

Minutes
Committee of the Whole
October 9, 2007

The Penn Manor School Board met in Executive Session at 6:15 p.m. for real estate 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 7:15 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 Dr. Jan Mindish, Mr. Phil Gale, Mrs. Vickie Hallock, Mrs. Judy Duke, Penn Manor residents, Mr. Ken Long, Mr. Kirk Schlotzhauer, Mr. John Hewlitt from Access Financial, 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, November 5 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 October 1, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

Ms. Pollock commended Mrs. Vickie Hallock for her leadership in the selection and implementation of the new reading series. She said under Mrs. Hallock's leadership a committee met over the last year with four vendors and almost unanimously approved the Harcourt Brace Series. Ms. Pollock explained that professional development was provided in the summer by representatives from Harcourt Brace. Mrs. Hallock thanked the Board for their support to adopt the reading series. She provided an update on the new reading series. Mrs. Hallock said the consistency of the new program between the elementary schools is a strength which is appreciated by all the teachers. The program consists of a scope and sequence of skills with specific skills with each lesson. Mrs. Hallock distributed books and samples of materials used in the reading series. She also explained the various components of the reading series by grade level. Mrs. Hallock invited the board to view a class. Mrs. Friedman thanked Mrs. Hallock for her leadership with the program.

Mr. Johnston introduced Mr. John Hewlitt, from Access Financial Markets, who reviewed the 2007 Swap Monitoring Report. He said the district has two interest rate management agreements. The Interest Rate Swaption of 2004 was reviewed and the execution process with RBC Dain was explained. Mr. Hewlitt also reviewed the Constant Maturity Basis Swap that the district entered into in May 2006. Questions were asked by Board members.

Mr. Johnston introduced Mrs. Judy Duke, the District Accountant, and commended her for her preparation for the recent audit. Mrs. Duke updated the board on the 2007-2008 real estate tax. She provided a comparison for the number of bills sent for 2006/2007 and 2007/2008, the number paid in the discount period and the number paid using the installment plan. A comparison was also made for the number of collections and budgeted amount. She also reviewed the projected and actual assessment amount, collection rate and difference between the budgeted revenue and actual amount received. Mrs. Duke and Mr. Johnston answered the questions asked by board members.

Mr. Johnston provided an update on the Lancaster County Tax Collection Bureau. He said LCTCB has consolidated 3 locations into one new location at the Greenfield Industrial Park. Mr. Johnston reviewed the updates made to the system software, the number and status of individual returns and the number of reminder notices mailed. He provided a comparison of collection data and costs from 1996 through 2007.

Dr. Leichliter provided an update on the Laserpa hiring consortium. He reviewed an update on Laserpa costs and requirements. He said the member districts voted 15 to 1 to disband the Laserpa consortium and join a larger consortium. He said PA-Educator.net, the vendor selected, is comprised of approximately 160 school districts and I. U.s across the state. The membership for Penn Manor for PA-Educator.net will be \$3,000. Dr. Leichliter said that a recommendation will be presented to the board in November. Questions were asked.

Dr. Mindish provided an update on the high school testing history for ACT, SAT and AP scores. She provided a comparison of the SAT Math, Verbal and total scores for the classes of 1991 through 2007. A five year trend for the classes of 2003 through 2007 for the average ACT scores and average composite ACT scores nationwide was reviewed. Dr. Mindish provided comparison information for the number of AP exams taken from 1995 through 2007 and the percentage of students who scored a 3 or higher on the AP exam. She also reviewed the PSSA combined proficient and advanced percentages for 2000 through 2007. Questions were asked by board members.

An update on proposed changes for the Class Rank Policy was provided by Mr. Gale. He said the changes would include eliminating class rank, continuing to print grade point average on report card and transcripts and adding the decile ranking on report cards and transcripts. He explained the reasoning behind the proposed changes. He said class rank can devalue a student's academic accomplishments. Mr. Gale also said the greatest competition for grades occurs amongst the students within the top decile. A proposed new wording for the class rank policy was provided.

Mr. Johnston provided an update of the designated fund balance. He reviewed the ending balance budgeted, ending balance as a percentage and the calculation to designate funds. Mr. Johnston asked for approval for to place on the agenda a resolution to designate \$6,072,018 as the fund balance. Approval for placement of this item on the October 9 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, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

Mr. Skrocki reviewed the PSERS employer retirement rate. In his PowerPoint he provided information on the PSERS actual and projected employer contribution rates from 2003-2016. He explained that the employer rate is adjusted annually based on the market performance of the fund. He listed the top 10 holdings on the PSERS fund and said that the fund generated 22.93% total return for the fiscal year ending June 30, 2007. Mr. Skrocki explained the current employer rate and the projected rate for future years and the net savings due to lowered expected employer contribution. Questions were asked.

Mr. Stewart reviewed a request from the Penn Manor Ice Hockey Club for a contribution from the district. He explained that the Hockey Club is not a Penn Manor sport and has no league structure in PIAA. He said that the club did voluntarily enter into the district drug screening program. Discussion ensued regarding funding for the ice hockey club.

Mr. Stewart distributed contribution information to the board regarding the United Way campaign for anyone wishing to participate. Discussion ensued regarding designating the money received from the naming rights to specific areas. The board directed Mr. Stewart to prepare a list of categories for the designation of the naming rights money.

The Committee of the Whole adjourned at 8:45 p.m. on a motion by Mrs. Wert, a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

October 9, 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 8:55 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 a Mr. Ken Long, Mr. Kirk Schlotzhauer, Mrs. Julie Bibiloni, a Penn Manor resident, Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, November 5, 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 October 1, 2007 School Board Meeting. There were none. It was moved by Mr. Rintz and seconded by Mrs. Friedman to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart commended Mr. Jeff Roth for organizing the Elementary Fun Run for the seventeenth year. He distributed a newspaper article about the Fun Run. Mr. Stewart thanked the Board for their participation in the Sports Wall of Honor banquet. He read the list of the new inductees. Mr. Stewart said that interviews were conducted for the Board approved new ELL position. Dr. Leichliter provided details of the candidate who is being recommended for approval for the ELL position.

Mr. Johnston reported the Treasurer's Report for the month September 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 \$366,268.92 dated 9/6/07, \$175,693.29 dated 9/7/07, \$224,373.45 dated 9/11/07, \$90,170.28 dated 9/14/07, \$5,959.40 dated 9/19/07, \$148,641.94 dated 9/21/07, \$460,259.87 dated 9/24/07, \$69,409.43 dated 9/28/07, \$364,909.59 dated 9/12/07, \$589,823.51 dated 9/26/07, \$224,792.23 dated 9/30/07 for a total of \$2,720,301.91 from the General Fund; \$130,410.02 dated 9/7/07 for a total of \$130,410.02 from the Cafeteria Fund; \$922,207.40 dated 9/4/07, \$5,714.46 dated 9/13/07 for a total of \$927,921.86 from the Capital Reserve Fund; \$3,187.42 dated 9/4/07 for a total of \$3,187.42 from the 2005 Construction Fund; \$334,505.00 dated 9/4/07, \$640,950.14 dated 9/13/07 for a total of \$975,455.14 from the 2006 Construction Fund; and payroll in the amounts of \$762,393.39 dated 9/12/07, \$742,419.00 dated 9/26/07 for a total of \$1,504,812.39. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes, abstained from check #96533; 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 October 9, 2007 School Board Meeting Agenda was reviewed.

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

- A. Resolution Not to Exceed Index – The committee is recommending approval of the attached resolution indicating that it will not raise the rate of tax for the 2008-2009 fiscal year by more than the index established by the Department of Education for the district of 5.4%. (see page 5)
- B. Strategic Planning Committee – The Committee is recommending approval of the individuals listed to comprise the 2007 Penn Manor School District Strategic Planning Committee. (see page 6)
- C. 2006-2007 General Fund Transfer – The committee is recommending approval for the transfer of \$1,800,000 to the Capital Reserve Fund and \$172,141.08 to the Food Service Fund.
- D. Resolution to Designate Fund Balance – The committee is recommending approval of the resolution designating \$6,072,018 within the current general fund. (see page 7)
- E. Booster Club Refund – The committee is recommending approval of refunds to fall sport booster organizations in the amount designated below.
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| Field Hockey | - | \$2,500 |
| Girls Lacrosse | - | \$900 |

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA

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

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

- A. Bid Awards – The administrative staff is recommending approval for the awarding of the IU Audio Visual Equipment & Supplies bids as listed. (see page 8)
- B. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited. (see page 9)
- C. Federal Programs Consolidated Application – The administrative staff is recommending the approval of the 2006-2007 Federal Programs Consolidated Application – Project #999-08-0324 as cited. (see page 10)
- D. Bayada Nursing Services – The administrative staff is recommending approval of the Contract for “In School” Nursing Services with Bayada Nursing Services for a student effective September 25, 2007. (to be distributed)

- E. Approval of Contract – Field House Joint Sealing – The administrative staff is recommending approval of a contract with Houck & Company, Inc. in the amount of \$1,940.00. The contract covers all necessary labor, material, and equipment to complete a joint sealant project at Comet Field House. Payment to be made from the Capital Reserve Fund.
- F. Ten Passenger Van Bid – The administrative staff is recommending rejecting bids for the 10 passenger van bid as per the attached bid tabulation. The administrative staff is requesting approval to readvertise this bid. (see page 11)
- G. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited. (see page 12)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A –

G: It was moved by Frank Geist and seconded by Donna Wert 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. 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 13)
- 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 14)
- C. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
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|-------------------|---|--|
| Sharon Bower | - | Food Service - 9/14/07 |
| Jose Rivera | - | Custodial - 9/28/07 |
| Patricia McKinney | - | Health Room Tech Aide Substitute - 10/1/07 |
- D. Leaves – The administrative staff is recommending granting Child Rearing, Designated Family Medical and Family Medical Leaves to the individuals listed according to the terms listed. (see page 15)
- E. Camp Snyder Tutors – The administrative staff is recommending approval of the following individuals for tutoring at Camp Snyder.
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| Erick Dutchess |
| Mallary Kamen |
| Kathy Grenier |

- F. Twilight School Instructor – The administrative staff is recommending approval of the following individual to the position of Twilight School Instructor for the 2007-2008 school year at the rate of \$31.00 per hour.
Michael Fowler
- G. 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.
Nancy Kaufhold
Kelly Ulmer
- H. Co-Curricular Positions – The administrative staff is recommending approval of the following individuals listed to the co-curricular positions cited for the 2007-2008 school year.
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|-----------------------------|----------------|-------------|------------|
| Science Fair Coordinator HS | Dave Bender | Entry Level | \$1,530.00 |
| National Honor Society HS | Tresa Kirk | Entry Level | \$401.00 |
| National Honor Society HS | Cynthia Martin | Level 2 | \$417.00 |
| Student Council HS | Michelle Good | Entry Level | \$732.00 |
| Student Council HS | Lauren Schmitt | Entry Level | \$732.00 |
- I. Home Instruction – The administrative staff is recommending approval for the following individuals to provide instruction in the home and social work services for a special needs student during the 2007-2008 school year at the professional rate.
Melissa Zongolowicz - 3 hours per week
Deb Meckley - 12 hours per month

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – I: 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, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Addendum:

Item 5 A: Consent Agenda for Personnel

- A. Employment – The administrative staff is recommending the board accept the individual listed for employment according to the conditions listed. (see page 16)

MOTION ON PERSONNEL CONSENT AGENDA ITEM 5A: It was moved by Johnna Friedman 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, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The meeting adjourned to Executive Session for the discussion of a personal matter at 9:11 p.m. on a motion by Mr. Rintz and seconded by Mr. Lyon and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary