

**Minutes**  
Committee of the Whole  
April 4, 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 (arrived at 4:07), Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Mrs. Wert (arrived at 4:22). Present from the administrative staff were Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki (arrived at 4:33). Also in attendance for all or part of the meeting were: Dr. Cynthia Burkhardt, IU 13 Executive Director, Mr. Phil Gale, Mr. Jeff Roth, Mr. Russ McDonnell, Mr. Chris Vital, students Taylor Eichelberger, Coty Johnson and his sister, Mr. and Mrs. Johnson, Mrs. Kari Steinbacher, a Penn Manor resident, 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 May 3, 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.

Dr. Frerichs announced that he will be attending the NSBA convention with Mrs. Wert and Mr. Rintz. Mrs. Friedman reported that Kevin Bower and Maria Vita are the Outstanding Educators of the Year and Louise Aument and Ed Saxton are the Outstanding Employees of the year. They will be recognized at the annual banquet. Mrs. Friedman suggested that in the future the letters sent to the nominees and to the people nominating teachers and employees include board signatures. Dr. Frerichs announced that there will be a Facilities Planning meeting on Thursday, April 8 at 9:00 a.m.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the March 8, 2010, 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.

Student representative Taylor Eichelberger reported on high school, athletic and Student Council activities for March and the beginning of April. She also provided information on upcoming high school and Student Council events.

Mr. Roth provided information on the Penn Manor bowling team, Coach Vital, and State Champion Coty Johnson. Mr. Rintz read a resolution commending Coty Johnson for winning the Pennsylvania State Bowling title. The resolution was presented to Coty by Dr. Frerichs.

Mr. Roth provided a summary of athletic facility usage by Penn Manor youth groups. Information on the proposed revised fee schedule for the Turkey Hill Field at Comet Field and the practice football field at Penn Manor High School was presented by Mr. Roth. He suggested eliminating the facility usage fee for Penn Manor youth athletic programs. Discussion ensued on this topic. Approval for placement of this item on the board agenda was approved on a motion by Mr. DeLuca, and seconded by Mr. Straub. 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. Cynthia Burkhart, IU 13 Executive Director, presented an overview of the 2010-2011 IU General Operating and Instructional Materials Services budgets. Approval for placement of this item on the board agenda was approved on a motion by Mr. DeLuca, and seconded by Mr. Long. 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.

The Penn Manor School Board adjourned from the Committee of the Whole session at 4:45 p.m. to meet in Executive Session for discussion of potential litigation, the Superintendent's evaluation and negotiations update. The Executive Session adjourned at 7:50 p.m.

The Committee of the Whole reconvened at 8:00 p.m. 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, Robin Meadows, Mrs. Rhoades, and Mrs. Howard.

Mr. Johnston provided a review of the current status of the 2010-2011 budget and changes since March. He presented two models for projected tax increase for the next five years. Information was distributed for review. Questions were asked and discussion ensued on this topic.

Mr. Skrocki and Mr. Johnston provided information on mandate waivers designed to change the structure newspaper bidding for general items exclusive of building projects, to change meeting advertisements, to revise and extend the district current bid and quote thresholds, and the IU waiver for purchasing of bulk fuels. Approval for placement of the waivers on the board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Schlotzhauer. 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.

Information on the Penn Manor District logo was proved by Mrs. Rhoades. She explained the process the committee used to select a designer for the logo. The committee is recommending Mrs. Diana Lombardo be employed to design a logo for Penn Manor. Mr. Rintz thanked Mrs. Rhoades, Mr. Skrocki and Mr. Reisinger for their efforts on this project. Approval for placement of this item on the board agenda was approved on a motion by Mr. DeLuca, and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Dr. Leichliter reviewed a proposal to have PSBA develop administrative guidelines to complement changes made to board policy. PSBA will develop guidelines based on board policy and local provisions currently in place. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman, and seconded by Mr. Hoke. 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.

Ms. Pollock reviewed revisions to the job description for Director of Student Services to bring it in line with current practices as well as future needs of the position. Approval for placement of this item on the board agenda was approved on a motion by Mr. Straub, 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.

The Committee of the Whole adjourned at 9:08 p.m. on a motion by Mr. Straub a second by Mr. Long, and a unanimous voice vote.

---

Dr. Richard Frerichs, President

---

Paula E. Howard, Secretary



- B. Textbook Approval – The committee is recommending the approval of the textbook requests for 2010-2011 (see page 7).
- C. Director of Student Support Services Job Description – The committee is recommending approval of the Director of Student Support Services Job Description (see pages 8 – 9).
- D. Competition Venue Field Fees – The committee is recommending approval of the revised fee schedule for Turkey Hill Field at Comet Field and the Practice Football Field at Penn Manor High School (see page 10).
- E. Mandate Waiver – Online Advertising – The committee is recommending approval of the attached resolution regarding a mandate waiver application for online advertising (see pages 11 – 13).
- F. Mandate Waiver – Bid and Quote – The committee is recommending approval of the attached resolution regarding the mandate waiver applications for bidding and quotation thresholds (see pages 14 – 18).
- G. District Logo – The committee is recommending approval of a contract with Diana Lombardo for design of a district logo at a rate of \$50.00 per hour.
- H. Administrative Guidelines – The committee is recommending that the district enter into a contract not to exceed \$10,000 with PSBA to develop administrative guidelines for the district.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A – H:**

It was moved by Mrs. Friedman 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.

**Items 3 A – I: 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 Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 19).
- C. Disposal of Assets – The administrative staff is recommending approval of the disposal of the technology equipment listed (see page 20).

*Explanation: The technology department is recommending disposal of the items on the attached list. None of the items on the list are in working condition. There is no resale value for the items. Susquehanna Association for the Blind and Vision Impaired will remove the items at no charge to the school district.*

- D. Holiday Schedule – The administrative staff is recommending approval of the 2010-2011 holiday schedules as listed (see pages 21 – 22).
- E. Replaced with Addendum Item 5E.
- F. Replaced with Addendum Item 5F.
- G. Plancon Part E – Central Manor Elementary School Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon part E (Design Development) from the Pennsylvania Department of Education for the Central Manor Elementary School new construction/renovation project (PDE project number 3526) as per the attached (see pages 28 – 29).
- H. Bid Awards – Modular Relocation Project – The administrative staff is recommending awarding the modular classroom relocation project bids to the contractors listed below for the amounts stated (see pages 30 – 31).
- |                     |                                |             |
|---------------------|--------------------------------|-------------|
| General Contract    | WHS, Inc. (Fairless Hills, PA) | \$48,092.00 |
| Electrical Contract | Ben’s Electric (Lancaster, PA) | \$81,600.00 |

Payment to be made from the 2006 Construction Fund.

- I. Approval of Contracts and Notice to Proceed for the Modular Relocation Project – The administrative staff is recommending approval and execution of contract agreements, pending final solicitor review and approval, and issuance of a notice to proceed to the contractors listed below for the amounts stated for the modular classroom relocation project (see pages 30 – 31).
- |                     |                                |             |
|---------------------|--------------------------------|-------------|
| General Contract    | WHS, Inc. (Fairless Hills, PA) | \$48,092.00 |
| Electrical Contract | Ben’s Electric (Lancaster, PA) | \$81,600.00 |

Payment to be made from the 2006 Construction Fund.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – D, G**

**– I:** It was moved by Mrs. Wert and seconded by Mr. Straub 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.

**Item 4 A - F: 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 page 32).
- 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 individual would opt to have their name deleted from the substitute teacher list (see page 33).

- C. Leave – The administrative staff is recommending the board accept the individual listed for a Designated Family Medical Leave according to the terms listed.  
Linda Hampton – January 26, 2010 – March 2, 2010 Designated Family Medical
- D. Retirements – The administrative staff is recommending the board approve the retirement of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.  
Linda Bear – June 10, 2010  
Kris Kenna – June 10, 2010  
Nancy O. Johnson – June 10, 2010  
Joyce Ludwig – June 10, 2010  
Peggy Schlegelmilch – June 10, 2010  
Eileen Thomas – June 10, 2010
- E. Co-curricular Position – Peer Helpers – The administrative staff is recommending the approval of Christine Harman as Peer Helper Advisor at Marticville Middle School for the period beginning 3/8/2010 and running through the end of the school year. The entry level pay will be pro-rated at \$425.72.
- F. Stipends for Acting Coordinator and Acting Assistant Coordinator of Special Services – The administrative staff is recommending approval of 2009-10 stipends to be paid for services commencing on November 3, 2009 to be paid from IDEA Stimulus Funds.  
Peggy Anastasio – Acting Coordinator -- \$4,800  
Amy Spina – Acting Assistant Coordinator -- \$3,500

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - F:** 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.

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

- A. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see attachment).
- B. Bulk Fuel Mandate Waiver – The administrative staff is recommending affirmation of the attached resolution (see attachment).
- C. Withdrawal of Electrical Bid for the Central Manor Elementary School Project – The administrative staff is recommending approval of the withdrawal of the electrical bid submitted by McCarty & Son for the Central Manor Elementary School new construction/renovation project (PDE project number 3526) as per the attached letter dated March 12, 2010 (see attachment).

- D. Central Manor Elementary School Project – Notice of Intent to Award Electrical Bid – The administrative staff is recommending issuing the notice of intent to award the electrical bid to Greg A. Vietri, Inc. for the amounts stated below for the Central Manor Elementary School new construction/renovation project (PDE project number 3526).

Payment to be made from the 2006 Construction Fund and the 2010 A Construction Fund (bond to be issued). (See attached bid tabulation).

Electrical Construction

Greg A. Vietri, Inc. (Coatesville, PA)

\$1,639,000 base bid

+ \$4,766 add alternate EC-1 (unclassified excavation)

+ \$21,125 add alternate EC-2 (two-classroom building addition)

\$1,664,891 net bid amount

- E. Bid Award for the Central Manor Elementary School Project – The administrative staff is recommending awarding the Central Manor Elementary School new construction/renovation project (PDE project number 3526) bids to the contractors listed below for the amounts stated.

Payment to be made from the 2006 Construction Fund and the 2010 A Construction Fund (bond to be issued). (See pages 23 – 27).

General Construction

Warfel Construction (Lancaster, PA)

\$4,157,000 base bid

+ \$3,200 add alternate GC-1 (unclassified excavation)

+ \$254,000 add alternate GC-2 (two-classroom building addition)

\$4,414,200 net bid amount

HVAC

First State Sheetmetal (Wilmington, DE)

\$2,476,000 base bid

+ \$10,000 add alternate HC-1 (unclassified excavation)

+ \$20,000 add alternate HC-3 (high efficiency heat pumps)

+ \$50,000 add alternate HC-4 (two-classroom building addition)

\$2,556,000 net bid amount

Electrical

Greg A. Vietri, Inc. (Coatesville, PA)

\$1,639,000 base bid

+\$4,766 add alternate EC-1 (unclassified excavation)

+\$21,125 add alternate EC-2 (two-classroom building addition)

\$1,664,891 net bid amount

Plumbing

Leo Kob Company, Inc. (Elizabethtown, PA)

\$455,900 base bid

+ \$1,700 add alternate PC-2 (two-classroom building addition)

\$457,600 net bid amount



- F. Approval of Contracts and Notice to Proceed for the Central Manor Elementary School Project – The administrative staff is recommending approval and execution of contract agreements, pending final solicitor review and approval, and Pennsylvania Department of Education Plancon Part F, Attachment C approval, and issuance of a notice to proceed to the contractors listed below for the amounts stated for the Central Manor Elementary School new construction/renovation project (PDE project number 3526).

Payment to be made from the 2006 Construction Fund and the 2010 A Construction Fund (bond to be issued). (See pages 23 – 27)

General Construction

Warfel Construction (Lancaster, PA)

\$4,157,000 base bid

+ \$3,200 add alternate GC-1 (unclassified excavation)

+ \$254,000 add alternate GC-2 (two-classroom building addition)

\$4,414,200 net bid amount

HVAC

First State Sheetmetal (Wilmington, DE)

\$2,476,000 base bid

+ \$10,000 add alternate HC-1 (unclassified excavation)

+ \$20,000 add alternate HC-3 (high efficiency heat pumps)

+ \$50,000 add alternate HC-4 (two-classroom building addition)

\$2,556,000 net bid amount

Electrical

Greg A. Vietri, Inc. (Coatesville, PA)

\$1,639,000 base bid

+\$4,766 add alternate EC-1 (unclassified excavation)

+\$21,125 add alternate EC-2 (two-classroom building addition)

\$1,664,891 net bid amount

Plumbing

Leo Kob Company, Inc. (Elizabethtown, PA)

\$455,900 base bid

+ \$1,700 add alternate PC-2 (two-classroom building addition)

\$457,600 net bid amount

- G. Central Manor Elementary School Project – Plancon Part F, Attachment C – The administrative staff is recommending approval of the revised Plancon Part F, Attachment C, Post-Bid Opening Notification, for the Central Manor Elementary School new construction/renovation project (PDE project number 3526). The administrative staff is further recommending submission of same to the Pennsylvania Department of Education.

*Explanation: Following bid opening and the decision by the Board to award and/or reject bids but prior to the district entering into construction contracts, Attachment C, Post-Bid Opening Certification, with information on bids received, alternates accepted and other pertinent information, must be submitted before final processing of PlanCon*

*Part F can take place. PlanCon Part F approval by PDE for a project will not be issued until this certification is received, all bidding has been completed and board decisions have been made. The revision is necessary due to the withdrawal of the electrical bid.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 5 A – C:** It was moved by Mrs. Wert and seconded by Mr. DeLuca 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.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 D:** It was moved by Mrs. Friedman 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, opposed; Kirk Schlotzhauer, opposed; Christopher Straub, yes, and Donna J. Wert, opposed.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 E:** It was moved by Mr. DeLuca 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, opposed; Kirk Schlotzhauer, opposed; Christopher Straub, yes, and Donna J. Wert, opposed.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 F:** It was moved by Mrs. Wert 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, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, opposed; Kirk Schlotzhauer, opposed; Christopher Straub, yes, and Donna J. Wert, opposed.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 G:** It was moved by Mr. Hoke 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, opposed; Kirk Schlotzhauer, opposed; Christopher Straub, yes, and Donna J. Wert, opposed.

The meeting adjourned at 9:23 p.m. on a motion by Mr. Long and seconded by Mrs. Friedman and a unanimous voice vote.

---

Dr. Richard Frerichs, President

---

Paula E. Howard, Secretary