

Minutes
Committee of the Whole
March 13, 2006

The Property Committee of the Penn Manor School Board met at 6:00 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. Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon and Mrs. Wert. Mr. Rintz was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock and Mr. Skrocki. Also in attendance were Mr. Martino, Mrs. Fair, Mr. Reisinger, Penn Manor residents, Millersville University students and Mrs. Howard.

Mr. Herr asked if there were any Citizen's Comments. Mr. Jay Clark, 1055 Hearthstone Rd., Lancaster addressed the board about the use of Sparknotes in the classroom. Ms. Margaret Henley, 600 Buttonwood Rd., Lancaster addressed the board about a private school student playing sports on a Penn Manor team.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the March 6, 2006, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Dan Martino provided the board with an update on the Federal Title Programs. He reported less than 1% of the district's budget is from federal funds. Mr. Martino explained the four major programs receiving Federal funds. Title I is a federal funded program which focuses specifically on students with education needs. A target program is being run in Penn Manor which focuses on students in kindergarten and first grade specifically in the area of reading. He explained the qualifications and distribution for Title I funds. Title II money is used for class size reduction. Currently, Title II money pays for 100% of the salary and benefits for two teachers. It also funds special professional development programs. Title II Tech supports the district technology initiatives. Title V supports schools that do not qualify for Title I funds. It pays a portion of salary and benefits for a reading specialist and reading supplies. General questions were asked for clarification.

Mr. Johnston provided additional budget reviews for the 2006-2007 proposed budget. He distributed a handout of the budget areas covered in his presentation. He reviewed the staff development in-service and differentiated supervision budget expenditures for 2004-2005, the budgeted amount for 2005-2006 and the proposed budget for 2006-2007. The in-service budget includes supplies, services and conferences; the differentiated supervision budget includes supplies and consortium fees. Both budgets are level funded from the previous year and are managed by Ms. Pollock, the Assistant Superintendent for Instruction and Planning. Mr. Johnston explained the different levels of the state, local and federal funding. He said the Title grants affect the revenues and expenses of the budget. He said funding from the current programs help to offset general fund costs. Absence of the grants would affect service or shift the burden to the district. He

reviewed examples and the amounts budgeted in the 100 level, 200-300 level, 400 level, 500 level and 800 level grants. Mr. Johnston explained 66% of the budget is from local revenues, 33% from state revenues and 1% from federal revenues. Local revenues are received from real estate taxes, interim taxes, delinquent taxes, transfer taxes, wage taxes, interest earnings, local grants and miscellaneous revenues. He reviewed specific examples in the local revenue categories. Mr. Johnston reviewed the amount budgeted in each area and stated revisions are likely before the budget is finalized. He will provide more details of the proposed budget during the budget workshops. He stated the current revenue projections for 2005-2006 look strong. Areas in the state subsidy, state program revenues and the federal revenues were also explained. Mr. Johnston reminded the board of the budget workshops scheduled for March 23 and April 20 at 2:00 p.m. Mr. Stewart reminded the board to email Mr. Johnston if they plan to attend a meeting and indicate any specific items they would like covered at these meetings.

Mr. Stewart presented the Lancaster-Lebanon IU Operational and Materials budget for placement on the voting agenda. He explained the overall increase for the Operational budget is 2.7% and the Materials Budget is 2.9%. He said the most significant change in the Operational Budget relates to the IU moving the operations to the Burle Center. Dr. Frerichs said that the IU provided a good budget summary this year in comparison to previous years. He thanked Mr. Stewart for his input for the change in the IU budget presentation. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Skrocki presented a revised resolution for the Lancaster-Lebanon Public School Workers' Compensation Fund. He explained that this resolution was approved by the board on July 11, 2005; however, the resolution required a unanimous vote of all the participating school boards. One school district did not approve the original resolution and that school district has now withdrawn from the pool. The new resolution, if approved, would become effective July 1, 2006. He explained the compensation fund and distribution of funds. The resolution would again require a unanimous vote of all the member school districts. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Mrs. Friedman, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart presented the Governor's proposed budget for 2006-2007. He thanked board members who were part of the Legislative Breakfast. He distributed a letter from Governor Rendell outlining the details of the proposed education budget and as it relates to Penn Manor. Mr. Stewart reviewed and explained the supplements Penn Manor would be receiving if the proposed budget is approved. He said the basic education state allocation for Penn Manor represents a 1.68% increase. The basic education allocation plus the foundation supplement allocation represents a 6.14% increase over 2005-2006. He briefly explained the formula used to determine the proposed budget. He also reviewed the Accountability Grant and Charter School reimbursements. He explained additional proposals to the Governor's budget for competitive grants. Mr. Stewart explained each of the competitive grants: "Science, It's Elementary," "Classrooms for the Future," "From the Classroom to the Board Room" and "Project 720." Dr. Frerichs inquired if Mr. Stewart planned to apply for any of the grants. Mr. Stewart replied that would depend on the requirements. Ms. Pollock added the science grant requires that the

district would be obligated to match the funds awarded for the second year. Mr. Stewart said the Dual Enrollment grant is proposed to increase from 5 to 7 million. Additional questions were asked for information.

Mr. Skrocki distributed the copier bid tabulation summary. He reviewed the bidding process, the submitted proposals, the problem with one proposal and the resolution. After reviewing the details of the bid, he recommended for placement on the voting agenda approval of the intent to award the copier bid to IKON Office solutions, Inc. for the monthly lease amount of \$15,680.64 as per the bid tabulation. He said final recommendation for approval will be presented at the April board meeting. Approval for placement of the copier bid on the March School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Dr. Frerichs and a unanimous voice vote.

Updated information on three district building projects was presented by Mr. Skrocki. An occupancy permit for the Maintenance Facility is tentatively scheduled for Thursday, March 16. Finalization of the project punch list will be completed and submitted to the contractors. He said change orders in the amount of \$7,715 are on the agenda for approval amounting to an overall total of \$11,405 in change orders for the project. This represents 1.1% of the contract amount which he said is outstanding. One small change order is still expected. The second project Mr. Skrocki reported on is the Manor Middle School chilled water pipe installation project. The bid opening will be on March 27 and a recommendation will be made to the board on April 3. Mr. Skrocki reported that the field house project has been advertised for three weeks; after bids are opened a recommendation will also be made at the April 3 board meeting.

Mr. Stewart reported that he had correspondence from two constituents in the district requesting to move the April 3 board meeting from the Manor Middle School Board room to Marticville Middle School. Mr. Stewart asked if the board wanted to move the meeting. After attending a recent meeting at Marticville Middle School, Mr. Herr is concerned about the acoustics in the room. Mrs. Friedman stated the Martic/Marticville presentation is just one item on the agenda and did not feel the meeting should be moved for just one item. After general discussion approval for placement of moving the April 3 meeting to Marticville Middle School was approved on a motion by Dr. Frerichs and seconded by Mrs. Wert. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, no; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, absent; and Donna J. Wert, yes.

The Committee of the Whole adjourned at 8:20 p.m. on a motion by Mr. Kreider, a second by Mr. DeLuca, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

March 13, 2006

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 President, Mr. C. Willis Herr at 8:30 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon and Mrs. Wert. Mr. Rintz was absent. Present from the administrative staff were Mr. Donald Stewart, Ms. Ellen Pollock, Mr. Christopher Johnston and Mr. Steve Skrocki. Also in attendance were Mrs. Mary Kay Fair, Penn Manor residents, Millersville University students and Mrs. Paula Howard.

Mr. Willis Herr announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District would be held on Monday, April 3, 2006, at 8:15 p.m. in the Board Room of the Manor Middle School; however, there is an item on the agenda for a proposed change in the location of the meeting to Marticville Middle School.

Mr. Willis Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the February 13, 2006 School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Mr. Lyon to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Steve Mohimani and Connor O'Neill gave the student report. They said Penn Manor had a great winter sports season with four teams advancing to post season play; swimming, boys' basketball, wrestling and bowling. Boys' basketball made it to the first round of states, five boys' swimmers qualified for state competition and the bowling team will be competing in state competition. Spring sports practices began on March 6 and games will begin on Friday, March 24. Juniors, who have been identified as needing support, have participated in PSSA reading, writing and math prep sessions. The high school administration will be promoting the importance of PSSA tests which will be administered March 22-24. The students also reported the musical, Fiddler on the Roof, was a huge success.

Mr. Stewart reported that route 324 will be experiencing construction which will impact on the busing schedule. Mr. Stewart thanked Mr. Herr for attending the basketball banquet. Jeff Churchill was named Section 1 Basketball Coach of the Year. Mr. Stewart shared results of the elementary science fair and thanked Mrs. Carroll and her committee for the work done for the fair. He reported that Manor Middle School student, Henry Stewart, won the annual Intelligencer Journal Spelling Bee for the second consecutive year. Mr. Stewart displayed a list of words that Henry successfully spelled during the competition. Mr. Herr requested that Henry attend a future board meeting.

Ms. Pollock reported that Sallie Shepherd and Lisa Roth Walter presented to a professional block class for Elementary Education seniors at Millersville University. They talked about the research standards. Ms. Pollock read a letter from Millersville commending the teachers and inviting them back next year for the same presentation. Ms. Pollock also reported that the Quiz Bowl participated in the Elizabethtown tournament. Penn Manor was the only local team and placed 3rd out of approximately 20 teams.

Mr. Johnston distributed and summarized two articles that he received at a recent PASBO conference. He also reported that the conference had many useful workshops, exhibits and discussions with peers and vendors.

Mr. Johnston reported the Treasurer's Report for the month of February has been posted. He reviewed some of the items presented for payment. It was moved by Mr. Lyon and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$21,578.28 dated 1/30/06, \$341,200.39 dated 2/1/06, \$660,375.86 dated 2/2/06, \$18.57 dated 2/3/06, \$120,926.10 dated 2/10/06, \$244,874.09 dated 2/13/06, \$488,805.99 dated 2/15/06, \$114,291.39 dated 2/16/06, \$100,163.65 dated 2/20/06, \$76,413.34 dated 2/23/06, \$67,722.77 dated 2/28/06 for a total of \$2,236,370.43 from the General Fund; \$150,231.57 dated 2/7/06, \$52,780.14 dated 2/21/06, \$111,742.93 dated 2/27/06 for a total of \$314,754.64 from the Cafeteria Fund; \$33,848.27 dated 2/9/06, \$800.00 dated 2/15/06, \$1,525.94 dated 2/2/06, \$511.22 dated 2/28/06 for a total of \$36,685.43 from the 2005 Construction Fund; \$25,000.00 dated 2/23/06, \$2,184.90 dated 2/28/06 for a total of \$27,184.90 from the Capital Reserve Fund; and payroll in the amounts of \$678,563.41 dated 2/1/06, \$677,252.51 dated 2/15/06, for a total of \$1,355,815.92. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, absent; and Donna J. Wert, yes.

Mr. Stewart introduced Dr. Michael Curley, Executive Director of the Lancaster County Career & Technology Center. Dr. Curley thanked Mr. Jeff Kreider for being the JOC representative and reporting back to the board. Dr. Curley made a presentation highlighting the CTC highway construction project sponsored by PennDot and the Daycare Center construction project. He reported approximately 160 students will be working on the center construction project by the time it is completed and students from the CTC will be working in the completed center. Dr. Curley stated the CTC is changing the curriculum to integrate more academics. He reported sixty-five students in the health related field expressed an interest in the Dual Enrollment Grant. Mrs. Wert asked what percentage of students go on to further their education. Dr. Curley replied about 27% including the military. Dr. Curley also highlighted other programs at the Career and Technology Centers. Mr. Stewart said that Penn Manor has the largest participation in the CTC in the county. Dr. Curley explained the background for the resolution approving the Mount Joy campus residential development for home building project. The comprehensive plan for the 90 acres is to create a 30 acre park, the new daycare center is located on the property and the plan will also subdivide 4 acres into 5 building lots. The homes constructed on the lots will be built by the CTC students using green technology. This resolution will be presented for approval at the April board meeting.

Item 3. A-I. Consent Agenda for Administrative Actions

- A. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Matthew Feltenberger as a homebound teacher for 5 hours per week for 5 weeks beginning January 17, 2006 until February 15, 2006. The estimated cost is \$975.00.
- B. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Gary Miller as a 1:1 paraeducator for 3 hours per week beginning January 17, 2006 until June 2006. The estimated cost is \$999.00.
- C. “Final Reading” – Personal Necessity Leave Policy Classified Employees – The administrative staff is recommending approval for “Final Reading” of the Personal Necessity Leave Policy Classified Employees as cited. (see pages 13 - 14)
- D. Lancaster County Tax Collection Bureau 2006-07 Budget – The administration is recommending approval of the ratification of the LCTCB 2006-07 budget in the amount of \$2,680,411 as approved by the LCTCB’s Executive Committee on February 22, 2006.
- E. Acknowledgement of Venture Grants – The administrative staff is recommending that the goods and services provided from the venture grants be accepted by the board from the Penn Manor Education Foundation. (see pages 15 - 18)
- F. 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/>).
- G. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited. (see page 19)
- H. Maintenance Facility Change Orders – The administrative staff is recommending approval of the attached change orders totaling \$7,715.00 for the maintenance facility project. Payment to be made from the 2005 Construction Fund. (see pages 20 - 21)
- I. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited. (see page 22)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - I: It was moved by Frank Geist and seconded by Richard Frerichs to approve these items. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; 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 page 23)
- 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 24)
- C. Designated Family Medical Leave – The administrative staff is recommending granting a Designated Family Medical Leave to the individual listed according to the terms listed.

Classified Employee

McMillan, Donald. E. - December 6, 2005 – February 27, 2006

- D. Spring Coaching Contracts – The administrative staff is recommending the approval of the spring coaching contracts for the 2005-2006 school term. (see pages 25 - 27)
- E. 2005/2006 Winter Coaching Positions – The administrative staff is recommending approval of the individuals listed below as intramural swimming coaches for the 2005-2006 school year at the rate of \$21.17 for no more than 12 hours each.

Lauren Rand
Brandi Yocum

- F. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date cited.

Dina Renshaw – effective March 3, 2006

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

Herbert Sload – effective February 28, 2006

