

Minutes
Committee of the Whole
July 11, 2005

The Penn Manor School Board met as a Committee of the Whole at 7:30 p.m., following an Executive Session from 7:00 – 7:30 to discuss personnel and real estate issues, in the Board Room at Manor Middle School. Present were Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. Lyon and Mrs. Wert. Dr. Frerichs, Mr. C. Willis Herr, Mr. Kreider and Mr. Rintz were absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis and Mr. Johnston. Mr. Skrocki was absent. Also in attendance were Mrs. Mary Barnett, Mrs. Beth Campagna and Mrs. Howard.

Mrs. Wert asked if there were any Citizen's Comments. There were none at this time.

Mrs. Wert asked the committee whether there were any additions or corrections to the Minutes of the June 9, 2005, 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.

Mrs. Campagna presented an update on ACCESS. She reported that billing for eligible services is being done through medical assistance. She reviewed the amount withdrawn, current balance and estimated additional funds. After thirteen months of billing she reported the district has netted \$115,787.59 and commented that the netted amount far exceeded the expectations. The resources, in priority order, for the money included IEPs, Speech Therapists, Personal Care Assistants, Nurse for one student, Social Workers and School Psychologists. Occupational Therapy/Physical Therapy will be included in the billing next year. She explained that administrative time was not billed because a time study will need to be done. A time study for administrative time will be done and billing will start next year. Mrs. Wert asked if there were any other areas that are not currently billed. Mrs. Campagna responded that transportation is the only other area to be examined. There are a number of students requiring wheelchairs and a study would also need to be done to bill for transportation services. Mr. Stewart complimented Mrs. Campagna and Mrs. Bender for their efforts. He stated that Penn Manor has outdone other districts to take advantage of the program. Mrs. Campagna stated that she received many calls from other districts for information on the ACCESS program.

Mr. Stewart provided details for the Spring Sports Parade and Social Celebration on Wednesday, July 13. He distributed an agenda provided by Mr. Roth, the Athletic Director. The parade participants will begin organizing at 6:45 with the parade beginning at 7:30. He reviewed the parade route and the social. Turkey Hill will be providing drinks and John Herr's will be supplying the pretzels. Mr. Stewart stated the members of the Girls' Soccer State Championship Team will be receiving jackets. The members of the Boys' Baseball State Championship Team will be receiving \$50 to be used toward the purchase of rings. The Senior Class has used some of their money to purchase commemorative t-shirts for the Boys' Volleyball Team and Girls' Lacrosse Team. Mr. Stewart distributed congratulatory letters from the County Commissioners, Dick Shellenberger, Molly Henderson and Pete Shaub, and Dr. Francine McNairy, President of

Millersville University. He also circulated congratulatory letters that were received from Narva Dunlap and Eshbach Bus Company. Mr. Stewart invited the Board Members to help serve ice cream during the social. Mr. Stewart showed the Board the plaque that he will be presenting to Dr. Mindish to display in the high school. He presented three examples of proposed signs, recognizing the state championship teams, for the high school campus. After discussion about the options, Mr. Stewart was given direction to proceed with ordering the signs. Mr. Stewart stated he is also pursuing permits for the signs.

Mr. Johnston reported that Penn Manor participates in a consortium with other districts in the IU for the purpose of managing our Worker's Compensation Fund. Every district pays into the fund and the money is used to pay for claims. He explained that claims can run for several years, but when a plan year is closed, the unused funds for that year are returned to the member districts. The board members for the Lancaster Lebanon Public School Workers' Compensation Fund resolved to revise the allocation method that determines the distribution of unused funds. One major change is only current members of the fund would benefit from the allocation of surplus money. He said the other change involved the allocation method of surplus money. Mr. Johnston explained that the resolution presented to the board will result in a more equitable distribution of surplus funds. The resolution will be presented to all member school boards for ratification by July 31 and 100% ratification is required for the allocation method to change. Approval for placement of this item on the July School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Friedman and a unanimous voice vote.

Mr. Geist reported that the Foundation just completed another year and the fund raising campaign has started for this year. He reported that this year the Foundation received over \$116,000 in contributions. He thanked the board for their support and generosity in the past. Mr. Geist commended Mrs. Cindy Rhoades for communicating the efforts of the Foundation to the staff and community. He also thanked Mr. Stewart for his support and attending the meetings. Mr. Geist also reported that four years ago 16 Penn Manor staff members participated. This past year 113 people signed up for payroll deduction with the average gift was approximately \$60.

Mrs. Wert distributed an article in the newspaper about the Lancaster Career and Technology Center and the house they built which was on the Parade of Homes.

The Board reviewed the Resolutions for the Girls' Soccer and Baseball Teams which will be read on Wednesday night at the celebration. The resolutions will be presented to the coach of each team, Mr. Roth and Dr. Mindish.

Mr. Stewart pointed out the bell he received from a former Penn Manor one room school house. His intention is to temporarily display it in the Alumni room. Mr. Stewart reported Mrs. Bender will be retiring October 1. Two weeks after graduating from Penn Manor in 1967, Mrs. Bender started working as a secretary in the district. During her tenure she worked for Assistant High School Principals Register, Schmidt and Trout. She moved to the Business Office working in payroll, accounts payable and rentals. In 1984 she assumed the position of secretary for Mr. Harris in Special Services. Mr.

Stewart commented that Mrs. Bender is a valuable employee and dedicated to Penn Manor. Mr. Stewart reported that Penn Manor's Twilight School, in partnership with Millersville University, won the Pennsylvania State Career Education and Development Award sponsored by the Pennsylvania School Counselors Association. He commended Phil Gale, Melissa Ostrowski and Don Krow for their involvement in the Twilight School Program. Mr. Stewart distributed copies of letters he sent to four students who were recognized on the national level in the Scholastic Writing and Art competition. The Board requested that Mr. Stewart invite the students to a future board meeting.

Mrs. Griffis reported that Mrs. Shank, Family and Consumer Sciences Department Coordinator, has received an Innovation Grant in the amount of \$5,000 from The NEA Foundation. Mrs. Heidi Long, Marticville Elementary and Mrs. Shank will use the money to purchase additional lap tops. Through Moodle they will be designing collaborative projects between the schools.

The Committee of the Whole adjourned at 8:05 p.m. on a motion by Mr. Lyon, a second by Mr. DeLuca, and a unanimous voice vote.

July 11, 2005

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room of the Manor Middle School. The meeting was called to order by Board Member, Mrs. Donna Wert at 8:15 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. Lyon, and Mrs. Wert. Dr. Frerichs, Mr. C. Willis Herr, Mr. Kreider and Mr. Rintz were absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis and Mr. Johnston. Mr. Skrocki was absent. Also in attendance were Mrs. Mary Barnett, Mrs. Beth Campagna and Mrs. Howard.

Mrs. Donna Wert announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District would be held on Monday, August 8, 2005, at 8:15 p.m. in the Board Room of the Manor Middle School.

Mrs. Wert asked if there were any Citizen's Comments. There were none at this time.

Mrs. Wert asked if there were any additions or corrections to the Minutes of the June 9, 2005, School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Mr. DeLuca to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Johnston reported that the Treasurer's Report for the month of June has been posted. He reviewed some of the items presented for payment. It was moved by Mr. Lyon and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$278,765.96 dated 6/2/05, \$102,979.90 dated 6/3/05, \$5,892,136.46 dated 6/6/05, \$327,973.09 dated 6/8/05, \$146,149.24 dated 6/9/05, \$62,809.06 dated 6/14/05, \$543,306.80 dated 6/16/05, \$156,337.62 dated 6/20/05, \$596,171.46 dated 6/22/05, \$125,750.43 dated 6/30/05 for a total of \$8,232,380.02 from the General Fund; \$100,183.58 dated 6/28/05 for a total of \$100,183.58 from the Cafeteria Fund; \$1,326.00 dated 6/3/05, \$1,475.00 dated 6/22/05, \$220.18 dated 6/28/05 for a total of \$3,021.18 from the Capital Reserve Fund; \$7,539.00 dated 6/3/05, \$10,690.00 dated 6/22/05, \$190.00 dated 6/28/05 for a total of \$18,419.00 and payroll in the amounts of \$687,910.46 dated 6/8/05, \$747,291.76 dated 6/22/05 for a total of \$1,435,202.22. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, absent; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, absent; and Donna J. Wert, yes.

The July School Board Meeting Agenda was reviewed.

Item 2. A. Consent Agenda for the July 11, 2005 Committee of the Whole Meeting

A. Resolution to Amend Worker's Compensation Fund Trust Agreement – The committee is recommending approval of the resolution amending the Worker's

Compensation Fund Trust Agreement to allow for a revised method of allocating surplus funds as cited. (see page 7)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A. It was moved by Richard Frerichs and seconded by Joseph DeLuca to approve these items as amended. The following call vote was taken on this motion: Joe DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, absent; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, absent; and Donna J. Wert, yes.

Item 3. A-L, N-Q, S-U. Consent Agenda for Administrative Actions

- A. National School Lunch and School Breakfast Program – The administrative staff is recommending approval of the National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2005 to June 30, 2006.
- B. Food Service Agreement – The administrative staff is recommending approval of program between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2005. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- C. Food Service Agreement – The administrative staff is recommending approval of program between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2005. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- D. Bid Awards – the administrative staff is recommending approval for the awarding of the following bids as cited. (see pages 8 - 11)
 - IU Audio visual Equipment & Supplies bid
 - IU Cafeteria Paper / Small Wares Bid
 - PMSD Art Supplies Bid
 - Bulk Fuel Bids
- E. IU Supplemental Contract for Job Training Services – The administration is recommending approval of the IU supplemental contract for 180 hours of Job Training at \$31 per hour for the 2005-06 fiscal year for Job Training Services through the IU.
- F. Special Education Supplemental Contract – The administrative staff is recommending approval for the employment of Heather Henschke as an interpreter for 6th grade graduation on June 6, 2005 for 1.5 hours at an estimated cost of \$36.00.

- G. Special Education Supplemental Contract – The administrative staff is recommending approval for the employment of Heather Henschke and Allison Sneiderman as interpreters for middle school tour and orientation on August 19, 2005 for 7 hours at an estimated cost of \$168.00.
- H. Special Education Supplemental Contract – The administrative staff is recommending approval for the employment of Jane Myers as an interpreter for graduation on May 31, 2005 for 2.5 hours at an estimated cost of \$60.00.
- I. Signing of Student Activity Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Fund account:
- | | |
|-----------------|----------------|
| Jan Mindish | Dana Edwards |
| Phil Gale | Anne Carroll |
| Chris Moritzen | Jerry Egan |
| Jason D’Amico | Justin Peart |
| Mike Leichliter | Chris Johnston |
- J. Signing of Student Activity Athletic Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Athletic Fund account:
- | | |
|----------------|----------------|
| Jan Mindish | Justin Peart |
| Phil Gale | Chris Johnston |
| Chris Moritzen | Jeff Roth |
| Jason D’Amico | Dave Ohl |
- K. Acceptance of Gift – The administrative staff is recommending the board accept a donation from Bosch Security Systems of security equipment (\$20,000 value) for use at the high school including:
- 1 orbital dome camera
 - 1 weather proof stationary camera
 - 7 12v dc domes
 - 12 CCD cameras (7AC and 5 DC)
 - 2 DVR (1-16 input and 1-6 input)
 - 1 IP converter (6 input)
 - 2 LCD monitors
 - 3 large and 1 small LCD
 - 1 secure corner mount enclosure
 - 1 weather proof box
 - 1 DC power supply
- L. Acceptance of Gift – The administrative staff is recommending the board accept a donation from The Ressler Mill Foundation for 351 copies of dictionaries to be used for 3rd grade classrooms. (see page 12)

- M. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor’s web page.
(<http://www.pennmanor.net/tr/>)
- N. School Physician’s Agreement – The administrative staff is recommending approval of the School Physician’s Agreement as cited. (see page 13)
- O. Manor Middle School/Marticville Middle School, High School Handbooks – The administrative staff is recommending approval of the Manor Middle School, Marticville Middle School and High School Handbooks for the 2005/2006 school year.
- P. Ratification of IU Joint Purchasing Budget – The administrative staff is recommending the board ratify the 2005-06 Lancaster Lebanon IU 13 Joint Purchasing Budget in the amount of \$69,724.00. Penn Manor School District’s share is \$2,680.00.
- Q. Tax Exoneration – The administrative staff is recommending that the board approve the tax exoneration as listed below

<u>BILL NO.</u>	<u>NAME</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
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MANOR TOWNSHIP				
04-2338	HESS, Richard S.	County Data Changes	\$ 9,800.00	\$ 150.92
04-2334	HAVERSTICK, William H.	County Data Changes	\$ 3,500.00	\$ 53.90

- S. PDE-3074 (a) Non-Reimbursable Project Approval – The administrative staff is recommending approval of submission of the PDE-3074 (a) non-reimbursable project approval form to the Pennsylvania Department of Education for the maintenance facility as per the attached. (see page 14)
- T. BFPE Contract – The administrative staff is recommending approval of a contract with BFPE International, Inc. for quarterly sprinkler system testing and inspection at Penn Manor High School and Eshleman Elementary School in the amount of \$640.00 per year per building effective July 1, 2005.
- U. Judicial Review – The Judicial Review Committee is recommending the board approve the action of the committee as cited. (see page 15)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – L, N-Q, S-U: Item 3 M. was tabled and will be placed on the August 8, 2005 agenda. Item 3R. was removed. It was moved by Jeffrey Lyon and seconded by Johnna Friedman to approve these items as amended. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, absent; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, absent; and Donna J. Wert, yes.

Item 4. A – G.

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 16 - 17)
- B. Family Medical and Child Rearing Leaves – The administrative staff is recommending granting Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed according to the terms listed. (see page 18)
- C. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
 Katie Hess – effective August 24, 2005
 Lisa Magnelli – effective August 24, 2005
 Richard Miller – effective April 27, 2005
 Julie Shirk – effective June 8, 2005
 James Stettler – effective June 9, 2005
 Curtis Swineford – effective July 8, 2005
- D. Summer School Instructor – The administrative staff is recommending approval of the individual listed below to the position of summer school instructor to be held June – July at the rate of \$30.00 per hour.
 Heather Paquette
- E. 2005/2006 Fall, Winter and Spring Athletic Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2005-2006 school year. (see page 19)
- F. 2005/2006 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed as Fall coaches for the 2005-2006 school year. (see pages 20 - 21)
- G. ESL Consultant/Instructor – The administrative staff is recommending approval of an additional 60.5 hours at the rate of \$30 per hour for Susan Hurlburt for the 2004-2005 school year.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - G: It was moved by Jeff Lyon and seconded by Frank Geist to approve these items as amended. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, absent; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, absent; and Donna J. Wert, yes.

Item 5A.

Resolutions

(ROLL CALL)

A. Resolutions to recognize Girls' Soccer Team and Boys' Baseball Team

(see pages 22 – 24)

MOTION ON EMPLOYMENT CONSENT AGENDA ITEM 5 A.: It was moved by Jeff Lyon and seconded by Joe DeLuca to approve this item. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, absent; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, absent; and Donna J. Wert, yes.

The meeting adjourned at 8:30 p.m. on a motion by Mr. Lyon and seconded by Mrs. Friedman and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary