

**Minutes**  
Committee of the Whole  
November 13, 2006

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. Lyon, Mr. Rintz and Mrs. Wert. Mr. Kreider was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichter. Also in attendance were Mr. John Bonawitz, Ms. Mary Holovac, Mr. Hal Hart, Mrs. Carroll, Mrs. Duke, Mrs. Rhoades, Mr. Jay Clark, Millersville students and Mrs. Howard.

Mr. Willis Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, December 4 at 4:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. Mr. Jay Clark distributed a letter to the board.

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

Ms. Mary Holovack and Mr. John Bonawitz, from Brown Schultz Sheridan Fritz, presented the independent local audit report. Ms. Holovack stated that the district had a clean audit and in their opinion, the financial statements of the district present fairly in all material respects the financial condition of the school district. Mr. Bonawitz reviewed the financial highlights of the year, the general fund, food service fund, capital reserve fund, revenues, expenditures, changes in fund balances, the long-term debt and the designated fund balance. Mr. Bonawitz concluded by saying it was a financially good year for the district. Mr. Herr asked if the books were in good order. Mr. Bonawitz answered that there were no weaknesses in the internal control and no instances of non-compliance. Mr. Stewart commended Mr. Johnston and Mrs. Duke for their diligence in preparing for the audit and supporting the auditors. Mr. Johnston commended the entire business office staff for their excellent work done throughout the year. He said the clean audit is a reflection of the work that is done on a daily basis to ensure that controls are followed and everything is recorded correctly. Approval for placement of the acceptance of the audit 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. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Johnston introduced Mrs. Judy Duke whose job responsibilities include taxes and accounting for the district. He presented a five year history of delinquent tax collection. He said in January 2006 tax collections for the school district was turned over to a new

delinquent company, BMF Law Group. This change was made in an effort to aggressively address the problem of delinquent tax payers of real estate and interim taxes. He said from January through June 2006 the percentage of collection of delinquent taxes was 77.65% compared to 35.79% the previous year. Mr. Johnston reviewed charts for collection of delinquent taxes for 2004 through July 2006. Mr. Rintz inquired if any properties have gone to level 3. Mrs. Duke responded that at this time none of the properties have gone for Sheriff's sale. Mr. Skrocki stated that Penn Manor was the first district in the IU 13 to contract with a company, other than the Lancaster Claim Bureau, for collection of delinquent taxes. Four other school districts have now contracted companies, other than the Tax Claim Bureau, to collect delinquent taxes for their district.

Mr. Hal Hart, from Crabtree, Rohrbaugh & Associates Architects, presented a PowerPoint highlighting design development information for Marticville Middle School. He reviewed the outline summary of the proposed work; overall site plan; overall floor plans; program area layouts for a typical classroom, special classrooms, office areas, the library, auditorium and kitchen and exterior building elevations. The project scope of work and cost information, design development cost estimates for construction and the project schedule were also presented. Approval for placement of the Marticville Plancon D and E on the on the board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Lyon. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Dr. Leichter presented a report on phasing options for Marticville Middle School with occupied construction and unoccupied construction. The timeline for construction with the occupied option would be April 2007 to mid-August 2008. Students would vacate sections of the building during various phases of construction and 6 trailers would be used during the 2006-2007 school year. The unoccupied construction option would begin June 2007 and completion in July 2008. All middle school students would be transported to Manor for the school year, Manor classrooms would be used each period of the day and 11 trailers would be located on the basketball court area for student utilization. Mr. Skrocki reviewed the phasing cost factors including the projected contractor cost savings to renovate an unoccupied building, additional transportation cost, cost of modular classrooms and other cost factors to be studied. He stated that time is of the essence for a decision regarding the options. Specifications for the project are scheduled to go out to bid in February. Bid openings for the project are scheduled for March 6 and a recommendation with the intent to award bids will be presented at the March 12, 2007 board meeting. Discussion ensued regarding the Marticville project.

Bree Bolin and Connor O'Neill presented the student report. They reported that the fall sports season was very successful with the Volleyball, Cross Country, Field Hockey and Football teams participating in post-season play. The Marching Band had a strong season and qualified for several championships. They also reported the Fall Play, "Dearly Beloved," will be held on November 17 and 18, senior graduation projects were presented last week, the second random drug screening was conducted on November 1 and winter sports started today.

Mr. Johnston presented the 2007-2008 projected budget. He said based upon the budget calendar presented in September, the budget is based solely upon projection assumptions.

He explained the funding gap and the possibility of additional revenues under Act 1. The preliminary budget will be presented on January 8<sup>th</sup> with the formal presentation and adoption of the preliminary budget on February 12, 2007. Dr. Frerichs encouraged Mr. Johnston to request an estimated budget amount from the IU for services.

Mr. Skrocki provided a presentation on Employee Assistance Programs (EAP). He said EAP is a worksite-based program designated to assist in the resolution of employee issues where performance is adversely affected by personal concerns. He reviewed some of the personal concerns impacting an employee. He said health care expenses are nearly 50% greater for workers reporting high stress levels, 60% of absences are stress-related and 20% of workers suffer from some type of mental health or substance abuse problem. Mr. Skrocki reviewed the benefits of an EAP. The cost for the program is free to the employee and the employee's dependents and approximately \$11,000 per year to the employer. Mr. Skrocki requested authorization to proceed with request for proposals for an Employee Assistance Program. He listed the names of 5 local companies providing such a program. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz and seconded by Dr. Frerichs. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Dr. Leichter provided a presentation on Highly Qualified Teachers. He said No Child Left Behind requires that teachers with direct instruction in core academic subjects are required to demonstrate that they satisfy the definition of a "Highly Qualified Teacher." Pennsylvania's definition of a highly qualified teacher is that the teacher must hold at least a bachelor's degree, hold a valid Pennsylvania teaching certificate and demonstrate subject matter competency for the core academic subjects they teach. The primary areas of concern for school districts are special education, ESL and elementary education certified teachers teaching middle school. He explained the three basic ways to demonstrate subject matter competency and the two additional ways to achieve Highly Qualified Teacher designation. Teachers, who are not currently Highly Qualified Teachers and in the HOUSSE Program, have until December 2008 to achieve that designation. He also reported that beginning in 2006-2007 school districts must send letters to parent to inform them if one of their child's teachers does not meet all three criteria of highly qualified and is teaching their child for four weeks or more. Dr. Leichter distributed a draft copy of the letter that will be sent to student families of approximately 7 teachers informing them that the teacher is not currently Highly Qualified.

The Committee of the Whole adjourned at 9:00 p.m. on a motion by Mrs. Wert, a second by Mr. Geist, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

November 13, 2006

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Auditorium at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr at 9:05 p.m.

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

Mr. Willis Herr announced that and the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, December 4 at 8:15 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. Willis Herr asked if there were any additions or corrections to the Minutes of the October 10, 2006 School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Dr. Frerichs to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart reported that sophomore Amanda Kennedy has been honored with her short story, *Mama Mia*, in *The Best Teen Writing of 2006*, a collection of the best student works from the Scholastic Writing Awards of 2006. He said the Student Assistance Program, run by Mr. Darrin Donmoyer, was recently audited by the Lancaster County Drug and Alcohol Commission. The audit was successful and the program was commended. Mr. Stewart said the state special education program audit started today. He reported that under the direction of Jon Boxleitner and John Erisman, Penn Manor students had the most number of teams in the county participating in the Stock Market game and placed second. Mr. Stewart extended congratulations to Jill Almoney and J. Konrad Fritz for hosting the Middle School Songfest for PMEA District VII middle school vocalists.

Mr. Johnston updated the board on the Tax Rebate Program. The total amount of rebates paid to date amounts to \$56,569.32. He reported the Treasurer's Report for the month of October has been posted. He reviewed some of the items presented for payment. It was moved by Mr. Geist and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$6,830.46 dated 10/2/06, \$355,170.32 dated 10/3/06, \$247,081.73 dated 10/6/06, \$5,145.68 dated 10/11/06, \$356,331.05 dated 10/11/06, \$234,030.29 dated 10/12/06, \$26,840.00 dated 10/17/06, \$86,897.88 dated 10/19/06, \$510,770.38 dated 10/25/06, \$173,566.84 dated 10/26/06, \$1,352,138.98 dated 10/31/06 for a total of \$3,354,803.61 from the General Fund; \$54,638.29 dated 10/16/06 for a total of \$54,638.29 from the Cafeteria Fund; \$42,092.98 dated 10/20/06, \$1,235.22 dated 10/26/06 for a total of \$43,328.20 from the 2005 Construction Fund; and payroll in the amounts of \$704,894.44 dated 10/11/06, \$705,519.84 dated 10/25/06 for a total of \$1,410,414.28 The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes abstained from check #91808; Johnna Friedman, yes; Frank

Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The November 13 School Board Meeting Agenda was reviewed.

**Item 2. A. – G.**

**Consent Agenda for the November 6 and 13, 2006  
Committee of the Whole Meetings**

- A. Athletic Budget Request – The committee is recommending a budget transfer from Budgetary Reserve to the Athletic Budget Category accounts of \$14,500 to fund special projects for Boys' Lacrosse, Ice Hockey and Track/Pole Vault.
- B. “First Reading” – Naming Rights Policy – The committee is recommending approval of the “First Reading” of the Naming Rights Policy. (see pages 6 - 7)
- C. High School Practice Football Field and Track Events – The committee is recommending proceeding with the design development and advertising for bidding for the projects listed below:
- Practice Football Field Sodding (between the 20 yard line and the 20 yard line and between the hash marks) – estimated cost \$23,000
- Track and Field Enhancements – estimated cost \$81,478
- Payment to be made from the 2005 construction fund.
- D. Support Staff Salary Band Adjustment – The committee is recommending approval of the Support Staff Salary Band adjustment of 2.5% for the 2007-2008 school year.
- E. Acceptance of Local Auditor's Report – The committee is recommending acceptance of the 2005-2006 local audit as presented.
- F. Employee Assistance Program – The committee is recommending that the administration conduct a "request for proposals" process for an employee assistance program.
- G. Plancon D and E – The committee is recommending approval and submission of Plancon Part D (Project Accounting Based on Estimates) and Plancon Part E (Design Development) to the Pennsylvania Department of Education for the Marticville Middle School renovation project.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A.-G.:** It was moved by Johnna Friedman and seconded by Joe 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; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

**Item 3. A. – L.****Consent Agenda for Administrative Actions**

- A. “Final Reading” – Student Discipline Policy #218 – The administrative staff is recommending approval of the revised “First Reading” of the Student Discipline Policy #218. (see pages 8 - 9)
- B. 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 10 - 14)
- C. Safe and Drug-Free Schools and Communities Grant – The administrative staff is recommending approval of the Safe and Drug Free Schools grant in the amount of \$14,042.
- D. Dual Enrollment Grant – The administrative staff is recommending approval of the Dual Enrollment Grant in the amount of \$48,268.
- E. Transportation Contracts – The administrative staff is recommending approval of the following transportation contracts for the 2006-2007 school year:
- |                                      |                |
|--------------------------------------|----------------|
| Eschbach Bus Service (181 Days)      | \$1,840,057.06 |
| Eschbach Bus Service (Late Run 001A) | \$ 8,577.33    |
| Eschbach Bus Service (Late Run 001B) | \$ 12,073.06   |
| Schultz Transportation (181 Days)    | \$ 403,292.91  |
| Eschbach Fuel Surcharge              | \$ 77,503.69   |
| Schultz Fuel Surcharge               | \$ 15,325.51   |
- 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 that the board approve the tax exonerations as cited. (see page 15)
- H. Mileage Rate Approval – The administrative staff is recommending approval of a change in the standard mileage rate for business use of an automobile from 44.5 cents per mile to 48.5 cents per mile effective January 1, 2007. This rate is established by the IRS.
- I. Geothermal Test Bore Contract – The administrative staff is recommending approval of a contract with Morrison Inc., Duncannon PA, for geothermal test bores at Marticville Middle School and Martic Elementary School in the amount of \$15,380 (\$7,690 per location). The test bores are necessary as part of the planned geothermal heating and cooling systems at each building. Payment to be made from the 2006 construction fund.
- J. Notice of Intent to Award Bid – High School Ag Shop Lighting Project – The administrative staff is recommending providing the notice of intent to award the high school ag shop lighting project bid to Shannon A. Smith, Inc. in the amount

of \$22,300.00 as per the attached bid tabulation. Payment to be made from the capital reserve fund. (see page 16)

- K. Notice of Intent to Award Bid – Conestoga Air Conditioning Project – The administrative staff is recommending providing the notice of intent to award the electrical panel board installation bid (Conestoga air conditioning project) to John E. Fullerton, Inc. in the amount of \$15,870.00 as per the attached bid tabulation. Payment to be made from the capital reserve fund. (see page 17)
- L. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited. (see page 18)

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A. – I.:** It was moved by Jeffrey Lyon and seconded by Donna Wert to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

**Item 4. A. – H., J-K:**

**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 19)
- 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 20)
- C. Leaves – The administrative staff is recommending granting Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed on according to the terms listed. (see page 21)
- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
  - Jody Herr – October 13, 2006
  - Kim Evans – November 2, 2006
- E. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed below per the effective date cited.
  - Harold Keepert – November 30, 2006
- F. Parent Child Literacy Workshop Sessions – The administrative staff is recommending the professional employees listed be approved to Parent Child Literacy Workshops up to 1.5 hours per person at a rate of \$31.00 per hour during the 2006-2007 school year. (see page 22).

- G. Twilight School Instructor – The administrative staff is recommending approval of the following individual to the position of Twilight School Instructor for the 2006-2007 school year at the rate of \$31 per hour.

Jennifer Bechtold

- H. Contracted Psychological Services – The administrative staff is recommending approval of the contracted psychological services at a rate of \$50 per hour for 100 hours for Jennifer Smyth.

- J. Saturday Elementary Intramural Coordinator – The administration is recommending the approval of Mary Barnett as the Saturday Elementary Intramural Coordinator at \$616.20 for the 2006-07 school year.

- K. Co-Curricular Positions – The administrative staff is recommending approval of the following individuals to split the Fall Play Costume Coordinator position for the 2006-07 school year.

Melissa Mintzer	Level 2 \$458
Carole Shellenberger	Entry \$444

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A. – H. J. - K.:** It was moved by Richard Frerichs and seconded by Johnna 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; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

**Item 4. I.:**

**Consent Agenda for Personnel**

- I. 2006/2007 Winter Coaching Positions – The administrative staff is recommending approval of the individuals listed as coaches for the 2006-2007 school year. (to be distributed)

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

The meeting adjourned at 9:20 p.m. on a motion by Mr. Rintz and seconded by Mrs. Friedman and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary