

Minutes
Committee of the Whole
August 27, 2007

The Penn Manor School Board met in Executive Session at 6:30 p.m. for an update on negotiations. The Executive Session adjourned at 7:05 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. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were John Wealand, Mrs. Cindy Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, September 10 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 August 13, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Lyon and a unanimous voice vote, the Minutes were approved as printed.

Mr. Skrocki presented a PowerPoint, with numerous pictures, updating the board on the construction projects in the district. He provided information on the Marticville Middle School renovation project including Phases 1, 2 and 3, the installation of the air conditioning and the modular classrooms. He said a tour for the board will be scheduled in the future. He commended Dennis Coleman, the custodial and maintenance staff, Anne Carroll, the Marticville faculty and Crabtree, Rohrbaugh & Associates for their efforts on the project. Mr. Skrocki provided an update and timeline for the turf venue field regarding the site work, turf installation, the bleacher pad and lights. The installation of 15 air conditioning units at Conestoga was reviewed. He reported that the total cost of the air conditioning project was \$43,000 including district labor. Mr. Skrocki thanked the Conestoga PTO for funding \$33,232 for the project. Questions were asked by board members.

Mr. Stewart distributed copies of the District goals for 2007-2008 for board review. He said monthly meetings will be held with district principals and administrators to discuss the progress of the goals.

Mr. Stewart reported on the first meeting of the Millersville 2020 Project. He said it is an opportunity for Millersville Borough, Millersville University and Penn Manor School District to develop a visionary process for the future of Millersville. Mr. Stewart distributed a list of the Millersville 2020 membership, a sample of an organizational model and optional topics for future. Questions were asked and discussion ensued on this topic.

A list of affidavit students for 2007-2008 was provided by Mr. Stewart. He explained the requirements of an affidavit student. He reviewed a notice, developed by the district solicitor, which is now the cover page of the affidavit application. Questions were asked for clarification.

Mr. Johnston provided a quarterly update of the student and athletic funds. He reviewed the cash balances as of June 30, 2007 and compared the value of the student fund accounts for Marticville, Manor and the high school from last year. The athletic fund revenues and expenses were reviewed. He also provided graphs for both accounts comparing the activity in the accounts from 2001 – 2007. Mr. Johnston reminded the board that the detailed reports for these accounts can be found on the district website.

Dr. Leichliter provided information on the new professional staff for 2007-2008. He said 139 candidates were interviewed for the 14 elementary, 6 middle school and 16 high school positions. Of the 33 new teachers 3 are Penn Manor graduates and 13 Millersville graduates. Dr. Leichliter provided a general profile of the new professional staff.

The Technology Integration Coach position was explained by Dr. Leichliter. He said Penn Manor will be receiving funds from the state through the Classrooms for the Future Laptop Grant. He explained the state provided specific selection criteria for the Technology Integration Coach. During the grant process teacher credentials were presented and Shawn Canady was approved by the state for this position. The administration is recommending that the coach will begin second semester or when a classroom replacement is found. Dr. Leichliter presented the job description for the Technology Integration Coach position for board approval. Questions were asked. Approval for placement of this item 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, yes; Mrs. Friedman, yes; Mr. Geist, yes; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Ms. Pollock reported on the three phases of Penn Manor professional development this summer. The first phase was the professional in-service activities mostly taught by Penn Manor staff. The activities included 3 in-service workshops provided by Harcourt for the new reading series, CPR and AED training, Moodle and Internet Safety taught by Charlie Reisinger and the tech staff, ESL, Differentiated Math and Wellness classes. She said the second phase of teacher professional development was the new teacher orientation day which included a district bus trip. The last phase was opening day for teachers. Ms. Pollock explained that this is the first year that an association member helped plan the opening day. She thanked Mrs. MaryKay Fair for her assistance. Ms. Pollock described the activities of opening day and provided a copy of the agenda for the board.

Dr. Leichliter requested a representative from the Board to serve on the Strategic Planning Committee. Dr. Richard Frerichs volunteered for the position.

Dr. Frerichs distributed the new IU 13 Monthly Update brochure highlighting some of the services provided by the IU. He also provided information on a Cyber Smarts presentation.

Mr. Stewart thanked Dr. Leichter and Mr. Skrocki for their assistance in reviewing the enrollment study proposals. At the September 10 board meeting a representative from DeJONG Healy, the company being recommended to conduct the enrollment study, will provide a presentation and answer questions. Mr. Stewart provided an update on the Student Assistance program. Mr. Stewart distributed a draft of the Naming Rights agreement for review. He said the Naming Rights agreement will be discussed at the September 10 board meeting

Mr. Herr reported that he received a letter from Mr. Stewart's physician stating that after a recent physical Mr. Stewart is in good health.

The Committee of the Whole adjourned at 8:25 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

August 27, 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 8:35 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, September 10, 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 August 13, 2007 School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Mr. Lyon to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart reported that the opening of school was extremely successful. He expressed appreciation to Anne Carroll, the faculty and staff at Marticville Middle School, Denny Coleman and the maintenance and custodial staff for helping to get Marticville ready to open. He also said that Susan Kelshaw reported that bussing on the first day of school went very well. Mr. Stewart listed some of the technology problems in the district as a result of a recent storm.

The August 27, 2007 School Board Meeting Agenda was reviewed.

**Item 2 A – B: Consent Agenda for the August 13 & 27, 2007
Committee of the Whole Meetings**

- A. Venue Field Rental Rates – The committee is recommending approval of the Comet Field rental rates as outlined. (see pages 5 – 6)
- B. High School Technology Coach – The committee is recommending approval of the Technology Integration Coach job description as part of the Classrooms for the Future grant program through the Pennsylvania Department of Education. (see pages 7 – 8)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA

ITEMS 2 A – B: It was moved by Richard Frerichs 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, yes; Johnna Friedman, yes; Frank Geist, yes; C.

Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 3 A - E: **Consent Agenda for Administrative Actions**

- A. Middle School and High School Handbooks – The administrative staff is recommending approval of the Middle School and High School Handbooks.
- B. Comet Field Security Contract – The administrative staff is recommending ratification of a contract with Schaad Detective Agency, Inc., to provide security services at the Comet Field venue field at the rate of \$27.00 per hour effective August 24, 2007 until fence installation is completed.
- C. Bid Awards – The administrative staff is recommending approval for the awarding of the following Penn Manor Art Supplies bid vendors as cited.

Dick Blick	\$4,721.59
Kurtz Brothers	\$3,334.31
NASCO	\$8,505.60
Sax Arts & Crafts	\$13,809.86

Total	\$30,371.36
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- D. Partners in Non-Profit Education Scholarship Program for School Employees – The administrative staff is recommending the approval of the Partners in Non-Profit Education Scholarship Program for School Employees with Alvernia College. (see pages 9 – 10)
- E. Marticville Change Orders – The administrative staff is recommending approval of the Marticville renovation change orders in the amount of \$14,992.92. (see page 11)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – E: 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, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4 A – I: **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 12 – 13)
- B. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date cited.
 - Dremer Huber – effective 8/27/2007 – High School Food Service Assistant Manager

- C. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School Instructor for the 2007-2008 school year at the rate of \$31.00 per hour.
- | | |
|---------------------|------------------|
| Carrie McGough | Shawn Lemke |
| Greg McGough | Kathy Grenier |
| Cynthia Martin | Jennifer Kroesen |
| Melissa Zongolowicz | Billie Jo Atkins |
| Elizabeth Bender | Stephen Weidner |
- D. Middle School Tutor – The administrative staff is recommending approval of the following individual to the position of middle school tutor for the 2007-08 school year, for a total of four hours per week at the rate of \$31.00 per hour.
- Maricia Kligge
- E. PM Virtual School Stipends – The administrative staff is recommending approval of stipends to the following individuals for the 2007-2008 school year.
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|-------------|---------------------|
| Kevin Bower | \$1,000 per student |
| Brian Malek | \$1,000 per student |
- F. PM Virtual School Tech Support – The administrative staff is recommending approval for Shelby Foster for up to 20 hours of PM Virtual Schools Tech Support at \$22.00 per hour.
- G. 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.
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| Brian Osmolinski | Erick Dutchess |
| Greg McGough | Kathy Grenier |
| Holly Astheimer | Phil Weaver |
| Kim Pace | Tim Joyce |
| Cynthia Martin | Doug Kramer |
| Brian Reinking | Jim McGlynn |
| Melissa Przychoden | Tresa Kirk |
| Jen Kroesen | |
- H. Mentors – The administrative staff is recommending approval of the individuals listed as Mentors for the 2007-2007 school year. (see page 14)
- I. Department Coordinators Salaries – The administrative staff is recommending approval of the department coordinators salaries for the 2007-2008 school year as listed. (see page 15)

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.

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