

**Minutes**  
Committee of the Whole  
June 4, 2007

The Penn Manor School Board met in Executive Session at 5:30 p.m. for the discussion of legal matters and personnel 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. Rintz and Mrs. Wert. Mr. Lyon was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Dr. Mindish, Mr. Canady, Mr. Roth, Chelsea Shover, Mr. and Mrs. Shover, Matt Vollmer, Mr. and Mrs. Vollmer, Quay Hanna and Penn Manor students, Mr. Todd Mealy, Penn Manor residents, 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 11, 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 May 7, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Geist, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart announced that two students will be recognized by the board. Dr. Mindish introduced and commended Chelsea Shover as a 2007 Presidential Scholar. She also said that Chelsea was one of 141 students named this year and the only the second recipient from Lancaster County. Dr. Mindish provided a list of Chelsea's accomplishments while at Penn Manor and announced that Chelsea will be going to Harvard next year. Mr. Herr presented Chelsea with a resolution commending her for outstanding scholarship as a 2007 Presidential Scholar. Mr. Canady introduced and commended Matt Vollmer. Mr. Canady explained that Matt's independent study project won first place in the Graphic Design category in the Pennsylvania High School Computer Fair State competition. Matt explained and displayed the board with the ad campaign he designed for a fictional paint. Mr. Herr presented Matt with a resolution commending him for his award.

Mr. Stewart introduced Mr. Todd Mealy who is being recommended to the board for the position of Head Football Coach and Social Studies teacher. Mr. Stewart reviewed Mr. Mealy's coaching and teaching qualifications. Mr. Mealy thanked the board for giving him the opportunity to teach and coach at Penn Manor.

Mr. Stewart introduced Quay Hanna who gave an update on his anti-racism club and activities at the high school. Mr. Hanna provided information on his background, the past ten years at Penn Manor and his current activities at Penn Manor. Students Travis

Wilson, Robert Gingrich, Caleb Statler, Anthony Wilson and Hunter McBride provided information about the racism topics discussed during Quay's Club, how the program has helped them and how they help other students. Next year Mr. Hanna said he will be spending more time working with new students, expanding the small group settings and interacting more with students in the middle schools. Mr. Hanna thanked Dr. Mindish, the Penn Manor faculty, administration and school board for their support. Mrs. Judy Gingrich, a parent, praised Mr. Hanna's club. Questions were asked by the board.

Dr. Leichliter updated the board on the end-of-year enrollment. He provided comparison enrollment information from October 2006, February 2007 and May 1, 2007. He reviewed the October to May changes in the elementary schools and historical changes from the 2002-2003 school year through the present year. He said that Central Manor Elementary School is experiencing the largest growth in enrollment and displayed a list of housing developments in the Central Manor enrollment area. Questions were asked by the board.

Mr. Stewart provided copies of the Drug Screening Survey that was sent to 165 students and parents. He explained the process that was used for distribution of the survey. Mr. Stewart reported that 9 parents and 2 students responded to the survey. He also reported that 240 drug tests were administered during the school year. Mr. Roth added that the students and coaches talk about the drug testing and he felt the program was successful in deterring students from taking drugs. Questions were asked by the board.

An update on Act 1 was provided by Mr. Skrocki. He said the Act 1 referendum question was passed in only 9 school districts in the state, less than 2%. There will be no shifting of property tax to earned income tax in Penn Manor. He explained that there are still four components of Act 1. The four components include passing the preliminary budget in February, installment payment of real estate taxes, index limitations and exceptions and potential revenue from slot machines for 2008. Questions were asked by the board.

Mr. Skrocki highlighted some of the areas of the Long Range Capital Improvement Plan that was submitted for approval for placement on the board agenda. He said all of the items listed for 2007-2008 will be funded through capital reserve money. He also offered an explanation for some of the items on the plan. Questions were asked by board members. 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, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Ms. Pollock submitted a list of textbooks for the 2007-2008 school year for approval. She provided information on the courses that will be using the textbooks. Questions were asked by the board. 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, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Skrocki reviewed the district-wide security enhancements bids. He said three bids were received and they were significantly higher than the estimates. He recommended

that the board reject the bids and to re-advertise the project. Discussion ensued on this item. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman 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, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart thanked Mr. Rintz, Mr. DeLuca and Mr. Geist for serving on an Ad Hoc Committee for naming rights of Comet Field. Mr. Stewart distributed samples of the letters sent to potential organizations who would possibly be interested in naming rights. He stated he will be calling these companies to find out if there is any additional interest. Questions were asked for clarification.

Mr. Johnston presented information on student and athletic insurance for the 2007-2008 school year. He said the previous accident insurance policy covered only football. The policy for 2007-2008 will include coverage for all interscholastic sports and other non-athletic, interscholastic and extracurricular activities. He reviewed the cost of the coverage. Questions were asked by the board. Approval for placement of this item on the board agenda was approved on a motion by Dr. Frerichs 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, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Information on the Employee Assistance Program was presented by Mr. Skrocki. He reported that 9 firms responded to the request for proposal. The 9 companies were interviewed by a committee and four companies were invited back for a second interview. Mr. Skrocki said that the committee is recommending WellSpan Employee Assistance Program to serve as the district's employee assistant program provider for 2007-2008. He highlighted some of the services of the company. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Wert 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, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Rintz distributed to the board a drawing of Daniel's Den Playground located at Manor Church.

Mr. Stewart announced that Bonnie Gambler won a \$50,000 wireless computer lab from Discovery Education for Central Manor. He also announced various student accomplishments in athletics and academic competitions. Mr. Stewart asked for recommendations for a candidate to fill a vacant position on the Lancaster Lebanon Joint Authority Board.

The Committee of the Whole adjourned at 9:00 p.m. on a motion by Mrs. Wert, a second by Mr. DeLuca, and a unanimous voice vote.

June 4, 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 9:03 p.m.

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

The June 4, 2007 School Board Meeting Agenda was reviewed.

**Items 2 A – B:                      Consent Agenda for the School Board of Directors Actions**

- A.    Appointment of Mr. Donald F. Stewart – The Board of Directors is recommending the appointment of Mr. Donald F. Stewart as Superintendent of the Penn Manor School District effective July 1, 2007 for a three (3) year term and according to the terms cited in the agreement July 1, 2007 to June 30, 2010.
- B.    Act 93 Agreement – The Board Subcommittee for Act 93 is recommending the approval of the Act 93 agreement for July 1, 2007 to June 30, 2011. (see enclosure)

**MOTION ON AGENDA ITEMS 2 A and B:** It was moved by Richard Frerichs and seconded by Joseph DeLuca 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, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

**Items 3 A - D:                      Consent Agenda for the June 4 Committee of the Whole Meeting**

- A.    Rejection of Bids – District-wide Security Enhancements – The committee is recommending rejection of the bids for the district-wide security enhancements as per the attached. (see page 6)
- B.    Approval to Re-advertise for Bids - District-Wide Security Enhancements - The committee is recommending the approval to re-advertise for bids for the district-wide security enhancements.
- C.    Employee Assistance Program – The committee is recommending WellSpan Employee Assistance Program to serve as the district's employee assistance program provider effective 7/1/2007 through 6/30/2008 at a rate of \$17 per covered employee per year plus a \$.50 per covered employee one-time set-up charge.

- D. Student and Athletic Accident Insurance – The administrative staff is recommending the purchase of insurance from ACE American Insurance Company at an annual premium of \$10,000 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24-hour per day coverage for the 2007/2008 school year.

**MOTION ON AGENDA ITEMS 3 A - D:** It was moved by Jeffrey Kreider and seconded by Frank Geist 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, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

**Items 4 A - L:**

**Consent Agenda for Administrative Actions**

- A. Assistant Superintendent for Curriculum and Instruction Job Description – The superintendent is recommending the approval of the job description for Assistant Superintendent Curriculum and Instruction. (see pages 7 - 8)
- B. Assistant Superintendent for Personnel and Planning Job Description – The superintendent is recommending the approval of the job description for Assistant Superintendent for Personnel and Planning. (see pages 9 - 10)
- C. Chief Financial Officer Job Description – The superintendent is recommending the approval of the job description for Chief Financial Officer. (see pages 11 - 12)
- D. Business Manager Job Description – The superintendent is recommending the approval of the job description for Business Manager. (see pages 13 - 14)
- E. Appointment of Ms. Ellen Pollock – The superintendent is recommending the appointment of Ms. Ellen Pollock as Assistant Superintendent for Curriculum and Instruction for a term of five years from July 1, 2007 to June 30, 2012.
- F. Appointment of Dr. Michael Lechlitter – The superintendent is recommending the appointment of Dr. Michael Lechlitter as Assistant Superintendent for Personnel and Planning for a term of five years from July 1, 2007 to June 30, 2012.
- G. Appointment of Mr. Stephen Skrocki – The superintendent is recommending the appointment of Mr. Stephen Skrocki as Chief Financial Officer.
- H. Appointment of Mr. Christopher Johnston– The superintendent is recommending the appointment of Mr. Christopher Johnston as Business Manager.
- I. Disposal of Assets – The administrative staff is recommending approval for the advertising and disposal of a 1998 Dodge Durango and a 2000 Jeep Grand Cherokee through a sealed bid.

- J. Tuition Student – The administrative staff is recommending the approval of the tuition student listed below for the 2007-2008 school year. Enrollment is dependent upon payment of tuition in compliance with policy #202.  
Amelie E. Erckens – non-resident tuition – grade 11
- K. Change Order #2 – Baseball Scoreboard Installation Project – The administrative staff is recommending approval of a change order with Bright Sign, Inc., in the amount of \$7,500 for the baseball scoreboard installation project. The change order is due to additional labor for solid rock removal encountered in the digging of two of the three pier holes.  
Payment to be made from the General Fund.
- L. Ratification of Addendum to Traffic Engineering Services Agreement – Turf Field Project – The administrative staff is recommending ratification of an addendum to the contract with Traffic Planning and Design, Inc. for traffic engineering services pertaining to the turf field project at a cost of \$2,800 plus reimbursable expenses. The addendum is due to conducting manual traffic counts as opposed to estimates using national trip generation statistics.  
Payment to be made from the capital reserve fund.

**MOTION ON AGENDA ITEMS 4 A - L:** It was moved by Carlton Rintz and seconded by Johnna Friedman 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, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

**Items 5 A - H:                      Consent Agenda for Personnel**

- A. Administrative Support Compensation Plan – The administrative staff is recommending approval of the Administrative Support Compensation Plan effective July 1, 2007 through June 30, 2008. (see pages 15 - 17)
- B. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2007-2008 school year. (Available upon request)
- C. Support Staff Salaries – The administrative staff is recommending approval of the support staff salaries for the 2007-2008 school year. (Available upon request)
- D. Department Coordinator Salaries – The administrative staff is recommending approval of the department coordinator salaries for the 2007-2008 school year. (Available upon request)
- E. Substitute Pay Rates – The administrative staff is recommending approval of the following substitute pay rates for the 2007-2008 school year.
1. Daily Substitute Teacher Pay Rate – daily rate of \$100, no fringe benefits, except that, if the daily substitute teacher works for 45 consecutive work days in the same position, the daily rate shall be \$157 (75% of beginning salary daily rate rounded to the nearest dollar.) This daily rate of \$157

shall be retroactive to the first day of assignment to the original position and shall continue for the 46<sup>th</sup> and each consecutive day of employment thereafter.

2. Long-term Substitute Teachers – (those persons employed in professional positions and whose employment at the time of hiring is expected to continue for one semester or more) shall be paid a per diem rate equal to the starting salary for the applicable credit column divided by 190 days in 2007-2008 per the Negotiated Agreement with fringe benefits as defined by the Negotiated Agreement.

3. Support Staff Substitute Pay Rates – as noted below:

Athletic Trainer - \$20.00 per hour

Food Service Sub - \$8.00 per hour

Food Service Manager Sub - \$.80 (elementary) or \$.85 (secondary) added to their hourly rate

Clerical Sub - \$8.00 per hour

Building Aide Sub - \$8.00 per hour

Learning Support Aide Sub - \$8.00 per hour

Healthroom Tech Aide Sub - \$11.00 per hour

Healthroom Tech Nurse Sub for RN - \$14.81 (elementary) or \$14.12 (secondary) per hour

- F. 2007-2008 Head Girls Basketball Coaching Position – The administrative staff is recommending the approval of the individual listed as the Head Girls Basketball coach for the 2007-2008 school year.

Bob Graybill - Head Girls Basketball

- H. Termination of Employment – The administrative staff is recommending the board accept the termination of the individual listed below per the effective date cited.

Mickey Tavella -- High School Custodian effective 6/4/2007

**MOTION ON AGENDA ITEMS 5 A – F, H:** 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, yes; 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.

**Item 5 G:**

**Consent Agenda for Personnel**

- G. 2007-2008 Head Football Coaching Position – The administrative staff is recommending the approval of the individual listed as the Head Football coach for the 2007-2008 school year.

Todd Mealy - Head Football and H. S. Social Studies Teacher

**MOTION ON AGENDA ITEM 5 G:** It was moved by Donna Wert and seconded by Joseph 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, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, absent, Carlton Rintz, abstained; and Donna J. Wert, yes.

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

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C. Willis Herr, President

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Paula E. Howard, Secretary