

Minutes
Committee of the Whole
April 2, 2007

The Penn Manor School Board met in Executive Session at 6:15 for the discussion of the superintendent's evaluation, personnel items and negotiations. The Executive Session adjourned at 7:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:10 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. Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Dr. Jan Mindish, Mr. Charlie Reisinger, Mr. Dana Edwards, Mr. Scott Keddie, Ms. Kelly Watson the Intel Reporter, Mrs. Cindy Rhoades, Penn Manor residents 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 Tuesday, April 10, 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 this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the March 12, 2007, 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.

Dr. Leichliter reported that, at the request of a PDE official, he and Dr. Mindish provided a presentation at the Improving Schools Conference on the improvements that Penn Manor High School has made to increase proficiency in PSSA. As part of that presentation Dr. Mindish and Dr. Leichliter created a timeline of changes. Dr. Mindish explained the timeline of changes in the high school from 2000 to the present. Mr. Scott Keddie and Mr. Dana Edwards reviewed the timeline of changes in the middle schools from 2000 to the present. Questions were asked for information.

Mr. Johnston provided a PowerPoint on the bulk fuel bids. He provided information on the annual fuel requirements, a comparison in fuel costs from the current year and next year, change in bid results and the multi-county bids. He requested approval for the Fuel Oil and Motor Fuels Bid to be placed on the April 10 board agenda. 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, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Dr. Leichliter updated the board on personnel procedures for hiring professional employees. He provided statistics for the number of elementary, middle school and high school teachers and administrators hired for the 2006-2007 school year. He reviewed the

Penn Manor interviewing process and job fair participation. He said in 2007-2008 a two phase process will be used to screen and interview new elementary candidates. Information was provided on Act 114 the Federal Criminal History check. Effective April 1, 2007, all student teachers, prospective employees and contractors must provide a copy of their Federal Criminal History Record. He reviewed the procedure for obtaining the FBI clearance. Discussion ensued regarding the cost of clearances for support staff, coaches and volunteers.

Mr. Skrocki provided information regarding a new position, Database Programmer/Applications Specialist. He also presented the job description for this position. He said the position with a salary of approximately \$50,000 is in the 2007-2008 budget. Mr. Reisinger summarized some of the responsibilities of the position including data analysis and summarizing data for reports. Mr. Skrocki requested approval to place on the April 10 agenda the Database Programmer/Applications Specialist position and job description. Questions were asked for information. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Wert 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, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Skrocki provided information on the Lancaster-Lebanon Public Schools revised Bylaws for the Workers Compensation Pool. He said in February the Executive Board approved some changes to the Bylaws. The most significant change is to expand the marketing of the program. The other change involved the number of meetings per year. Questions were asked for clarification. Approval for placement of this item on the board agenda was approved on a motion by Mr. Lyon 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, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

The Act 1 Non-Legal Interpretative Statement was presented by Mr. Skrocki for placement on the board agenda. He said that in conjunction with the Act 1 Referendum question for the May primary each district is required to develop a non-legal interpretative statement. He explained the requirements of the referendum question and the non-legal interpretative statement. He announced that an Act 1 community meeting will be held on May 3 at 6:30 p.m. at Penn Manor High School prior to the Festival of Learning. He also said that he and Mr. Stewart have presented Act 1 at approximately 7 faculty meetings. Information on Act 1 will also be provided in the upcoming district newsletter. Questions were asked for clarification. Approval for placement of this item on the board agenda was approved on a motion by Mr. DeLuca and seconded by Mr. Rintz. 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, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Johnston explained the changes to the Lancaster-Lebanon Public Schools Property and Casualty Pool Bylaws. He provided the history and purpose of the Pool and the changes to the Bylaws, including opening the membership outside of the IU, some administrative meeting changes and the disposition of surplus funds. Questions were asked for information. 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, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Pollock explained that in the fall she submitted the Penn Manor adult wellness initiatives to PDE for presentation at a conference. The initiatives were accepted for presentation at the conference, PDE and PA Action for Healthy Kids: Wellness and Academic Success from Policy to Action. Mr. Steve Kramer, a Manor Middle School Health and PE teacher and the District Wellness Coordinator will present at the conference on April 30 and May 1 in Penn State.

Ms. Pollock said she was approached by Geraldine Budd, a nursing profession at Drexel, to conduct a study concerning parents' views on exercise and diet and the impact on their children. Mrs. Barb Still distributed the information to Hambright families. Ten participants will attend a meeting on April 4. They will receive a \$50.00 Target voucher for their participation. Ms. Pollock distributed copies of the letter and information that was distributed to the parents.

Mr. Stewart provided information on the PA Accountability Grant. He explained the money is distributed to the districts by the state based on a formula. He provided a list of specific areas where the money must be spent. Mr. Stewart said in Penn Manor the money has been used almost exclusively for K-3 class size reduction for salaries and benefits for teachers in the primary program. He presented the amount of money that has been distributed to Penn Manor since the 2005-2006 school year. He said in 2007-2008 the accountability dollars remain the same for Penn Manor. He explained that a separate allocation of \$52,355 has been set aside by the state for full day kindergarten. Mr. Stewart said he will be submitting for the allocation for a pilot full day kindergarten program at Martic. The full day session will be for one year. Families would volunteer to have their child in the program. Additional discussion ensued on this topic.

Mr. Stewart presented the School Board Calendar from July 2007 through August 2008 for placement on the agenda. He explained that the listing of the meeting dates does not list the Committee of the Whole and the Board Meeting separately to allow for additional voting meetings if needed. The Board Meeting on the second Monday will continue to be the major voting meeting and include the student report. Approval for placement of this item on the board agenda was approved on a motion by Mr. DeLuca 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, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

A PowerPoint on IU 13/IDEA funding was presented by Mr. Stewart. He explained that Federal funds are allocated to the state to help pay for special education costs. The state distributes the money to the intermediate units. The intermediate unites allocate the money to the school districts. He explained the allocation factors and funding components. He also explained the flow through money to the member districts and the estimated amount allocated to Penn Manor. He said that this year he and Mrs. Campagna served on an IU task force to evaluate the flow through money and IDEA money. He

explained the recommendations made by the task force, the software program “Excent” and future IDEA funds. Questions were asked for clarification.

Mr. Stewart distributed a letter that he sent to the Boys’ and Girls’ Lacrosse, Field Hockey, Boys’ and Girls’ Soccer coaches and booster clubs to help fund the Penn Manor logo on the artificial surface field.

Mr. Skrocki updated the board on the artificial surface field planning. The project was awarded to Field Turf. He explained the reasons for not using Desso. He reported that the Lancaster Township Planning Commission made their final recommendations to the Lancaster Township Board of Supervisors. He is hopeful that the Board of Supervisors will provide the district with the final planning approval. He said the cost for the road improvements on route 741, which include road widening, curbing and storm water improvements, will cost the district approximately \$350,000. Fortunately, he said, approval has been given by the Supervisors to start the turf project prior to obtaining a PennDot permit. He reviewed the steps that need to be taken after final approval by the Supervisors. It is anticipated that the project will start in mid-May and the anticipated completion is the end of July. Mr. Skrocki reviewed the costs involved for the project with an estimated final cost of approximately 2.258 million. Questions were asked.

Ms. Pollock presented the revised Health Examinations Policy #209 for a first reading. She said previously a child was required to have a physical and dental exam within 4 months of entry into the school for the first time, sixth and eleventh grades. The policy was changed to allow the exams to be completed within one year prior to the student’s entry in the required grades. The change will help parents whose insurance might only cover one physical or one dental exam per year if one was already done in the year before the student entered the specified grade. Approval for placement of the policy 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, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Rintz distributed an article about Automated External Defibrillators (AED.) Ms. Pollock said that Lancaster General Hospital is sponsoring a program for 3 free AEDs. They will be placed at Comet Field, Central Manor and Martic Elementary. Mr. Rintz also questioned if the wet floor at the field house will be corrected. Mr. Skrocki responded that the water was from the ice machine and the problem will be resolved.

Mrs. Wert stated that the Lancaster Academy is tracking 55 students for graduation in June. She also reported that some of the money from the Academy budget overage was used to provide bonuses for the teachers.

Mr. Stewart updated the board on the Wrestling Team’s trip to the New Orleans area to help with the rebuilding. He showed pictures of the students hard at work. Mr. Stewart reported that the Historical Society will be visiting on Tuesday to look at the old board minute books and information the district has on one room schoolhouses. Mr. Stewart presented a cabinet made by Jason Darrenkamp, a Penn Manor graduate, which will house an old board minute book and be displayed in the lobby. Mr. Stewart said that

negotiations are still continuing with Millersville University regarding the football stadium.

The Committee of the Whole adjourned at 9:06 p.m. on a motion by Mrs. Wert, a second by Mr. DeLuca, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

April 2, 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 9:10 p.m.

Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Ms. Kelly Watson the Intel Reporter, Mrs. Cindy Rhoades, Penn Manor residents and Mrs. Paula Howard.

The April 2, 2007 School Board Meeting Agenda was reviewed.

Items 2 A, B, C, F.

Consent Agenda for the April 2, 2007 Committee of the Whole Meeting

- A. Act 1 Non-Legal Interpretive Statement – The committee is recommending ratification of the Act 1 Non-Legal Interpretive Statement. (see page 3)
- B. Plancon Part E – Marticville Middle School Renovation Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon part E (Design Development) from the Pennsylvania Department of Education for the Marticville Middle School renovation project as per the attached.
- C. Approval of Design Services Agreement – High School Track and Field – The administrative staff is recommending approval of a contract with Derck & Edson Associates for design services for the improvements at the high school track and field in the amount of \$4,750 plus reimbursable expenses. The improvements will primarily address the relocation of the javelin and discus events. Payment to be made from the 2005 construction fund.
- F. Approval of Eddy Test Contract – Chillers – The administrative staff is recommending approval of contracts with Trane to perform Eddy current testing on the chillers stated below:

Manor Middle School	\$2,975.00	Serial number L93B020347
Penn Manor High School	\$5,950.00	Serial numbers HHEM000870 and HHEM000871

Payment to be made from the capital reserve fund.

MOTION ON AGENDA ITEMS 2 A, B, C, F: It was moved by Jeffrey Lyon 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, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes.

Items 2 D, E.**Consent Agenda for the April 2, 2007 Committee of the Whole Meeting**

- D. Approval of Surveying Services Agreement – Turf Field Project – The administrative staff is recommending approval of a contract with David Miller/Associates, Inc. for surveying services pertaining to the turf field project at an estimated cost of \$4,800 to \$5,300 plus reimbursable expenses. Payment to be made from the capital reserve fund.
- E. Approval of Traffic Engineering Services Agreement – Turf Field Project – The administrative staff is recommending approval of a contract with Traffic Planning and Design, Inc. for traffic engineering services pertaining to the turf field project at an estimated cost of \$19,500 plus reimbursable expenses. Payment to be made from the capital reserve fund.

MOTION ON AGENDA ITEMS 2 D, E: 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, no; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The meeting adjourned at 9:15 p.m. on a motion by Mrs. Friedman and seconded by Mr. Geist and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary