

Minutes
Committee of the Whole
February 5, 2007

The Penn Manor School Board met in Executive Session at 5:30 for the discussion of the Superintendent's evaluation and legal matters. The Executive Session adjourned at 7:10 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:18 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, Mrs. Friedman, Mr. Geist, Mr. Herr, Mr. Kreider, Mr. Rintz and Mrs. Wert. Dr. Frerichs and Mr. Lyon were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Mrs. Carroll, Mr. Edwards, Mr. Matusek, Mr. Gale, Mr. Reisinger, Mrs. Rudisill, Penn Manor residents, Millersville students, Mrs. Rhoades, and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, February 12, 2007 at 7:00 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 that time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the January 8, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Ms. Pollock, along with Mrs. Carroll, Mr. Edwards and Mr. Matusek, provided an update on the Algebra initiative that began in the middle schools at the beginning of the 2006-2007 school year. She said as a result of many sixth graders outstripping the traditional elementary math curriculum, Algebra I was introduced into grade 7. She provided an overview of the prior and current grade 7 math curriculum. She also reviewed the implications for grade 8 Algebra courses. Mrs. Carroll reported on the number of students enrolled in Algebra I at the middle schools and the criteria used for the selection of students in the program. Mr. Edwards explained the Summer Break Pre-Algebra program and the projections for grade 8 Algebra classes. Mr. Matusek provided concerns and solutions at the elementary level as a result of Algebra I.

Ms. Pollock stated that significant changes have not been made in at least 23 years in the middle school reading/foreign language program. Changes are necessary to keep pace with the federal demands of No Child Left Behind. She reviewed the current and proposed reading/foreign language offerings in grade 8. She said the proposed reading/foreign language selection, for the majority of middle school students, will be a semester of reading and a semester of various languages and cultures. Struggling readers will be invited to take Strategic Reading. The highly skilled readers will be invited to take a full year of Spanish. Mr. Edwards explained the rationale of the proposal for middle school students. Mrs. Carroll described how the proposal will offer challenges for

the middle school students who excel in reading. Mr. Gale gave details on how the changes at the middle school will impact the high school foreign language curriculum. Ms. Pollock reviewed some of the issues to be resolved including curriculum revision, the criteria needed for full year Spanish and the areas of communication to parents about the change. Ms. Pollock will provide an update to the board after course selection in the Spring of 2008. Questions were asked for clarification.

Mr. Johnston provided an update of the quarterly student and athletic funds. He reviewed the cash balances, revenues and expenditures. Detailed reports are located on the Penn Manor website.

Mr. Stewart commended Mrs. Carroll for her time and effort for the Marticville building project. He said Mr. Hal Hart will be visiting the March 5 board meeting to review the status of the Marticville project and talk about issues related to Plancon and the bid alternates. Formal bids for the project will be opened on March 6. The project will be bid as a phased project and as a vacant facilities project. The bids will be presented to the board on March 12 for approval. The decision of keeping the students at Marticville during the construction or moving the students to Manor will also be presented at that time. Mr. Stewart reviewed the factors relating to the costs differential for moving the students to Manor. He discussed other factors that will be taken into consideration regarding the location of the Marticville students during the construction. Discussion ensued on this topic. Mr. Herr asked the Millersville students if anyone had experienced attending school during a building project. A student from Montgomery County relayed her experience during a high school renovation/building project.

Mr. Stewart welcomed the Millersville students. He explained the format of the three types of board meetings being held this evening. He said the Sunshine Law allows school boards to meet privately for specific types of issues, such as, personnel issues, negotiations with the teacher's association and the purchase of real estate. He explained the current board session is the Committee of the Whole, where the board will have discussions about issues. Some of these items will be placed on the voting meeting agenda. The third meeting is the voting meeting. The law requires anytime a school district takes action that results in the expenditure of public tax dollars, personnel matters and policies that it occur in a public voting meeting.

Mr. Stewart requested that a brief voting meeting be added on March 5 and April 30 to award bids for the Marticville project and for the performance venue field at Comet Field. Approval for placement of this item on the board agenda was approved on a motion by Mr. Geist and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart said preparation for the July 9 board meetings would be during the July 4th holiday week. He requested the board consider rescheduling the July 9, 2007 board meetings to Monday, July 16, 2007. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Johnston provided a second quarter 2006-2007 budget update. He reviewed the revenues for real estate, interim and transfer taxes and interest earnings. He also provided an analysis for some of the expenses including utilities, administrative services, healthcare and tuition reimbursement. Questions were asked for clarification.

Mr. Johnston distributed the 2007-2008 preliminary budget. He noted that the preliminary budget will be adopted on February 12. He said some minimal adjustments have been made since the budget was presented on January 8. He pointed out that it is very early for a preliminary budget and it will undergo significant changes before the final adoption on June 11. The preliminary budget currently includes a potential tax increase of 4.2%, which is the index, and a potential tax increase from Act 1 exceptions. The preliminary budget has been posted on the Penn Manor website. Questions were asked for clarification.

Mr. Skrocki, Mr. Reisinger and Mr. Johnston presented an update on the selection for new financial software. Mr. Skrocki explained the selection timeline and committee representation. He said criteria for the software included a web based solution, best of breed solution, integrated solution, cost effective solution and internal workflow enhancement solution. After demonstrations from 6 vendors, two vendors were selected for a second round presentation and demonstration and one for a third round. During February the due diligence process will be performed for the finalist. Negotiations will continue with the vendor because he believes there is a possibility that Penn Manor could be a Pennsylvania showcase school. Mr. Skrocki reviewed the projected implementation timeline and project financing. Mr. Reisinger stated this will be a large transition for the Business Department. Mr. Johnston said this is the third time that a new financial software search was explored. Discussion ensued and questions were asked. A recommendation will be presented to the board on March 12.

Mr. Skrocki explained that a bandwidth enhancement solution is needed for the district. Mr. Reisinger presented a Comcast Network Proposal for placement on the agenda. He explained the current network, the current bandwidth problems and the problems with the tower. He reviewed the T1 pricing for 2006-07 and changes for 2007-08. Mr. Reisinger explained that the proposed new Comcast system would be a direct link back to the high school. He said the new network solves ongoing WAN reliability problems, provides bandwidth for instructional tools, enables new technologies and consolidates the servers and backup system. The proposed cost would be a one-time charge of \$300,000 and a monthly cost of \$4,600 for a five year term. The cost recovery and a five year comparison of costs were reviewed. With the ERATE discount the total five year Comcast proposal would cost \$345,000 compared to the approximate five year cost of \$369,364 for current system with necessary enhancements. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz and seconded by Mr. Kreider. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart provided the board with options for the contract to rent Biemsderfer Field for football competitions. He requested input from the board on the six proposals that were provided and specific instructions on a timeline for proceeding with negotiations with

Millersville University. After some discussion on this item the board instructed Mr. Stewart to prepare a proposal with a longer term and no upfront money.

Mr. Stewart stated that the calendar for school board meetings will be prepared for presentation in July. He said there was some discussion in the past to change the board meeting day from Monday to Thursday. He requested input from the board if the meeting night should remain on Monday or changed to Thursday. It was unanimous that the board wanted to continue meeting on Monday.

Mr. Stewart distributed various handouts for board information. He also presented for their review approximately 8 school board minute books from the late 1800s that were found by a custodian in a storage area.

The Committee of the Whole adjourned at 9:05 p.m. on a motion by Mrs. Friedman, a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

February 5, 2007

A special 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, Mr. C. Willis Herr at 9:08 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Rintz and Mrs. Wert. Dr. Frerichs and Mr. Lyon were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Mr. Reisinger, Mrs. Rudisill, Penn Manor residents, Millersville students, Mrs. Rhoades, and Mrs. Howard.

The February 5, 2007 School Board Meeting Agenda was reviewed.

Item 2 A-B.

Consent Agenda for Administrative Actions

- A. Marticville Plancon F Approval – The administrative staff is recommending approval and submission of Plancon Part F (Construction Documents) to the Pennsylvania Department of Education for the Marticville Middle School renovation project as per the attached. The approval of Plancon F includes the applicable forms and related information for the phased bidding of the main electrical switchgear and emergency generator, as indicated on Plancon page “F01-phase.” 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. Act 1 Tax Study Committee Recommendation – The Board is recommending acceptance of the Penn Manor Tax Study Commission’s recommendation as presented at the December 4, 2006, school board meeting and as outlined in the attached report. (see enclosed report)

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

The meeting adjourned at 9:10 p.m. on a motion by Mr. Geist and seconded by Mr. Rintz and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary