

Minutes
Committee of the Whole
August 13, 2007

The Penn Manor School Board met in Executive Session at 6:00 p.m. for discussions on real estate, individual student issues and the Superintendent's evaluation.. The Executive Session adjourned at 7:05 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:12 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. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance Dr. Jan Mindish, Mr. Charlie Reisinger, Penn Manor residents, Mrs. Strachko, Millersville University students, Mrs. Cindy Rhoades and Ms. Shelley Hodson. Mrs. Howard was on vacation.

Mr. Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, August 27, 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. Mrs. Doris Strachko thanked the board for giving her daughter the opportunity to attend school at Penn Manor.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the July 16, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mr. Lyon and a unanimous voice vote, the Minutes were approved as printed.

Ms. Pollock and Mr. Reisinger presented information on a partnership with C. A. P. E. Ms. Pollock explained the pilot program that will be offered for foreign language study in the high school for seniors in the gifted program and facilitated Mrs. Bookman. Three seniors will be taking Chinese in the fall semester. These students will also earn dual enrollment credit for the course. Mr. Reisinger explained the professional development portion of the program. Questions were asked by Board members regarding qualification for the program. Ms. Pollock clarified the requirements for enrollment in this program.

Ms. Pollock also presented information on the Penn Manor Virtual School. She said that a meeting was held with some of the Penn Manor elementary students who are currently enrolled in Cyber Schools to explain the Penn Manor Virtual School. She explained the staff involved and components of the program. Questions were asked. Mr. Stewart and Ms. Pollock clarified elements of the program.

Ms. Pollock explained the IU on-line summer school through Blendedschools. Penn Manor students were able to take English 9 or 10 or Algebra 1 at home but were required to take the mid-term and final exams at the IU. Students struggling in math were able to take Algebra I classes at the IU. Ms. Pollock reported on the results of the students taking the on-line summer school.

Mr. Skrocki provided an update on the Database/Programmer position. He presented information on the interview process for the position. Mr. Skrocki asked permission to move the salary range for this new position and the senior systems technician position from an SRI 25 to SRI 26 with a minimum salary of \$49,080. He reported that a resignation for a technology support position in the elementary school was recently received. Mr. Skrocki reviewed possibilities for filling the two positions. Questions were asked. Approval for placement of the change in salary range for the 2 positions on the August 13 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Lyon. 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, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart explained the partnership opportunity with Alvernia College for leadership opportunities for Penn Manor teachers. He explained the background for searching for quality courses for teachers. Alvernia College will offer courses at Penn Manor and extend a 20% discount on classes to Penn Manor teachers. Mr. Stewart said that he would like to encourage Penn Manor teachers to take the Alvernia College courses for graduate level classes for a master's degree. Questions were asked. This item will be presented to the Board for placement on the voting agenda at another meeting.

Mr. Skrocki provided an update on district construction projects. He reviewed in detail the major projects including Marticville Middle School, Martic Elementary School, the baseball scoreboard installation, the turf venue field, Central Manor and the high school flooring and the security upgrade. He presented a PowerPoint with pictures detailing many of the projects and an update on the timeline and cost for some of the projects. Questions were asked for clarification.

The High School Special Education Case Manager new position was explained by Dr. Mindish and Mr. Stewart. Mr. Stewart explained the role of the case manager. The position would not be a teaching position. The part-time position would provide support to the special education department to monitor and ensure the effective implementation of the IEP for students in regular classes. Dr. Mindish provided statistics relating to students with IEPs and how the plan would reduce the paperwork for learning support teachers. She explained the proposed plan and justification for the plan. The estimated cost for the position would be \$7,440 based on \$31.00 per hour. Questions were asked. Approval for placement of this position on the August 13 board agenda was approved on a motion by Mr. Rintz and seconded by Mr. DeLuca. 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, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Dr. Leichter provided a report on Adequate Yearly Progress. He reviewed how schools are measured, the No Child Left Behind goals, the PA Accountability System, yearly AYP targets and the Penn Manor AYP performance results. He also reviewed considerations for many of the subgroups including students with IEPs, economically disadvantaged and Latino/Hispanic students. He reported that even though the high school is on the warning list for the performance of the IEP subgroup, the district has met AYP for the school year. Dr. Leichter concluded by saying that the principals are

analyzing the results of AYP 2007 and PDE will release the AYP information for all schools by August 31.

Dr. Leichliter presented a proposal for rental rates for the Venue Field. He explained that a committee was formed and reviewed the current Penn Manor rental rates and information from other districts. He explained that the proposal will continue with the three class structures of rental rates for the field. The proposed rental rates most closely resemble the rates charged by Pequea Valley School District. Dr. Leichliter also explained the need for the addition of a field manager position for the venue field. Questions were asked. Approval for placement of this item on the August 27 board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Rintz. 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, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Johnston provided information on the support staff sick bank. He said that the purpose is to provide extended sick leave to part and full time support staff that incur a period of serious and/or prolonged illness or hospitalization and have utilized all of their sick leave/personal days. He explained the guidelines and eligibility of the program. Questions were asked for clarification. Approval for placement of this item on the August 13 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, absent; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Stewart explained the need for the additional grade 2 teacher at Central Manor due to increased enrollment. Approval for placement of this item on the August 13 board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Kreider. 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, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Rintz provided information on poverty statistics in Lancaster County. He said Manor Church has started homes for poverty/homeless families. He asked if anyone knew of such a family to notify the church.

Mr. Stewart reminded the Board of the breakfast, hosted by Representative Boyd, on September 20.

Mrs. Wert inquired if there were any significant changes to the student handbooks. Dr. Mindish said only minor changes to the high school handbooks and Mr. Stewart noted that the middle school changed cell phone usage.

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

C. Willis Herr, President

Paula E. Howard, Secretary

August 13, 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 9:14 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance were Penn Manor residents, Mrs. Doris Strachko, Mrs. Rhoades and Ms. Shelley Hodson. Mrs. Howard was on vacation.

Mr. Herr announced that the next scheduled meeting will be held on Monday, August 27, 2007 following the Committee of the Whole Meeting 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 July 16, 2007 School Board Meeting. 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. Johnston reported the Treasurer's Report for the month July is posted. He reviewed some of the items presented for payment. It was moved by Mr. DeLuca and seconded by Mr. Lyon to approve to authorize payment of bills in the amounts of \$74,413.55 dated 7/1/07, \$328,021.18 dated 7/3/07, \$218,983.98 dated 7/11/07, \$360,525.22 dated 7/16/07, \$466,854.08 dated 7/18/07, \$7,659.73 dated 7/26/07, \$449,438.54 dated 7/26/07, \$455,976.21 dated 7/27/07, \$107,045.77 dated 7/31/07 for a total of \$2,468,918.26 from the General Fund; \$55,860.02 dated 7/27/07 for a total of \$55,860.02 from the Cafeteria Fund; \$92,923.60 dated 7/19/07 for a total of \$92,923.60 from the Capital Reserve Fund; \$655,949.51 dated 7/11/07 for a total of \$655,949.51 from the 2006 Construction Fund; and payroll in the amounts of \$667,039.24 dated 7/3/07, \$659,126.57 dated 7/18/07 for a total of \$1,326,165.81. 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, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes and abstained from check #95907.

The August 13, 2007 School Board Meeting Agenda was reviewed.

Item 2 A – E: Consent Agenda for the August 13, 2007 Committee of the Whole Meeting

- A. Membership to C. A. P. E. – The committee is recommending approval for membership to C. A. P. E. in the amount of \$600.

- B. Technology Positions Adjustment – The committee is recommending approval of a change in the SRI for the Senior Systems Technician and Database/Programmer positions from a 25 (\$44,040 minimum; \$55,050 midpoint; \$66,060 maximum) to a 26 (\$49,080 minimum; \$61,340 midpoint; \$73,610 maximum) effective 7/1/2007.
- C. New position – High School Special Education Case Manager – The committee is recommending approval of the addition of a position for part-time high school case manager to be paid at the hourly professional rate not to exceed a total \$7,500.
- D. Support Staff Sick Bank Program – The committee is recommending approval of the Support Staff Sick Bank program as outlined. (see pages 8 - 10)
- E. Addition of a Professional Position – The committee is recommending the addition of a professional position, grade two at Central Manor at the estimated cost of \$45,000.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA

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

Item 3 A - L:

Consent Agenda for Administrative Actions

- A. Tuition Students – The administrative staff is recommending the approval of the tuition students listed below for the 2007-2008 school year. Enrollment is dependent upon the terms specified and payment of tuition in compliance with policy #202.
 - Brian Groff – non-resident agriculture student – grade 10
 - Lexie Hershey – non-resident student – grade 4
 - Krista Kauffman – non-resident agriculture student – grade 12
 - Kelsey L. Stratchko – non-resident student – grade 11
- B. Approval of Bus Routes – The administrative staff is recommending the approval of bus routes for the 2007/2008 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.
- C. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of bus drivers for the 2007/2008 school term as cited. (see pages 11 - 12)
- D. Field Trip Rates – The administrative staff is recommending approval of Field Trip Rates for the 2007/2008 school term as cited. (see page 13)

- E. Bid Awards – The administrative staff is recommending awarding the bids for milk, yogurt, fruit drinks, iced tea and ice cream for the cafeteria to the vendors cited. (see page 14)
- F. Department Coordinator Fringe Benefits – The superintendent is recommending approval of the following benefits for department coordinators.
- Governance for all benefits not defined below shall be aligned with those benefits outlined in the Penn Manor School District Negotiated Agreement.
 - Life insurance in an amount equal to that stated in the Negotiated Agreement plus \$10,000.
 - The district shall pay the cost of tuition according to the terms and conditions contained in the Negotiated Agreement, but in an amount of \$250.00 above the maximum as stated therein.
 - The district shall reimburse employees for membership in professional organizations at \$100.00 per annum. A maximum of \$300.00 is available dependent upon expended funds in an individual tuition reimbursement. All such payments shall require the approval of the Superintendent.
- The benefits stated above represent no change over the current benefit levels.
- G. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as cited. (see page 15)
- H. Concurrent Enrollment Agreement for Seton Hill University – The administrative staff is recommending approval of the concurrent enrollment agreement with Seton Hill University for the 2007-2008 school year. (see pages 16 - 21)
- I. Income Protection Insurance – The administrative staff is recommending approval of Madison National Life as the district's income protection insurance carrier for the period of 8/1/2007 to 8/1/2008 at a rate of .22% of covered payroll (no rate increase over current policy).
- J. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for the purchase of a new student passenger van.
- K. Intent to Award Bids - District Security Enhancement Project – The administrative staff is recommending approval of the intent to award the District Security Enhancement project bid to the contractors listed below at the amounts stated as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (see pages 22 - 23)

General Construction

eci Construction (Dillsburg, PA)		
	Base bid	\$137,200.00
Alternate GC-1		\$3,850.00
(window opening at Hambright)		
Alternate GC-2		\$22,100.00
(lobby enhancements at Conestoga and Manor Middle)		
	Total	\$163,150.00

Electrical Construction

Mid-State Mechanical & Electrical (Mechanicsburg, PA)	
Base bid	\$341,284.00
Alternate EC-1 (FOB access)	\$43,800.00
Alternate EC-3 (electric associated with Hambright window)	\$1,175.00
Alternate EC-4 (electric associated with lobby enhancements)	\$400.00
Total	\$386,659.00

- L. Plancon Part H – Marticville Middle School Renovation Project – The administrative staff is recommending approval and submission of Plancon H (Project Financing) to the Pennsylvania Department of Education for the Marticville Middle School renovation project. A copy of the document is on file in the business office.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A –

L: It was moved by Carlton Rintz 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, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 3 M: **Consent Agenda for Administrative Actions**

- M. Change Order – Comet Field Venue Field – The administrative staff is recommending approval of change order #1 with Atlas Tracks, Inc. in the amount of \$269,166.65 for removal of 1,076.66 cubic yards of existing rock associated with the sub-base and drain pipe installation at the Comet Field Venue Field.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3 M:

It was moved by Frank Geist and seconded by Joseph DeLuca 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, abstained; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4 A – B: **Consent Agenda for Personnel**

- A. Substitute Teachers – The administrative staff is recommending approval of the individuals listed 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. (see page 24)
- B. 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 25 - 27)

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – B: It was moved by Frank Geist 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, yes; Jeffrey E. Lyon, yes; Carlton Rintz, abstained; and Donna J. Wert, yes.

Item 4 C – U: Consent Agenda for Personnel

- C. Family Medical Leaves – The administrative staff is recommending granting Family Medical Leaves to the individuals listed according to the terms listed. (see page 28)

- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
 - Matthew Fox – effective August 2, 2007
 - James Knapp – effective August 14, 2007
 - Tammy Martelle – effective June 30, 2007
 - Paula McCuen – effective August 9, 2007
 - Matt Rapp – effective June 30, 2007
 - Joanne Snyder – effective August 5, 2007

- 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.
 - Barry Breneman – effective August 10, 2007

- F. 2007 SPLASH Staff– The administrative staff is recommending approval for the employment of the individual cited for 2007 SPLASH personnel at the professional hourly rate.
 - Stephanie Moore

- G. Rocket Club Advisor – The administrative staff is recommending the addition of a position entitled Rocket Club Advisor at a starting salary of \$1,530.00. (see page 29)
 - Brian Osmolinski

- H. Wellness Coordinator – The administrative staff is recommending approval of the Wellness Coordinator for the 2007-2008 school year as listed.
 - Steve Kramer - \$2,070

- I. Special Education IEP Compensation – The administrative staff is recommending the board approve the following individuals to receive 4 hours each of compensation at the professional rate to support the transition to new software for preparing special education IEPs.
 - Julie Yost
 - Lisa Bitler
 - Kim Pace
 - Ellen Chenault

- J. Detention/Saturday School Monitors – The administrative staff is recommending the board approve the following individuals as detention monitors and Saturday School monitors for the 2007-2008 school year at the rate of \$30.50 per hour.
 Lisa Bitler
 Amy Spina
 Christa Craig
 Doug Eby
 Curt Snelbaker
 Karen Miller
 Cheryl Youtz
- K. Middle School Tutors – The administrative staff is recommending approval of the following individuals to the position of middle school tutors for the 2007-2008 school year, for a total of four hours per week at the rate of \$31.00 per hour.
 Erica Repsch
 Courtney Costello
 Peggy Annunziata
 Jennifer Ennis
 Karen Miller
- L. 2007/2008 Fall Coaching Position – The administrative staff is recommending the approval of the individual listed as Fall coach for the 2007-2008 school year.
 Brandon Brown – Football Assistant -- \$3,580
- M. Twilight School Coordinator – The administrative staff is recommending the approval of the individual listed as Twilight School Coordinator at the rate of \$25.00 per hour beginning with the 2007-2008 school year.
 Jeremy Nesmith
- N. Stipend for AS400 Technical Support – The administration is recommending approval of payment of a \$1,500.00 stipend to be paid in installments to Beth Shenenberger for technical support on the AS400 computer system.
- O. Dental Hygiene Service – The administrative staff is recommending approval of Dental Hygiene Service provided by Mary Wubbolt, at the rate of \$23.80 per hour, for 221 hours, for a total of \$5,259.80 for the 2007-2008 school year.
- P. Rates for Co-curricular Work – The administrative staff is recommending approval of the rates for co-curricular work for the 2007/2008 school year as cited. (see page 30)
- Q. 2007/2008 Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2007-2008 school year. (see page 31 - 33)
- R. Summer Weight Room – The administrative staff is recommending approval of the following individuals to provide coverage for the summer weight room for the summer of 2007 at the rate cited below.
 Russ McDonnell - \$1,839
 Ron Zangari - \$788

- S. Middle School Team Leaders – the administrative staff is recommending approval of the individuals listed to the team leader positions cited for the 2007-2008 school year. (see page 34)
- T. 2007/2008 Fall, Winter and Spring Athletic Workers – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2007-2008 school year. (see page 35)
- U. Transportation Clerical Assistance – The administrative staff is recommending approval for Sue Ziegler to provide up to 30 hours of summer clerical assistance in the transportation office at the hourly rate of 12.60

MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 C - U: It was moved by Carlton Rintz 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, absent; 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.

The meeting adjourned at 9:30 p.m. on a motion by Mr. Geist and seconded by Mr. DeLuca and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary