

Minutes
Committee of the Whole
May 7, 2007

The Penn Manor School Board met in Executive Session at 6:00 p.m. for the discussion of Act 93 and personnel items. The Executive Session adjourned at 6:55 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, Mrs. Friedman, Mr. Geist, Mr. Herr, Mr. Rintz and Mrs. Wert. Absent were Dr. Frerichs, Mr. Kreider and Mr. Lyon. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Dr. Mindish, Mr. Gale, Mr. Roth, Mrs. Bibiloni, Mr. Jeff Coble and Ms. Beth Mazzocchi from the CTC, students Kaitlin Henise and Andrew Swanson, Mr. Greg McGough, Mrs. McGough and children, Penn Manor residents, Manor Pride Gridiron Club representatives, Ms. Kelly Watson, 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, June 4, 2007 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Stewart announced that Mr. Greg McGough is a state finalist for PA Teacher of the Year. Dr. Mindish recognized Mr. McGough and presented him with a \$1,000 check from the Ressler Mill Foundation to be used for the purchase of school materials. Mr. McGough thanked the Board for their support in and out of the classroom.

Mr. Stewart introduced senior Career and Technology Center students, Kaitlin Henise and Andrew Swanson, their teacher Mr. Jeff Coble and the Willow Street CTC Principal, Ms. Beth Mazzocchi. Mr. Stewart said Kaitlin and Andrew are State Champions in the SkillsUSA technology competition and will be advancing to the National competition. Kaitlin and Andrew presented their individual and joint winning web designs. A resolution honoring Kaitlin and Andrew was presented by Mr. Herr.

Mr. Herr asked if there were any Citizen's Comments. Ryan Crider, 13 Silver Mine Rd., a homeschool student, thanked the Board for allowing home school students to participate in extra-curricular activities. Mr. Dave Stover, 271 Rock Hill Rd., introduced members present from the Manor Pride Gridiron Club. On behalf of the club he expressed their concern about the direction of the football program. He requested that a representative from the club be included in the interview process for a new head football coach.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the April 30, 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.

Dr. Leichliter presented a staffing update. He reviewed the number of professional vacancies due to retirements, resignations, sabbaticals and child rearing leaves for 2007-2008 in the elementary, middle and high schools. He explained that elementary candidates, invited for a second interview, will have to present a reading lesson to the interview panel.

A summary of current LASER statistics was reviewed by Dr. Leichliter. He explained that LASER is the online teacher application program. He reported that nearly half of the approximate 5,700 applications are for elementary positions. Dr. Leichliter said the IU Consortium will be evaluating the status of the LASER program next school year. Questions were asked.

Dr. Leichliter, Mr. Reisinger and Mr. Gale explained the Classroom of the Future grant that was submitted to the state. Dr. Leichliter said the state initiative is to provide one laptop per student. He explained that the initiative targets the areas of Math, English, Social Studies and Science and provides for an instructional technology coach who has received a Keystone Integrator status. He added that Penn Manor High School teacher Mr. Canady has received that status. Dr. Leichliter said 2.4 million dollars was requested in the grant. He reviewed the areas where the money would be used. Mr. Gale explained the process that was used to write the grant bringing technology into the English, Math, Social Studies and Science classrooms. Each of the 4 departments developed a goal to use technology in the classroom. Mr. Reisinger provided a comparison of the students and today versus students in the past. He said students today are publishers of technology. He explained that funding for 60 classrooms, teacher laptops, data projectors, smart boards, 25 student laptops per classroom and supplies was requested in the grant. Mr. Reisinger also explained the professional development that will be required. He reviewed some challenges and costs for electrical work for additional laptops, storage of the equipment and security for the equipment and need for substitutes during teacher training. Questions were asked for clarification.

Mr. Stewart presented the 2007-2008 Lancaster County Academy budget. He reviewed some items in the proposed budget. Approval for placement of the Lancaster County Academy budget 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, absent; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Skrocki provided historical information on third party delinquent real estate tax collection. He explained a component of Senate Bill 777 relates to school districts permitting a third party delinquent real estate tax collector as opposed to mandating a school district to utilize the services of a local county tax claim bureau. He requested the board's support of Senate Bill 777. On behalf of the Board Mr. Herr will send a letter to Senator Armstrong supporting Senate Bill 777. Questions were asked for clarification.

The first reading of the Disposal of Unused and Unnecessary Property and Equipment Policy was presented by Mr. Stewart. He said that it reflects Pennsylvania Code and has been reviewed by the school district solicitor. 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, absent; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Johnston presented an update on the proposed final 2007-2008 budget. He reviewed important upcoming dates including the Primary election with Act 1 on the ballot. He announced that the formal adoption of the budget will be on June 11, 2007. Mr. Johnston reviewed some categories of the proposed budget and presented the proposed budget with three different percentage increases. He said the current millage rate is 14.73. The recommended proposed final budget is for a 4.2% increase which would amount to a new millage rate of 15.34. Discussion ensued on this topic. Approval for placement of the proposed final 2007-2008 as presented on the board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Geist. 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, absent; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Skrocki provided an update on Act 1 Homestead/Farmstead data. He explained that each year the County Assessment Office, by May 1, needs to certify the number of parcels that actually applied and were granted a Homestead/Farmstead exemption. Mr. Skrocki provided data on the number of Homestead and Farmstead parcels approved, the number projected, the actual assessed value and projected assessed value. He provided information on the percentage of eligible parcels that were approved and the projected number. He explained the impact of the homestead exclusion and the ballot question. Questions were asked.

Mr. Skrocki provided an update on the Marticville Middle School renovations, Martic Elementary School renovations, the baseball scoreboard installation, the turf venue field at Comet Field, the flooring projects at Central Manor and the high school west gym locker room and district-wide security enhancements. He reviewed the timeline for each of the projects including the anticipated completions dates. He also highlighted the permits, contracts and approval process required for each project. Questions were asked.

The Committee of the Whole adjourned at 8:52 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

May 7, 2007

The regular 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 9:00 p.m.

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

Mr. Herr announced that the next regularly scheduled meeting will be held on Monday, June 11, 2007 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. Herr asked if there were any additions or corrections to the Minutes of the April 10, 2007 and April 30, 2007 School Board Meetings. There were none. It was moved by Mrs. Friedman and seconded by Mr. Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart recognized senior student representative to the Board, Connor O'Neill, for his contributions for the past two years. Connor is ranked 7th in a class of 452 and will be attending Vassar to major in English. He was a student council representative for 4 years, a member of National Honor Society and on the Tennis Team. Connor thanked the Board for their gift and said that his greatest accomplishment in high school was organizing the Festival of Learning.

Connor O'Neill and Bree Bolin presented the student report. They provided updates on the Physics Olympics, Entertainment Penn Manor, which raised \$4,000 and provided 10 senior scholarships, the Wrestling trip to Mississippi and the Festival of Learning. They highlighted a list of upcoming events including the Spring Band concert, Prom and Post Prom, Sports Awards and Senior Awards Ceremony, National History Day, the CTC Awards and Certificate Program, Baccalaureate, senior class trip and graduation. The students reported on the results of the TSA competitions, Lancaster Newspapers awards, Safe Driving Competition, math league competitions and FFA competitions. They reported that Chelsea Shover received the Presidential Scholarship award. An athletic update was provided for the spring sports teams.

Mr. Johnston reported the Treasurer's Report for the month April is posted. He reviewed some of the items presented for payment. It was moved by Mr. DeLuca and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$345,401.93 dated 4/3/07, \$70,182.94 dated 4/4/07, \$357,118.55 dated 4/11/07, \$26,526.39 dated 4/13/07, \$169,812.65 dated 4/17/07, \$197,100.97 dated 4/19/07, \$2,026.07 dated 4/23/07, \$656,313.58 dated 4/25/07, \$216,351.37 dated 4/27/07, \$113,638.26 dated 4/30/07 for a total of \$2,154,472.71 from the General Fund; \$44,591.17 dated 4/16/07 for a total of \$44,591.17 from the Cafeteria Fund; \$2,540.00 dated 4/5/07, \$21,331.13 dated 4/10/07, \$1,935.97 dated 4/19/07, \$151,500.03 dated 4/26/07 for a total of \$177,307.13 from the

Capital Reserve Fund; \$2,241.00 dated 4/9/07, \$60,592.11 dated 4/5/07 for a total of \$62,833.11 from the 2006 Construction Fund; and payroll in the amounts of \$715,809.20 dated 4/11/07, \$693,595.98 dated 4/25/07 for a total of \$1,409,405.18. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

The May 7, 2007 School Board Meeting Agenda was reviewed.

Item 2 A – D: **Consent Agenda for the April 30 and May 7, 2007**
Committee of the Whole Meetings

- A. Elementary Reading Series Adoption – The committee is recommending approval of Harcourt School Publishers elementary reading series not to exceed \$390,680.00.
- B. Lancaster County Academy Budget – The committee is recommending approval of the Lancaster County Academy budget for the 2007-2008 program year. (see pages 8 - 9) Ballot distributed.
- C. “First Reading” of the Disposal of Unused and Unnecessary Property and Equipment Policy #718 – The committee is recommending approval of the “First Reading” of the Disposal of Unused and Unnecessary Property and Equipment Policy #718. (see pages 10 - 12)
- D. Re-designation of June 4, 2007 Board Meeting – The committee is recommending the re-designation of the June 4, 2007 Penn Manor School Board Meeting as Committee of the Whole and Voting Meetings.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A – D: It was moved by Donna Wert and seconded by Joseph DeLuca 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, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 3: **Adoption of the 2007-2008 Proposed Final Budget**

- A. Adoption of the 2007/2008 Proposed Final Budget – The committee is recommending approval of the following items regarding the tentative adoption of the 2007/2008 Penn Manor School District budget:
 - 1. Adoption of a proposed final budget for 2007/2008 listing expenditures in the amount of \$61,188,962.

2. Adoption of the resolution authorizing the advertising of the proposed final budget and setting the date of June 11, 2007 for consideration of the final adoption of the budget. (see page 13)
3. Authorization of the intent to levy taxes necessary for the support of the budget under act 511.
4. Authorization of the intent to levy other taxes for the support of the budget. (see page 14)
5. Adoption of a resolution setting the discount, base, and penalty rates for taxes for the period of time applicable for each of the above rates. (see page 15)
6. Adoption of a resolution authorizing installment payments. (see pages 16 - 17)

MOTION ON ADOPTION OF THE 2007-2008 PROPOSED FINAL BUDGET

ITEM 3 A: It was moved by Frank Geist and seconded by Johnna Friedman to approve this item. 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, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4 A - S:

Consent Agenda for Administrative Actions

- A. “Final Reading” Health Examinations Policy #209 – The administrative staff is recommending approval of “Final Reading” of the Health Examinations Policy #209 as cited. (see pages 18 - 20)
- B. 2007 Graduation Date – The administrative staff is recommending that Tuesday, June 5, 2007 be designated as the Class of 2007 graduation date.
- C. Approval of Graduates – Dr. Janice Mindish, High School Principal, is recommending that the board approve the members of the Class of 2007 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- D. Tuition Free Senior – The administrative staff is recommending approval of the following student as a tuition free senior for the 2006/2007 school year.
Wayne Walton Jr.
- E. Roof Replacement and Restoration Project Change Order – The administrative staff is recommending approval of the following DEDUCT change order for the roof replacement and restoration project (several buildings) as per the amount below:
WTI Contracting (TREMCO) (\$1,181.61)

- F. Appointment of Board Treasurer – The administrative staff is recommending that the board appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2007 through June 30, 2008.
- G. Appointment of Tax Collector – The administrative staff is recommending that the board appoint Christopher L. Johnston, Administrative Assistant for Business, as Tax Collector for the Penn Manor School District effective July 1, 2007.
- H. Appointment of Board Secretary – The administrative is recommending that the board appoint Paula E. Howard to the position of Board Secretary at the rate of \$2,946 for a one year term effective July 1, 2007 through June 30, 2008.
- I. Approval to Bid – The administrative staff is recommending granting authorization to advertise for the bid for the following items for the 2007/2008 school year:
- Ice Cream
 - Milk
 - Fruit Drinks / Iced Tea
- J. Ratification of Bid Awards – The administrative staff is recommending ratification for the following bids as cited for 2007-2008. (to be distributed)
- IU Trainer/Medical/Athletic Supplies Bid
 - IU Technology Education Supplies Bid
 - IU Instructional Classroom/Office Supplies Bid
 - IU Instructional Art Supplies Bid
 - IU Copy Paper Bid
 - IU CAFCO Food Bid
 - IU Custodial Supplies Bid
- K. 2007-2008 School Breakfast and Lunch Prices – The administrative staff is recommending approval of the 2007-2008 school breakfast and lunch prices as cited. (see page 21).
- L. Asset Appraisal Agreement – The administrative staff is recommending the approval of the attached agreement with Valuation Engineers, Inc. for asset appraisal services for both insurance and accounting values fully coded and depreciated for GASB 34 compliance. (see pages 22 - 25)
- M. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Jeffrey E. Lyon are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective July 1, 2007.

PMSD General Account	President
PMSD Payroll Account	Vice President
Cafeteria Account	Jeffrey E. Lyon
Capital Reserve Accounts	
PMSD Section 125 Accounts	

Construction Fund Accounts

- N. PSBA Membership – The administration is recommending approval for membership in the Pennsylvania School Boards Association, Inc. and payment of membership dues in the amount of \$11,752.82.
- O. 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/>).
- P. Approval to Advertise for Bid – Modular Classroom Units – The administrative staff is recommending approval to advertise for bid for the tear-down, transport, and setup of three modular classroom units from the Oxford Area School District to Marticville Middle School.
- Q. Approval of Improvement Guarantee Agreement – The administrative staff is recommending approval of an Improvement Guarantee Agreement with Lancaster Township as per the attached. The agreement pertains to the turf field project and was approved by the Lancaster Township Supervisors on 4/9/2007. (see pages 26 - 30)
- R. Ratification of Standby Letter of Credit – The administrative staff is recommending ratification of a standby letter of credit in the amount of \$529,454.00 with Fulton Financial Corporation. The letter of credit is for the turf field project and is required as part of Lancaster Township regulations. (to be distributed)
- S. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited. (see page 31)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 4 A – S: It was moved by Carlton Rintz and seconded by Frank Geist to approve these items as amended. 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, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 5 A - G:**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 pages 32 - 33)
- B. Substitute Teacher – The administrative staff is recommending that the individual 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.

Brian Brenneman – pending receipt of required paperwork

Mallary J. Kamen – pending receipt of required paperwork

- C. Professional Leaves – The administrative staff is recommending approval of the professional leaves cited for the 2007/2008 school year. (see page 34)
- D. Change in Retirement Date – The administrative staff is recommending the board approve the change in the retirement date of the individual listed subject to the conditions listed in the Negotiated Agreement.
Kathy Mae Zerby – effective June 23, 2007
(change from effective at the end of the school year)
- E. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed per the effective date subject to the conditions listed in the Negotiated Agreement.
Susan Fichtner – effective the end of the 2006-2007 school year
- F. Employment of Quay Hanna – The committee is recommending approval of the agreement with Quay Hanna for 660 hours of consulting services at the rate of \$40.00 per hour for the 2007-08 school year.
- G. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.
Sallie Shepherd – effective August 12, 2007
Brandy Watts – effective April 16, 2007

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 5 A – G: It was moved by Donna Wert and seconded by Joseph DeLuca to approve these items as amended. 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, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 6 A-B: Intent to Award Bids

- A. Intent to Award Bids – Central Manor Flooring Project – The administrative staff is recommending approval of the intent to award the Central Manor flooring project bid to Shaw Contract Flooring Services, Inc., dba Spectra Contract Flooring, Harrisburg, PA, in the amount of \$24,250 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (see page 35)
- B. Intent to Award Bids – High School West Gym Locker Room Flooring Project – The administrative staff is recommending approval of the intent to award the High School west gym locker room flooring project bid to Stonhard, Division of Stoncor Group, Inc., Maple Shade, NJ, in the amount of \$91,700 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (see page 36)

MOTION ON CONSENT AGENDA ITEMS 6 A - B: It was moved by Frank Geist and seconded by Johnna Friedman 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, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 7A: Storm Water Management Agreement

- A. Storm Water Management Agreement – The administrative staff is recommending approval of a storm water management agreement and declaration of easement with Lancaster Township as per the attached. The agreement and easement pertain to the storm water management for the turf venue field at Comet Field. (see pages 37 - 41)

MOTION ON CONSENT AGENDA ITEM 7 A: It was moved by Joseph DeLuca and seconded by Carlton Rintz to approve this item. 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, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

The meeting adjourned at 9:11 p.m. on a motion by Mr. Geist and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary