

Minutes
Committee of the Whole
September 10, 2007

The Penn Manor School Board met in Executive Session at 6:30 p.m. for student and personnel issues. The Executive Session adjourned at 7:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:00 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. Herr, Mr. Kreider, Mr. Rintz and Mrs. Wert. Mr. Geist and Mr. Lyon were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Ted Brubaker, Phil Gale, Amy Wall, John Matusek, Wendy Letavic, Anne Andrew, Kate Cox, Alissa Hockley, Jed Kensinger, Tracy Healy, Lee Hwong, Penn Manor residents, 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, October 1 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 27, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart briefly updated the board on recent enrollment increases in the district. He introduced Ms. Tracy Healy and Mr. Lee Hwong, from DeJONG Healy Incorporated, who provided information on a Geographic Information System for a district enrollment study. Ms. Healy presented some background information about DeJONG Healy. Mr. Hwong demonstrated the capabilities and potential use of the Geographic Information System. Questions were asked about the program and the contract. Approval for placement of this item on the September 10 board agenda was approved on a motion by Mr. DeLuca and seconded by Dr. Frerichs. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, absent; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Phil Gale presented an update on the Classrooms for the Future grant. He said that the projected amount for the district from this grant is \$627,669. With that money the district will be adding teacher laptops, projectors and smartboards for 60 classrooms and approximately 10 laptop carts. He reviewed some of the challenges with the grant including the coordination of professional development in technology, security and storage of the equipment, tech support, wireless network upgrades and electrical upgrades. Questions were asked by the board.

Dr. Leichliter provided an update on the Project 720 grant. He said the district received \$65,562 from this grant. The three main goals of the grant are (1) to increase the rigor of

academic programs, (2) enhance postsecondary access and (3) personalize education for students. He reviewed three priorities in year 1 for Penn Manor. They are (1) the full evaluation of the high school program using the International Center for Leadership in Education, (2) development of the high school career center and (3) a Guidance Department audit and development of the career pathways program. Board members asked questions for clarification.

Dr. Leichter provided information on the 2007-2008 enrollment. He reviewed the Penn Manor 35 year trend, the summer enrollment changes for 2006 and 2007 and some observations relating to the increase, decline and distribution of enrollment in the district.

Mr. Ted Brubaker, from Hartman Underhill and Brubaker, provided a summary of the concise tentative agreement with Turkey Hill for naming rights of the venue field at Comet Field. He said the name will be "Turkey Hill Field at Comet Field." It will be the responsibility of Turkey Hill to submit a sign for approval by the school board and acquire the required permits for installation. He highlighted some of the rights of Turkey Hill and the School District, terms of the agreement relating to Turkey Hill distributing food and/or beverage at five events per year and the distribution of promotional materials. Mr. Ken Long spoke to the board regarding his concern about the impact on the booster run concession stands with Turkey Hill distributing their products. Discussion ensued on the naming rights agreement and questions were asked for clarification. Approval for placement of this item on the September 10 board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Geist, absent; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, absent; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. John Matussek and the members of the English Language Learners staff, Wendy Letavic, Anne Andrew, Kate Cox and Alissa Hockley, presented information on the ELL program. They provided information on the number of students in the Penn Manor ELL program, the 13 native languages services, entrance and exit criteria to the program, PSSA information for ELL students and previous cultural events with the families. Mr. Matussek distributed information that is used as a guide for the levels of English Language Learners. Questions were asked by the board and answered by Mr. Matussek and the ELL staff. Mr. Stewart commended Mr. Matussek and the ELL teachers for an exemplary program.

Student representative, Bree Bolin, reported that Mrs. Michele Good and Miss Lauren Schmitt are the new Student Council advisors for this year. Bree highlighted some September events for the high school including the Fall Kick-Off Classic, Parent Night and the first day for clubs. She said the sports season has gotten off to a good start. Bree said a junior representative for the board will be appointed soon.

Ms. Pollock provided the board with information about the Active Parenting Now program that is being offered for parents. Starting September 17, six two-hour classes, held at Martic Elementary School, will be held free of charge to all parents/guardians of children ages 5 to 12 years old within the school district. Guidance counselor Kim Juba will be conducting the program. Ms. Pollock invited the board to attend the workshop.

Mr. Skrocki provided a PowerPoint presentation updating the board on the Venue Field project. He reviewed the progress made in the past two weeks including site cleaning and grading, fence installation, paving, detention basin work, bleacher installation work and showed some photographs of this work. He also provided many aerial views of the turf field and thanked Mr. Rintz for taking the photographs. Mr. Skrocki reviewed the remaining installation projects for the Venue Field. He said the lights may not be ready for the evening soccer game on September 18. He invited the board for a tour of the Venue Field and Marticville Middle School on Monday, September 17.

Mr. Johnston presented the 2008-2009 budget calendar. He said the calendar was prepared with two paths and timelines. Mr. Johnston explained the timeline for the two paths, one with a resolution not to exceed Index and the other without a resolution and without exceptions. Mr. Johnston recommended proceeding with the option of a resolution not to exceed the Index. He said the Penn Manor index for 2008-2009 is 5.4%. A resolution will be prepared for presentation at the October 9 board meeting.

Mr. Johnston distributed the 2008-2009 budgeting projections revenue and expenses assumptions that were used to prepare the budget for board review. Questions were asked by the board and clarified by Mr. Johnston

Mr. Stewart reported that he recently met with the principal parties involved with the Highfield Development project. He distributed and described a map of the housing development and the location of the development to the high school. Mr. Stewart reviewed options for a walkway between the development and Penn Manor High School. Much discussion ensued about the walkway and questions were asked by the board. Mr. Stewart made a recommendation that he could prepare a letter to the Millersville Borough Manager addressing specific points. He recommended stating that Penn Manor is willing to pursue the possibility of a paved path, but the paved path should have no impact on the water retention basin, the path would require lighting and screening for the neighbors, the path would be created at no expense to the school district and funds would be set aside by the developer for the district to maintain the path. The board directed Mr. Stewart to prepare the letter to the Millersville Borough.

Ms. Pollock reported that for the first time flu shots will be offered to district employees at no cost. In the past the flu shots were offered for employees at a nominal charge. She said the rationale for offering the flu shots is for preventative wellness. She reported that 311 employees signed up for the flu shot this year. Last year 250 employees received the flu shot. Mr. Skrocki added that it would cost the district more if the employee chose to get the flu shot at their family doctor.

Dr. Frerichs reported that he met with Mr. Stewart about the superintendent's evaluation. He said the quarterly reports submitted by Mr. Stewart should focus on Mr. Stewart's goals and not those of other administrators. Instead of quarterly reports from Mr. Stewart, Dr. Frerichs will develop a schedule for reports updating the board on Mr. Stewart's goals. Discussion ensued regarding the direction of Mr. Stewart's goals. Dr. Frerichs also thanked the board for their support and contribution to the Education Foundation.

Mrs. Wert reported that Mr. Stewart is the Superintendent of Record for the Lancaster County Academy. She said the main topic for discussion during the Joint Operating Committee was the possible withdrawal of the IU 13 adult education from the Academy. She explained the cost and services provided to the IU for the adult education. Mr. Stewart added some information regarding his meeting with the IU about this topic.

The Committee of the Whole adjourned at 9:45 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

September 10, 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 9:55 p.m.

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

Mr. Herr announced that the next scheduled meeting will be held on Monday, October 1, 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 27, 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. Stewart reported that eleven teachers from Hempfield will be visiting Penn Manor to observe the Math Department and the interventions that Penn Manor has put in place for the PSSA school improvement program. Mr. Stewart reminded the board members about the breakfast with Representative Boyd on September 20.

Mr. Johnston reported the Treasurer's Report for the month August is posted. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mr. Kreider to approve to authorize payment of bills in the amounts of \$289,205.13 dated 8/1/07, \$268,303.34 dated 8/2/07, \$86,717.46 dated 8/3/07, \$166,902.82 dated 8/8/07, \$258,405.04 dated 8/10/07, \$353,779.02 dated 8/15/07, \$9,097.25 dated 8/16/07, \$153,651.01 dated 8/17/07, \$5,669.98 dated 8/23/07, \$518,748.97 dated 8/24/07, \$13,303.50 dated 8/28/07, \$742,563.49 dated 8/29/07, \$17,788.77 dated 8/30/07, \$345,309.98 dated 8/31/07 for a total of \$3,229,445.76 from the General Fund; \$14,218.62 dated 8/24/07 for a total of \$14,218.62 from the Cafeteria Fund; \$193,804.09 dated 8/7/07, \$31,348.67 dated 8/8/07, \$41,014.00 dated 8/16/07, \$2,670.04 dated 8/28/07 for a total of \$268,836.80 from the Capital Reserve Fund; \$14,912.00 dated 8/8/07 for a total of \$14,912.00 from the 2005 Construction Fund; \$292,598.82 dated 8/7/07, \$17,966.00 dated 8/8/07, \$665,491.24 dated 8/16/07, \$3,541.73 dated 8/28/07, \$65.03 dated 8/29/07 for a total of \$979,662.82 from the 2006 Construction Fund; and payroll in the amounts of \$650,114.80 dated 8/15/07, \$727,759.04 dated 8/29/07 for a total of \$1,326,165.81. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

The September 10, 2007 School Board Meeting Agenda was reviewed.

Item 2 A – B: **Consent Agenda for the September 10, 2007 Committee of the Whole Meetings**

- A. Enrollment Study – The committee is recommending the approval of the DeJONG Healy firm for the completion of enrollment analysis not to exceed a cost of \$32,000.
- B. Naming Rights Agreement – The committee is recommending the approval of the proposed Naming Right Agreement for the artificial surface field at Comet Field.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA

ITEMS 2 A – 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, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

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

- A. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Cynthia Witmer as an interpreter for a total of 18 hours from June 26, 2007 to July 12, 2007 during band camp. The estimated cost is \$444.96.
- B. Pediatric Services of America – The administrative staff is recommending approval of the contract for services at a rate of \$50 per hours, 7 hours per day, with Pediatric Services of America, Inc. effective August 27, 2007 for the 2007-2008 school year.
- C. Manor Township, Millersville Borough and Southern Regional Police – The administrative staff is recommending approval for payments to Manor Township, Millersville Borough and Southern Regional Police Departments for providing police security at Penn Manor home athletic competitions. Estimated cost is \$45.00 per hour.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A –

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

Item 4 A – O: 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 6)
- 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 page 7 for professional staff, support staff to be distributed at the meeting)
- C. Medical Leaves – The administrative staff is recommending granting Child Rearing and Family Medical Leaves to the individuals listed according to the terms listed. (see page 8)
- D. 2007-08 Middle School Weight Room – the administrative staff is recommending approval of Steve Kramer to provide coverage for the after school middle school weight room for the 2007-08 school year at the rate of \$22.50 per hour, 1 hour per day, 2 days per week, for the period of September 17 through November 21, 2007
- E. 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.
 Kim Pace
 Heather Paquette
- F. Special Education Consultant – The administrative staff is recommending the approval of Dr. James Cox for special education consulting at an hourly rate of \$31.00 not to exceed \$1,000.00.
- 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.
 Amy Spina
 Lisa Bitler
- H. 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.
 Diane Kreider
 Ken Webster
 Nancy Johnson
 Courtney Costello
 Erica Repsch
 Maricia Kligge

- I. Active Parenting Workshop Facilitator – The administrative staff is recommending approval of the following individual as the facilitator of the Active Parenting Workshop at the professional hourly rate not to exceed a total of 20 hours.
Kim Juba
- J. 2007/2008 Fall Coaching Position – The administrative staff is recommending the approval of the individual listed as a Fall coach for the 2007-2008 school year.
Thomas Miller – Football Assistant -- \$2,372
- K. Security – The administrative staff is recommending approval for the following Pennsylvania Constables to provide security for the school district during the 2007-08 school year for athletic and co-curricular activities at the rate of \$32.20 per hour.
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|---------------|---------------------|
| Robert Benson | Randall Kreiser |
| Greg Leisey | Christopher Wiggins |
| Fred Townson | Holly Jackson |
| Jeff Jackson | Robert Benson, Jr. |
| Jeff Pokepec | |
- L. Elementary Intramural Coordinator – The administrative staff is recommending approval of Dawn Janssen as the Central Manor Elementary Intramural Coordinator at \$272.30 per season for 2007-08.
- M. Clerical Support Hours – The administrative staff is recommending approval for the following individuals to provide clerical support for the health rooms at Central Manor and Hambright.
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|------------------|---------|
| Kristen Herr | 8 hours |
| Sue Blechschmidt | 3 hours |
- N. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
Joyce Burkholder – effective August 27, 2007
Sharon Payne – effective September 4, 2007
Bonnie Weidman – effective September 10, 2007
- O. 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.
Patrick Holtzman – effective September 28, 2007

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – O: It was moved by Donna Wert and seconded by Richard Frerichs 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, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, absent; Carlton Rintz, yes; and Donna J. Wert, yes.

The meeting adjourned at 10:15 p.m. on a motion by Mr. Rintz and seconded by Mr. DeLuca and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary