

**Minutes**  
Committee of the Whole  
April 30, 2007

The Penn Manor School Board met in Executive Session at 5:30 p.m. for the discussion of Act 93, real estate and legal items. The Executive Session adjourned at 6:50 p.m.

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. 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 Mrs. Hallock, Mrs. Carroll, Mr. Steve Hess, Mrs. Campagna, Mr. Elledge, Dr. Mindish, Millersville University students, Ms. Kelly Watson the Intel Reporter, Mrs. Cindy 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, May 7, 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 April 10, 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.

Ms. Pollock provided information for the PSSA reading, math, writing and science testing schedule for 2007-2008. She said the Science PSSA will be given for the first time next year. Two standards will be tested, Science and Technology and Environment and Ecology. The purpose of the PSSA is to measure how well items on the test measure student understanding of concept. Mrs. Anne Carroll explained the role of the Science Anchor Team in aligning elementary science curriculum. She provided a list of the Science Anchor team members and the science curriculum grid for grades kindergarten through grade 6. She also explained the science curriculum for grades 7 and 8. Mr. Steve Hess explained the changes in the high school science curriculum. Mini lessons are conducted on Fridays in the high school as a refresher for particular topics. He stated that consideration is being given to making Physics mandatory. Questions were asked regarding what science courses are currently taught in the high school and the science requirement.

Mr. Stewart asked Mr. Hess to report to the board on the wrestling team trip to help with rebuilding the New Orleans area. Mr. Hess provided information on some of the projects the students and volunteers accomplished including replacing a roof, fixing a resident's home and demolishing the inside of a church. He also reported on some of the side trips the group took in the area. Mr. Hess said that the students worked very hard.

Mrs. Hallock presented the proposal for a new reading series by Harcourt School Publishers. She provided information on the cost, the technology package, staff development and deferred billing information. Mr. Stewart explained the details of the funding of the reading series. Questions were asked. Approval for placement of this item on the board agenda was approved on a motion by Mr. Lyon 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. Curt Elledge presented a PowerPoint on a School to Work proposal. He explained that currently the School to Work program is operated by the IU 13 in various community sites. The Basic Occupation Skills is operated by the IU at the Willow Street CTC. He provided information on both programs. Mr. Elledge proposed moving the program to Penn Manor. He provided information on the rationale, the current enrollment, projected enrollment, current costs and projected costs for housing the program at Penn Manor. He said the program at Penn Manor would require on additional teacher, a part-time teacher assistant and a part-time job trainer. He also reviewed proposed cost savings for the district, the indirect needs and costs and highlights of the program at Penn Manor. The criteria for eligibility for the program and advantages of having the School to Work program at Penn Manor were also reviewed. Questions were asked regarding the business partners for the program, how a student is selected for the program, and professional development for the staff.

Dr. Leichliter presented information on the Project 720 PDE grant for improving high schools. He reviewed the history of the program and the current funding for the project. Dr. Leichliter said the three main goals of the grant are to increase the rigor of educational programs, enhance postsecondary access and personalize school for students. Dr. Leichliter and Dr. Mindish recently submitted an application for \$72,000 in funding through this program. The plan for use of the potential funds will correlate career pathways with the courses for high school students. A sample of the plan was distributed. Dr. Mindish also explained that goal of the revised Penn Manor graduation project is to help students prepare for a good college career choice. Dr. Leichliter said the district will be notified in June or July if the district will receive the grant.

Mr. Skrocki explained the Clipper Magazine contract for the design, production and printing of the 2007-2008 district calendar. He said the proposed contract is the same as last year. He also said the district has used Clipper Magazine for the district calendars for 7 years. Questions were asked regarding revenue of the calendar. Approval for placement of this item on the board agenda was approved on a motion by Mr. Lyon and seconded by Mr. Geist. 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 reported that he has located 3 used modular units containing a total 12 classrooms at Oxford Area School District. He said they are in excellent condition. The oldest modular unit is 7 years. The total cost is \$30,000 for all of the units. He added that this would be a savings in excess of \$200,000 for the district. Mr. Skrocki explained that a mandate waiver that must be submitted to the Department of Education to purchase the modular units. He said School Code sets a threshold limit on purchases without

advertisement and public bid. The current bid threshold for Penn Manor is \$14,000. If the waiver is granted the school district would be able to purchase the modular classroom units without bids. Questions were asked. Approval for placement of this item on the board agenda was approved on a motion by Mr. Lyon 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.

The first reading of the Disposal of Unused and Unnecessary Property and Equipment Policy was removed from the agenda. Mr. Stewart will be presenting the Policy at the next meeting.

Mr. Johnston provided an update on the quarterly student and athletic funds. He reviewed the cash balances as of March 31 and the activity in the funds. Information on the gate receipts for the spring sports was also highlighted. Mr. Johnston said that detailed reports are on the website.

The 2006-2007 3<sup>rd</sup> Quarter budget update was reviewed by Mr. Johnston. He provided details on the revenues highlighting some key points regarding interim, wage, transfer and delinquent taxes. He also provided information on expenditures. He said there has been a 26% increase in utilities cost. Administrative services are on track for the current fiscal year. Healthcare costs should come in well below the amount budgeted for the current fiscal year. Tuition reimbursements are behind the previous year. Mr. Stewart added that teachers are not taking less courses just more online classes. Questions were asked regarding the courses selected by teachers and the approval process.

Mr. Johnston presented an update on the proposed 2007-2008 budget. He explained information on the projected funding gap, revenues and expenses. He noted that the state revenues are based upon the Governor's proposed budget. He reviewed current year projections relating to fund balance, revenues, tax collections, interest earnings, expenses, healthcare costs and 5 year budget projections. Mr. Johnston distributed a 5 year budgeting projection assumptions booklet for review. The proposed budget will be presented to the board for approval on May 7. The final budget will be presented for approval on June 11.

Mr. Stewart explained the purpose of the Superintendent's Advisory Council. He asked the Board for recommendations of Penn Manor citizens who might be interested in being on the Council. Mr. Stewart also informed the Board that he invited the Boy's Lacrosse, Girl's Lacrosse, Field Hockey, Boy's Soccer and Girl's Soccer teams to contribute \$2,500 each toward the purchase of the Penn Manor Logo on the new field. Three teams have committed to contribute, one team has not responded yet and one team denied the commitment.

Dr. Frerichs commended Mrs. Cindy Rhoades for the recent edition of the Above and Beyond and especially the Report to the Community section.

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

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C. Willis Herr, President

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Paula E. Howard, Secretary



**Items 3 A-B:****Consent Agenda for the Administrative Actions**

- A. Change Order – Baseball Scoreboard Installation Project – The administrative staff is recommending approval of a change order with Bright Sign, Inc., in the amount of \$4,010 for the baseball scoreboard installation project. The change order is due to additional engineering services and installation requirements as a result of the Lancaster Township Code review. Payment to be made from the General Fund.

**MOTION ON AGENDA ITEM 3 A:** It was moved by Carlton Rintz and seconded by Johnna Friedman to approve this item 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.

- B. Intent to Award Bids – Comet Field Turf Project Electrical and Lighting Work – The administrative staff is recommending approval of the intent to award the Comet Field venue field electrical and lighting project bid to Robert P. Lepley Electrical Construction Lewistown, PA, in the amount of \$389,500 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (see page 9)

**MOTION ON AGENDA ITEM 3 B:** It was moved by Richard Frerichs and seconded by Joseph DeLuca to approve this item 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 9:20 p.m. on a motion by Mrs. Friedman and seconded by Mr. Geist and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary