

Minutes
Committee of the Whole
June 11, 2007

The Penn Manor School Board met in Executive Session at 6:45 p.m. for the discussion of legal matters. 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. Lyon, Mr. Rintz and Mrs. Wert. Mr. Kreider was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Mrs. Melissa Ostrowski, Mr. Jim Hocker from Derck & Edson, a Penn Manor resident, 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, July 16, 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 June 4, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Geist and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter updated the board on the Dual Enrollment Program. He said the state goal is to increase the number of students seeking post-secondary education. Dr. Leichliter said that the program with Millersville and HACC has been successful for the last two years. In an effort to expand the program and increase success for students, Mrs. Ostrowski and Dr. Leichliter met with administrators from Thaddeus Stevens School. Mrs. Ostrowski announced that four Penn Manor high school students will be attending Thaddeus Stevens next year. While attending Thaddeus Stevens the students will complete the requirements for their senior year at Penn Manor and one year at Thaddeus Stevens. She explained the application process for enrollment at Thaddeus Stevens for the Dual Enrollment Program. She also explained that the grant will cover 50-100% of the tuition for the core classes only. Mr. Stewart commended Mrs. Ostrowski for the tremendous impact that she has had on the high school students, especially with the Twilight School students. Questions were asked by the board.

Mr. Jim Hocker, the Project Manager for Derck & Edson, presented a proposed project scope for the high school synthetic turf field and track improvements. He explained that the existing facilities would be upgraded to comply with current safety and code issues, the javelin and discus areas would be relocated, synthetic turf would replace the existing field surface, the existing bleachers would be upgraded, improvements would be made to the track and field, new runways for the long/triple jump and expanded pole vault and high jump areas. He reviewed the proposed timeline for the project. Mr. Skrocki requested approval for an agreement with Derck & Edson for the first phase of the

engineering, particularly for the storm water management for the project. Discussion ensued on this topic and questions were asked.

Dr. Leichliter presented the process for submitting the District Strategic Plan using the eStrategic Planning electronic process. He provided details on the components of the Strategic Plan and compliance information. Dr. Leichliter said the eStrategic Planning Tool is a systemic, ongoing, single, web-facilitated educational strategic planning framework with the primary goal of focusing on increasing student achievement. The district will begin the process in September 2007. He reviewed the required members of the Planning Committee, the Core Committee and the timeline. Dr. Leichliter asked for a volunteer from the board to serve on the committee. Questions were asked by the board.

Mr. Johnston presented an update on the final 2007-2008 budget. He reviewed the current year estimates, the revenues and expenses for 2006-2007. He stated that expenses are under budget and anticipates a transfer to Capital Reserve of approximately one million dollars. He felt that the quarterly progress reports to the board, new in 2006-2007, were found to be helpful and will continue next year. Mr. Johnston explained the designated and undesignated fund balance. He recommended for placement on the agenda a resolution to re-designate the Fund Balance. Questions were asked by the Board. Approval for placement of the designation of the Fund Balance resolution 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, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Johnston explained the changes that were made to the 2007-2008 budget from the budget presentations on February 12 and May 7. He explained details in the recent revenue and expense changes. He stated there is a Funding Gap of \$1,744,262. He said with a recommended 3.94% tax increase, \$486,624 could come from the fund balance and \$1,257,639 from additional taxes. Mr. Johnston also said that a 3.94% tax increase would be 0.58 added mills. The additional taxes for a homeowner with an assessment value of \$125,000 would be \$72.50. Questions were asked by the board for clarification. Approval for placement of the 3.94% tax increase 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, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes. Mr. Herr commended the work that Mr. Johnston put into the development of the budget.

An update of the Lancaster County Tax Collection Bureau was provided by Mr. Johnston. He reported that the Executive Committee of the Bureau will be meeting to vote on a new distribution model. He said distributions are given four times a year based on the collections that are brought into the Bureau. For the future the Bureau is considering a percentage distribution to provide consistency in cash flow for budgeting for municipalities. He provided information on what the percentage would be based on. Mr. Johnston distributed and provided information concerning a recent article about the Lebanon Tax Collection Bureau.

Ms. Pollock provided an update on Grade 7 Algebra 1. She explained the process for determining how students are placed in the Algebra I class. She also explained and

provided statistics for the current year. She said in late March sixth grade students take a 30 question test and 10 pre-algebra questions to determine which students are most inclined to be developmentally ready for Algebra 1. The students with the highest scores in that test take the GMADE (Group Mathematics' Assessment & Diagnostic Evaluation). Students who score well on that test are invited take Algebra 1 in 7th grade. Selected students are also given the opportunity to take Algebra 1 in Summer Break. Ms. Pollock said that this year a professional development in-service class is being offered in Differentiated Math and a Grade 6 Pre-Algebra in-service class. Ms. Pollock also reported that 280 students signed up for Summer Break. The program started today and is offered for 2 weeks for students entering kindergarten through grade 7. She provided a list of summer classes offered throughout the district and the number of Parent Literacy Workshops in 2006-2007. Questions were asked by Board members.

Mr. Skrocki said that the Board previously approved the Database Programmer/Applications Specialist position. He reported that after advertising for the position 17 applications were received, 7 people were interviewed, 2 were invited back for a second interview and the position was offered to one person. He said the applicant declined the offer because the salary level was too low. Mr. Skrocki explained that the job description will be revised and the position re-advertised. Questions were asked.

Mr. Stewart announced that he asked Shawn Canady to submit a proposal for presentation at the PSBA Hall of Excellence at the Fall Conference in Hershey. In the near future the technology students will be demonstrating to a committee the video games they created for elementary classes for consideration for the conference. Mr. Stewart also reported that Greg McGough has been named to the class of Emerging Leaders for Phi Delta Kappa. Each year 40 individuals are selected to be named as an Emerging Leader.

Mr. Stewart presented the format that he would like to use with the district leaders to align goals to the Superintendent's goals. He asked for board direction on the goal format they would like him to use for next year. After some discussion the Board directed Mr. Stewart to use the new format that he proposed for reporting future goals.

Mrs. Wert announced that two Penn Manor students graduated from the Lancaster Academy on Saturday. She reported details of the Lancaster County Academy budget that was passed and the lease with Park City.

The Committee of the Whole adjourned at 8:30 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

June 11, 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 8:45 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Kreider was 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 a Penn Manor resident, Mrs. Cindy Rhoades and Mrs. Paula Howard.

Mr. Herr announced that the next regularly scheduled meeting will be held on Monday, July 16, 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 May 7, and June 4, 2007 School Board Meetings. There were none. It was moved by Mr. DeLuca and seconded by Mr. Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Herr asked if there were any additions or corrections to the Minutes of the May 7, and June 4, 2007 School Board Meetings. There were none. It was moved by Mr. DeLuca and seconded by Mr. Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Johnston distributed an update on the Penn Manor Tax Rebate Program. Mr. Johnston reported the Treasurer's Report for the month May is posted. He reviewed some of the items presented for payment. It was moved by Mrs. Wert and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$414,358.96 dated 5/2/07, \$170,130.39 dated 5/4/07, \$368,256.90 dated 5/09/07, \$58,454.17 dated 5/11/07, \$33,787.40 dated 5/16/07, \$63,775.23 dated 5/18/07, \$508,272.54 dated 5/23/07, \$220,316.27 dated 5/24/07, \$26,109.92 dated 5/31/07 for a total of \$1,863,461.78 from the General Fund; \$136,660.80 dated 5/3/07, \$43,434.25 dated 5/11/07, \$115,729.19 dated 5/21/07 for a total of \$295,824.24 from the Cafeteria Fund; \$54.00 dated 5/2/07, \$8,940.00 dated 5/18/07, \$19,049.06 dated 5/23/07 for a total of \$28,043.06 from the Capital Reserve Fund; \$224.45 dated 5/2/07, \$21,956.07 dated 5/17/07 for a total of \$22,180.52 from the 2005 Construction Fund; \$2,041.74 dated 5/2/07, \$8,950.00 dated 5/17/07, \$1,307.64 dated 5/23/07 for a total of \$12,299.38 from the 2006 Construction Fund; and payroll in the amounts of \$721,754.67 dated 5/9/07, \$734,589.54 dated 5/23/07 for a total of \$1,456,344.21. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes and abstained from check #94550; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes and abstained from check #94584; and Donna J. Wert, yes and abstained from check #94595.

The June 11, 2007 School Board Meeting Agenda was reviewed.

Item 2 A – D: **Consent Agenda for the June 4 and June 11, 2007
Committee of the Whole Meetings**

- A. Long Range Capital Improvement Plan – The committee is recommending the approval of Long Range Capital Improvement Plan. (see pages 9 - 11)
- B. Textbook Approval – The committee is recommending the approval of the textbook requests for 2007-2008. (see page 12)
- C. Adoption of the 2007/2008 Final Budget – The committee is recommending approval of the following items regarding the adoption of the 2007/2008 Penn Manor School District budget:
 - 1. Adoption of the final budget for 2007/2008 listing expenditures in the amount of \$60,969,437.
 - 2. Authorization of the intent to levy taxes necessary for the support of the budget under act 511.
 - 3. Authorization of the intent to levy other taxes for the support of the budget. (see page 13)
 - 4. 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 14)
 - 5. Adoption of a resolution authorizing installment payments. (see pages 15 - 16)
- D. Designated Fund Balance – The committee is recommending approval of a resolution designating \$6,656,523 within the current general fund. (see page 17)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA

ITEMS 2 A – D: It was moved by Johnna Friedman and seconded by Jeffrey Lyon 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, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4 A - S: **Consent Agenda for Administrative Actions**

- A. “Final Reading” – Disposal of Unused and Unnecessary Property and Equipment Policy #718 – The administrative staff is recommending approval of the “Final Reading” of the Disposal of Unused and Unnecessary Property and Equipment Policy #718. (see pages 18 - 20)

- B. Special Education Supplemental Contract – The administrative staff is recommending approval of special educations services of Cynthia Witmer as an interpreter for 75 hours during Track and Field practice and meets beginning March 12, 2007 and ending June 16, 2007. The estimated cost is \$1,854.00.
- C. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor’s web page.
(<http://www.pennmanor.net/tr/>)
- D. Tax Exoneration – The administrative staff is recommending that the board approve the tax exoneration as listed.

<u>BILL NO.</u>	<u>NAME</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
<i>MARTIC TOWNSHIP</i>				
430850	HORST, William & Janet	BUILDING REMOVED	\$ 25,200.00	\$ 371.20

- E. School Social Worker – The administrative staff is recommending approval of the revised School Social Worker job description. (see pages 21 - 22)
- F. Security – The administrative staff is recommending the approval of the following Pennsylvania constable to provide security for the school district during the 2006-2007 school year for co-curricular activities at the rate of \$31.30 per hour.
Bill Perkins Jr.
- G. Comet Field Bus Parking Lot Lease Agreement – The administrative staff is recommending approval of the Comet Field Bus Parking Lot Lease Agreement with Eschbach Bus Service. (See pages 23 - 28)
- H. District Office Receptionist – The administrative staff is recommending the approval of the revised District Office job description. (See pages 29 - 30)
- I. Bid Award for Central Manor Flooring Project – The administrative staff is recommending awarding 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 31)
- J. Approval of Contracts and Notice to Proceed for Central Manor Flooring Project – The administrative staff is recommending approval and execution of contract agreements, pending final solicitor review and approval, and issuance of a notice to proceed 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.

- K. Bid Award for High School West Gym Locker Room Flooring Project – The administrative staff is recommending awarding the High School west gym locker room flooring project bid to 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 32)
- L. Approval of Contracts and Notice to Proceed for High School West Gym Locker Room Flooring Project – The administrative staff is recommending approval and execution of contract agreements, pending final solicitor review and approval, and issuance of a notice to proceed to 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.
- M. Bid Award for Comet Field Turf Project Electrical and Lighting Work – The administrative staff is recommending awarding 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 33)
- N. Approval of Contracts and Notice to Proceed for Comet Field Turf Project Electrical and Lighting Work – The administrative staff is recommending approval and execution of contract agreements, pending final solicitor review and approval, and issuance of a notice to proceed 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.
- O. Bid Award - Conestoga Air Conditioning Project – The administrative staff is recommending awarding the Conestoga air conditioning units bid to Tristate HVAC Equipment LLP of York, PA, in the amount of \$21,500 as per the attached bid tabulation. Funding for the project to come from the Conestoga PTO and the Capital Reserve Fund. (see page 34)
- P. Approval of Contract - High School Synthetic Turf Field – The administrative staff is recommending approval of a contract with Derck & Edson Associates for preliminary engineering and sketch plan preparation for the high school synthetic turf field project in the amount of \$7,250 plus reimbursable expenses. Payment to be made from the Capital Reserve Fund.
- Q. Cellular Service Contract – The administrative staff is recommending approval of the DataServe Systems cellular contract for Sprint/Nextel service for the period of 7/1/2007 to 6/30/2008 as per the terms of the proposal to be distributed.
- R. Special Education Service Contract – The administrative staff is recommending approval of the contract for special education services provided by IU 13 for the 2007-2008 school year. (see page 35)
- S. Judicial Review – The Judicial Review Committee is recommending the board approve the action of the committee as cited. (see page 36)

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, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4 A – F, H - P:

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 37 – 39)
- B. AP Summer Chemistry – The administrative staff is recommending approval of the following individual as the AP Summer Chemistry instructor for 12 hours at the rate of \$31.00 per hour.
James McGlynn
- C. Jump Start Reading Program Instructors – The administrative staff is recommending approval of the individuals listed below to the position of instructor for the elementary and middle school Jump Start Reading Program to be held August at the professional hourly rate for 20-30 hours per instructor.
- | | |
|------------------|--------------|
| Peggy Annunziata | Erica Repsch |
| Maricia Kligge | Lisa Bitler |
| Julianne Foulk | Kelly Musser |
- D. Magic Shots Instructors – The administrative staff is recommending approval of the individuals listed below to the position of instructor for the Magic Shots program at the professional hourly rate per instructor.
- | | |
|----------------|------------------|
| Gary Luft | James McGlynn |
| Page Lutz | Kim Frey |
| Jen Kroesen | Elizabeth Bender |
| Jody Henderson | Dorina O'Connor |
- E. Summer School Instructors – The administrative staff is recommending approval of the individuals listed below to the position of summer school instructor to be held June – July at the professional hourly rate.
- | | |
|----------------|----------------|
| Shannon Douse | Shawn Maxwell |
| Tresa Kirk | Erick Dutchess |
| Curt Snelbaker | Mallory Kamen |
- F. Pre-Algebra Instructors – The administrative staff is recommending approval for the employment of the individuals cited for the pre-algebra sessions at the professional hourly rate.
- | | |
|----------------|---------------|
| Curt Snelbaker | Barb St. John |
| Mallory Kamen | |

- H. Tenure – The administrative staff is recommending that the individuals listed be granted tenure as he/she has completed the requirement of three years of satisfactory teaching performance with the school district. (see page 41)
- I. Parent Literacy Workshop Teaching Hours – The administrative staff is recommending the professional employee listed below be approved up to 3 hours for the Teacher Parent Literacy Workshops at the professional hourly rate during the 2006-2007 school year.
Casie Cummings
- J. Summer Break Instructors – The administrative staff is recommending approval of the individuals cited to the position of summer break instructor at the professional hourly rate for the hours cited. (see page 42)
- K. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.
Justin A. Bruce – effective August 21, 2007
Cynthia Cargas – effective August 21, 2007
Heather Feracco – effective August 15, 2007
Robert Forgrave – effective June 6, 2007
Tina Georges – effective June 30, 2007
Don Krow – effective June 15, 2007
Ashli Schwab – effective June 6, 2007
Jennifer Statler – effective June 6, 2007
Dan Wagner – effective June 30, 2007
Geraldine WuShanley – effective June 15, 2007
- L. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of the bus drivers listed for the 2006-2007 school term.
Shannon Rivera
Sonia Dean
Melinda Hoffman
William Bagnall
- M. Family Medical and Designated Family Medical Leaves – The administrative staff is recommending granting the Family Medical and Designated Family Medical Leaves to the individuals listed according to the terms listed. (see page 43)
- N. Summer Receptionist – The administrative staff is recommending approval for Shirley Jackson to work as the summer receptionist up to 150 hours at a rate of \$13.00 per hour.
- O. Retirements – 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.
Linda Keepert – effective June 6, 2007
Suzanne Blechschmidt – effective June 6, 2007

- P. Special Education Clerical Hours – The administrative staff is recommending approval for Jean Bender for 5 hours of clerical assistance effective June 7, 2007 at a rate of \$12.00 per hour.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 5 A – F, H - P: 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, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4 G: **Consent Agenda for Personnel**

- G. SPLASH Staff– The administrative staff is recommending approval for the employment of the individuals cited for SPLASH personnel at the professional hourly rate. (see page 40)

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 5 F: 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, abstained; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The meeting adjourned at 9:05 p.m. on a motion by Mr. Rintz and seconded by Mr. Geist and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary