss the budget.

Mr. Long announced that Mr. Don Stewart is the new Executive Director of the Foundation and Dr. Jan Mindish will be filling a vacancy on the Foundation Board of Directors.

The Committee of the Whole adjourned at 9:02 p.m. on a motion by Mr. Rintz a second by Mr. Hoke, and a unanimous voice vote.

President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
January 11, 2010

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, Dr. Richard Frerichs at 9:02 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, February 1, 2010, 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. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Mrs. Wert. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were: Mrs. Kari Steinbacher, Ms. Robyn Meadows, 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 December 7, 2009. Hearing none, on a motion by Mrs. Friedman, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter presented the Martic Elementary School video.

Mr. Johnston reviewed the treasurer’s report for November 2009. He also presented for payment the December 2009 bills. It was moved by Mr. Straub and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$3,666,099.97 from the General Fund; \$172,167.48 from the Cafeteria Fund; \$124,746.61 from the Capital Reserve Fund; \$9,999.94 from the 2005 Construction Fund; \$63,935.94 from the 2006 Construction Fund; \$10,413.25 from the Athletic Fund; \$31,846.05 from the Student Activity Fund and payroll in the amounts of \$855,373.76 dated 12/9/09 and \$855,896.56 dated 12/23/09, for a total of \$1,711,270.32. The following roll call vote was taken on this motion: Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, Christopher Straub, yes, and Donna J. Wert, yes

The School Board Meeting Agenda was reviewed.

Item 2 A – C. **Consent Agenda for the Committee of the Whole Meeting**

- A. Central Manor Elementary School Plancon F Approval – The committee is recommending approval and submission of Plancon Part F (Construction Documents) to the Pennsylvania Department of Education for the Central Manor Elementary School new project (PDE Project Number 3526).

Explanation: Plancon Part F provides for further refinement of the architectural aspects of the project and documentation that other state and local agency requirements

have been met or will be met before entering into construction contracts. Departmental approval of Plancon Part F authorizes a district to receive bids and enter into construction contracts (see enclosed packet).

- B. Budget Resolution – The committee is recommending approval of the resolution not to exceed index as presented in the Committee of the Whole.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A

-- B:

It was moved by Mr. Schlotzhauer and seconded by Mr. DeLuca 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

- C. Master Facility Study – The committee is recommending that Crabtree, Rohrbaugh & Associates be engaged to provide Architectural and Engineering services required to develop a Long Range Facilities Plan for the Penn Manor School District as per the attached proposal in the amount of \$65,000 (architectural and engineering services only). Payment to be made from the Capital Reserve Fund (see pages 6 – 8).

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2 C:

It was moved by Mrs. Wert and seconded by Mr. Hoke to approve this item. The following call vote was taken on this motion. Joseph DeLuca, no; Richard L. Frerichs, yes; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Items 3 A – G:

Consent Agenda for Administrative Actions

- A. 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/>).
- B. Tax Exoneration – The administrative staff is recommending approval of the tax exoneration as cited (see page 9).
- C. Software License Contract – JAMF Software – The administrative staff is recommending approval of a 1,542 license and support contract with JAMF Software (Minneapolis, MN) in the amount of \$18,315.72 for a one-year period effective 1/8/2010 (see pages 10 – 11).

Explanation: The agreement will permit for remote software updates across the network.

- D. District Honeywell Agreement – The administrative staff is recommending approval of a service contract with Honeywell Building Solutions for preferred automation maintenance of equipment (except chillers) at Central Manor Elementary School, Letort Elementary School, Conestoga Elementary School, Eshleman Elementary School, Hambright Elementary School, Pequea Elementary School, and Manor Middle School for the term and price listed below.

2/1/2009 - 1/31/2010 \$75,332

2/1/2010 - 1/31/2011 \$77,592
 2/1/2011 - 1/31/2012 \$79,920

Explanation: The 2009-2010 contract represents a 0.00% increase over the expiring 3 year agreement. There is a 3% increase in years 2 and 3 of the new agreement. Central Manor Elementary School will be removed from the contract once renovations commence.

- E. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see pages 12 – 13).
- F. Change Order – High School West Gym Renovation Project – The administrative staff is recommending ratification of a change order (EC change order #1) with McCarty & Son, Inc. (Electrical Contractor, Ephrata) in the amount of \$1,767.03. Payment to be made from the capital reserve fund.

Explanation: The change order was to furnish and install conduit, boxes, wire and disconnect for power supply to the new bleachers in the gym. This item was omitted from the original plans and specifications.

- G. Change Order – High School West Gym Renovation Project – The administrative staff is recommending ratification of a change order (GC change order #1) with East Coast Contracting, Inc. (General Contractor, New Cumberland) in the amount of \$8,436.20. Payment to be made from the capital reserve fund.

Explanation: The change order is due to unforeseen conditions in two areas. First, the cavity behind the old display case was not filled as shown on the original drawings. The area had to be framed to accept the new bulletin board and display case. Secondly, additional work had to be completed to repair the beam at the east elevation. On the east elevation, there were filler panels installed between the girders. Upon closer inspection, the OSB panels were covered with a paste-on vinyl covering. The covering was coming loose from the panel and had to be replaced before painting.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – G. 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Items 4 A – I: 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 14 – 15).

MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 A: It was moved by Mr. DeLuca and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, abstained;

Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

- B. Detention/Saturday School Monitors – The administrative staff is recommending the board approve the following individuals as detention monitors and Saturday School monitors for the 2009-2010 school year at the rate of \$31.40 per hour.

Anthony Carrodo
Kathy Kirk
Tresa Kirk
Lisa Mayo
Maryann Saylor

- C. 2009-2010 Co-curricular Positions Spring Musical – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2009-2010 school year.

Musical Director	Carole Shellenberger	\$3,307
Musical Asst. Director	Melissa Mintzer	\$3,307
Musical Set Design	Mark Dennis	\$836
Musical Art Design	Mark Dennis	\$836
Musical Set Construc. Supr.	Mark Dennis	\$1,582
Musical Costume Coord.	Carole Shellenberger	\$1,576
Musical Vocal Director	Melissa Telesco	\$3,307
Musical Orchestra	Sara Riccardi	\$2,006

Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.

- D. 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 individual would opt to have their name deleted from the substitute teacher list (see page 16).
- E. Resignations – The administrative staff is recommending the approval of the resignations of the individuals listed below per the effective date cited.
Lindsay Good, secondary teacher – effective December 16, 2009
Missy Leighty, learning support aide – effective November 25, 2009
Frank Morris, learning support aide – effective December 23, 2009
- F. Tenure – The administrative staff is recommending that the individuals listed be granted tenure as they have completed the requirement of three years of satisfactory teaching performance within the school district.
Lauren M. Kirby
Gail L. Ulmer
- G. Leaves – The administrative staff is recommending granting Family Medical and Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 17).

- H. Winter Coaching Position – The administrative staff is recommending approval of the following individual as a JH Assistant Wrestling coach for the 2009-2010 school year at the rate of \$3,342.00.

Steve Kramer

Explanation: Mr. Kramer was originally approved as a volunteer for the wrestling program. Per the Athletic Director, Mr. Kramer will fill the position previously approved for Caleb Clugston.

- I. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed per the effective date cited.

Roy Rankin – effective December 31, 2009

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 B – I: It was moved by Mr. Straub 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Item 5.

Consent Agenda for Administrative Actions

- A. High School Career Aide – The administrative staff is recommending the employment of Gertrudis Sanchez to the position of High School Career Aide for the 2009-2010 school year at the rate of \$15.00 per hour for up to 20 hours per week for an approximate cost of \$7,000. There are 22 weeks remaining in the school year. The money for this position comes from the 720 Grant.

Explanation: Gertrudis will be assisting the PMHS Counselors in initiatives and interventions designed to prepare students for post-secondary success. She will support the office with college file maintenance, Dual-Enrollment record keeping, and coordinate any special field trips that we learn about that we otherwise would not be able to participate.

- B. Employment – The administrative staff is recommending the board accept the individual listed for employment according to the conditions listed.

New employee for the 2009-2010 school year:

Jordan, Lee H. – elementary professional employee, full-time, permanent position, start date pending release from York Suburban School District, B.S. Degree, 2 years experience, Step 3, \$41,669 (prorated based on start date), pending receipt of required documents. Assignment: Music K-12 Teacher/Hambright Elementary School

Mr. Jordan has had 2 years of experience that include teaching in the Nottoway County School District in Virginia and in the York Suburban School District in York, PA. He has experience at both the high school and the elementary level in the areas of vocal as well as instrumental instruction. He resides in Manheim, PA.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 5 A – B: It was moved by Mr. Schlotzhauer and seconded by Mrs. Friedman to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

The meeting adjourned at 9:18 p.m. on a motion by Mr. DeLuca and seconded by Mrs. Wert and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary