

**Minutes**  
Committee of the Whole  
March 5, 2007

The Penn Manor School Board met in Executive Session at 6:30 for the discussion of a personnel item. The Executive Session adjourned at 6:30 p.m.

Prior to the Committee of the Whole meeting, the Penn Manor School Board and the Penn Manor High School Quiz Bowl Team engaged in a Quiz Bowl competition. The Board commended the team for their accomplishments this year and thanked the advisors Mrs. Sue Hostetter and Ms. Sallie Bookman.

The Penn Manor School Board met as a Committee of the Whole at 7:05 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. Herr, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Geist and Mr. Kreider were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, and Dr. Leichliter. Mr. Skrocki was absent due to attending the Martic Township Supervisor's meeting for the Marticville Project. Also in attendance were Miss Maria Vita, Miss Lara Botel-Sheppard, Mr. Chris Moritzen, Mr. Phil Gale, Mr. Coleman, Mr. Hal Hart, Mr. Greg McGough, Penn Manor citizens, Millersville students, Mrs. Cindy Rhoades, and Mrs. Paula 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, March 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 February 12, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Ms. Pollock provided an update on the new elementary reading series. She said the goal of the committee was to find a series that addresses core elements of reading instruction including fluency, comprehension, decoding, vocabulary, phonics and PSSA preparation. Ms. Pollock distributed an evaluation form that was used to evaluate the three final companies, Houghton Mifflin, Scott Foresman and Harcourt Brace. She said a final decision will be made on March 7 for recommendation to the board for approval on March 12.

Dr. Leichliter introduced Miss Maria Vita and Miss Lara Botel-Sheppard, social studies teachers at the high school. He said they are working with a group of five other teachers to write a Teaching American History Grant. Miss Vita and Miss Botel-Sheppard explained the background of the grant. They said that the goal of the grant is to demonstrate how school districts and institutions with expertise in American history can collaborate over a three-year period to ensure that teachers develop the knowledge and

skills necessary to teach traditional American history in an exciting and challenging way. The Penn Manor grant proposal was explained. The team is applying for \$500,000 and if awarded they will be notified in late summer. If unsuccessful in their first attempt this year the team plans to reapply next year.

Mr. Chris Moritzen presented a Twilight School Update. There are 8 teachers in the program, Mr. Don Crow is the program director and Mrs. Melissa Ostrowski is the guidance counselor. Mr. Moritzen provided statistics for the number of students enrolled this year, the number of students who have returned to day programming and the reasons for placement in Twilight School. He reviewed the goals and highlights of the program. Mr. Greg McGough, a high school English teacher, explained his teaching method for Twilight School students. Questions were asked.

Mr. Chris Moritzen also provided the board with information on the security cameras at the high school. Donations, totaling approximately \$30,000, from Bosch Security provided for a majority of the cameras and digital video recorders at the high school. The COPS Grant, totaling \$8,000, helped purchase additional equipment and wiring. Mr. Moritzen explained the positive uses of the 31 cameras in use and the capabilities of the cameras. He showed pictures from some of the areas where the cameras monitor. The board asked questions.

Mr. Phil Gale presented proposed changes for the Penn Manor class rank. A non-printed class rank is being considered. He stated class rank would still be calculated for the purposes of valedictorian and salutatorian. Consideration is being given for a grade point average and decile ranking that would be printed on report cards and transcripts. He said a decile report is needed as students attempt to qualify for scholarships and awards. He provided documentation explaining the reasoning behind the proposed changes. He said more information will be submitted to the board for a new policy when all the details are finalized. The board asked questions for clarification.

Mr. Hal Hart from Crabtree, Rohrbach and Associates updated the board on the Marticville Project. He provided information on the Plancon stages that have been approved and the timeline for the remaining Plancons. He reviewed the scope of the project. He said the deadline for the bids for the Marticville project was extended from March 6 to March 14. The intent to award bids will be submitted to the board on March 19. Mr. Hart said an alternate bid will be for a phased occupied building.

Mr. Denny Coleman presented an updated Capital Projects Plan. He pointed out some of the changes, especially at Central Manor and Hambright, from previous Capital Projects Plans. He said over the next five years the district vehicles will need to be replaced. He explained some other projects include replacing the roof at the high school. The board asked questions for clarification.

Mr. Johnston explained the settlement agreement with UGI Utilities, Inc. He said twenty districts are involved in the complaint. He reviewed the timeline of the complaint, the estimated legal fees to the consortium and the estimated savings over 2006-07. He provided a copy of the settlement agreement and stated that the settlement was reviewed by our solicitor. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz and seconded by Mr. Lyon. The following vote was taken on

this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, absent; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart requested a one time compensation adjustment of \$3,000 for Mrs. Campagna for additional services provided. He explained that after Mrs. Kreider left the district in December and before her replacement, Mr. Curt Elledge, started on February 26, 2007, Mrs. Campagna worked many additional hours. 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. Geist, absent; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart tabled the first reading of the policy that was attached to the agenda for the disposal of unused and unnecessary property and equipment. He distributed a new policy for review. He said a new policy will be submitted at a future meeting for consideration by the board.

Mr. Johnston provided an update on the 2007-2008 budget. He announced that he will be having a budget workshop on April 20 from 8:00 – 10:00 a.m. He said that minor revisions continue on the 2007-2008 budget. Major revisions in salary accounts, healthcare and benefits, utilities, special education costs and transportation are expected later.

Mr. Stewart distributed various information items. He provided information about a potential certification citing by the state auditors, explained the attempts made to remove the potential citing and distributed a letter he wrote to Dr. Zahorchak asking for assistance with a solution.

The Committee of the Whole adjourned at 8:40 p.m. on a motion by Mrs. Friedman, a second by Mr. Rintz, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

March 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 8:40 p.m.

Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Geist and Mr. Kreider were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, and Dr. Leichliter. Mr. Skrocki was absent due to attending the Martic Township Supervisor's meeting for the Marticville Project. Also in attendance were Mr. Denny Coleman, Penn Manor citizens, Millersville students, Mrs. Rhoades, and Mrs. Howard.

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

**Item 2 A-F.**

**Consent Agenda for Administrative Actions**

- A. Intent to Award Bids – Manor Middle School Drainage Project – The administrative staff is recommending approval of the intent to award the Manor Middle School drainage project bid to Doug Lamb Construction, Inc., Elizabethtown, PA, in the amount of \$8,300 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (see page 3)
- B. Maintenance Agreement – District Lift – The administrative staff is recommending approval of a planned maintenance and safety program agreement with Best Line Equipment for the district's JLG, model 3246ES, lift in the amount of \$850 per year.
- C. 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 Marticville asbestos removal project (form to be distributed). Payment for this project will be made from the 2006 Construction Fund.
- D. Amended Act 1 Tax Shifting Referendum Resolution – The administrative staff is recommending approval of the amended Act 1 tax shifting referendum resolution as per the attached resolution. (see pages 4 - 5)
- E. Intent to Award Contract – Baseball Scoreboard Installation Project – The administrative staff is recommending approval of the intent to award the baseball scoreboard installation contract to Bright Sign and Maintenance Company, Inc., Reading, PA, in the amount of \$8,700 as per the attached tabulation. Payment to be made from the General Fund (budgeted expense). (see page 6)
- F. March 19, 2007, Special School Board Meeting – The administrative staff is recommending the addition of a special Penn Manor School Board voting meeting on Monday, March 19 at 6:00 p.m. and the advertising of same. The meeting will include the recommendation to approve the intent to award bids for the

Marticville Middle School renovation project and any other business that may come before the Board.

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

**Item 3A.**

**Consent Agenda for Administrative Actions**

A. Rejection of Bids – Switchgear and Generator Pre-Purchase for Marticville Middle School Project

The administrative staff is recommending the rejection of the electrical switchgear bids for the Marticville Middle School renovation project (PDE Plancon project number 3342). The rejection recommendation is due to vendors submitting bids that were not in compliance with the project specifications. In addition, no bids were received for the generator portion of the bid.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 3 A:** It was moved by Carlton Rintz and seconded by Joe DeLuca to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, absent; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:55 p.m. on a motion by Mr. Lyon and seconded by Mr. Rintz and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary