

Minutes
Committee of the Whole
November 12, 2007

The Penn Manor School Board met in Executive Session at 6:15 p.m. for the discussion of student matters, personnel issues and a legal matter. The Executive Session adjourned at 6:50 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 Mr. Jeffrey Kreider's wife, Della, and their family, Dr. Jan Mindish, Mr. Richard Eby, Mrs. Mary Barnett, Mrs. Carole Fay, Mr. Neil Fellenbaun, Penn Manor students Megan Herr and Aaron Breneman, Mr. Ken Long, Mr. Kirk Schlotzhauer, Dr. Tim Bianchi and CTC students, Mr. Jim Hocker from Derck & Edson, Mrs. Mary Holovack and Mr. John Bonawitz from Brown Schultz Sheridan and Fritz, reporters Mr. Jed Kensinger and Mrs. Sarah Lupinacci, 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, December 3 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 November 5, 2007, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Kreider, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart introduced Dr. Tim Bianchi, CTC Assistant Executive Director, who presented Mr. Kreider with a plaque recognizing Mr. Kreider for his service on the CTC Joint Operating Committee from 2003 to 2007. Mr. Herr also presented a plaque to Mr. Kreider and read a proclamation recognizing Mr. Kreider for 8 years of service on the Penn Manor Board of School Directors. Mr. Kreider thanked the board members and introduced his family.

Dr. Bianchi introduced CTC Penn Manor students Shae Young and Brittany Thompson. Shae and Brittany explained the career paths they have chosen at the CTC.

Mr. Stewart introduced Mrs. Carole Fay, Penn Manor Agriculture Department Coordinator. Mrs. Fay introduced students Megan Herr and Aaron Breneman. The students gave the background of FFA and engaged board members in a game, "Are you Smarter than an Ag student?" Megan and Aaron also presented board members with a fruit basket.

Mr. Richard Eby provided a presentation on how the high school successfully transitions students new to Penn Manor. He provided information on the number of new students, the monitoring of at-risk students and the building culture. The board thanked Mr. Eby for the efforts that are being done to transition the new students. Dr. Mindish added that Mr. Eby took the initiative to start the transition program. Dr. Mindish described a program that was held at McCaskey on Monday and attended by Penn Manor students and faculty. She commended Mr. Todd Mealy for initiating the workshop relating to the Little Rock Nine and racism.

Mr. Stewart explained the history of Quiz Bowl at Penn Manor. He provided a copy of a letter from Dr. Mindish requesting an increase in the salary for Quiz Bowl advisors and stipends for extended competition. Approval for placement of this item on the November 12 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. DeLuca. 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. Jim Hocker updated the board on the high school practice football field. He provided information on recent new regulations from DEP regarding storm water retention. Questions were asked and much discussion ensued about the new regulations and the time frame for construction at the field. Updated information on the field will be reported to the board at future meetings.

Mr. Johnston introduced Mrs. Mary Holovack and Mr. John Bonawitz from Brown Schultz Sheridan and Fritz. Mrs. Holovack and Mr. Bonawitz reviewed the school district audit that was conducted for the year ending June 30, 2007. They reviewed the responsibilities of the auditors, the opinions, analysis reports and statements. They said the School Lunch and Breakfast Program and the Title II Program were examined this year. Mr. Bonawitz said a clean opinion has been determined for the district and added that at the end of the fiscal year the district was strong financially. Mr. Johnston thanked the Business Office for their hard work all year. Approval for placement of this item on the November 12 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. DeLuca. 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.

Student representative, Bree Bolin, introduced the two new student representatives to the board. Junior Lexy Adams and senior Karli Eichelberger will be the representatives for future board meetings. The students reviewed the high school activities since the last board meeting, provided an update on the fall sports and upcoming events. They said that the seniors won the Powder Puff Game, the Girl's Volleyball team lost in a quarterfinal game and the Field Hockey team has advanced to the state playoffs. Mr. Stewart presented Bree with a gift and thanked her for her contributions to the board. He wished her well studying in Hawaii for her last semester.

Mr. Stewart provided the first reading of the revised Drug and Alcohol Policy #227 for review. He highlighted the additions to the policy which were suggested by the district solicitor. Approval for placement of this item on the November 12 board agenda was approved on a motion by Mr. Rintz 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. Stewart provided information on CTC services to students with IEPs. He reviewed the costs for the full and half-day students and explained the services provided to these students by special education consultants. He also explained the options for consideration that will provide services to the students. Questions were asked by board members and discussion ensued on this topic.

Mr. Stewart explained the state audit citation regarding the certification of Darrin Donmoyer. He provided copies to the board of his response to the citation and said that copies were also sent to local Pennsylvania legislators. Mr. Stewart will keep the board informed on this issue. Questions were asked.

Mrs. Wert reported that the Lancaster County Academy recently had a clean audit. She also distributed a graduate profile for review and said that possible one Penn Manor student will be graduating in December from the Academy.

Mr. Stewart reported that the services of Mrs. Deb Meckley were used by the Lancaster County Academy for support to students and staff after the sudden death of a teacher. He also reported that the Millersville 2020 is moving forward. Mr. Stewart distributed a chart of board committees for members to consider for vacant positions. He reminded the board that the high school fall play, "Act of Murder," will be held November 16 and 17. Mr. Stewart announced that November 14 will be the orientation for new board members.

The Committee of the Whole adjourned at 8:57 p.m. on a motion by Mrs. Wert, a second by Mr. Kreider, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

November 12, 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 9:09 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 Mr. Ken Long, Mr. Kirk Schlotzhauer, Mr. Jed Kensinger and Mrs. Sarah Lupinacci Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, December 3, 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 November 5, 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. Johnston reported the Treasurer's Report for the month October 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 \$31,080.29 dated 10/4/07, \$149,759.89 dated 10/5/07, \$445,988.52 dated 10/15/07, \$97,398.78 dated 10/12/07, \$6,342.14 dated 10/16/07, \$141,953.72 dated 10/19/07, \$12,287.19 dated 10/23/07, \$534,760.44 dated 10/24/07, \$149,135.42 dated 10/29/07, \$25,189.07 dated 10/30/07, \$418,029.12 dated 10/31/07 for a total of \$2,011,924.58 from the General Fund; \$101,043.46 dated 10/20/07, \$106,961.67 dated 10/17/07 for a total of \$208,005.13 from the Cafeteria Fund; \$1,211,596.74 dated 10/9/07, \$3,400.00 dated 10/10/07, \$90,992.52 dated 10/12/07, \$180,950.22 dated 10/18/07, \$630,225.05 dated 10/25/07 for a total of \$2,090,164.53 from the Capital Reserve Fund; \$2,791.50 dated 10/9/07 for a total of \$2,791.50 from the 2005 Construction Fund; \$471,269.08 dated 10/9/07, \$152,914.31 dated 10/12/07, \$638,842.92 dated 10/25/07, \$17,268.88 dated 10/26/07 for a total of \$1,280,295.19 from the 2006 Construction Fund; and payroll in the amounts of \$728,576.40 dated 10/10/07, \$740,151.59 dated 10/24/07 for a total of \$1,468,727.99. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes, abstained from check #97020; 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 November 12, 2007 School Board Meeting Agenda was reviewed.

Item 2 A – D:

Consent Agenda for the November 5 and November 12, 2007 Committee of the Whole Meetings

- A. Support Staff Salary Band Adjustment – The committee is recommending approval of the Support Staff Salary Band adjustment of 2.5% for the 2008-2009 school year.
- B. Quiz Bowl Advisor Stipend – The committee is recommending approval of an increase to \$1,887 for an entry level position in 2007-2008. An additional \$300 stipend for extended season pay based upon advancement to national competition.
- C. Acceptance of Local Auditor’s Report – The committee is recommending acceptance of the 2006-2007 local audit as presented.
- D. “First Reading of the Drug and Alcohol Policy #227 – The committee is recommending approval of the “First Reading” of the Drug and Alcohol Policy # 227 (see pages 7 – 12).

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA

ITEMS 2 A – D: 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 3 A -K:

Consent Agenda for Administrative Actions

- A. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Hope Hitchcock as Job Trainer for 4 days a week from August 2007 to June 2008. The estimated cost is \$35,442.32.
- B. Special Education Supplemental Contract – The administrative staff is recommending approval of special education services of Deborah Smith as Job Trainer for 5 days a week from August 2007 to June 2008. The estimated cost is \$44,302.88.
- C. “First Reading” of the Class Rank Policy #214 – The administrative staff is recommending approval of the “First Reading” of the Class Rank Policy #214 (see pages 13 – 14). **This item was tabled.**
- D. Excent IEP Writing Services – The administrative staff is recommending approval of the contract with IU13 using Excent for IEP writing services at a projected cost of \$10,315.50 based upon utilization.
- E. Signing of Checks – BE IT RESOLVED that the President, Vice President and Carlton Rintz are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective November 15, 2007.
 - PMSD General Account
 - PMSD Payroll Account

Cafeteria Account
 Capital Reserve Accounts
 Construction Fund Accounts
 PMSD Section 125 Accounts
 PMSD Student Activity Fund Accounts
 PMSD Athletic Fund Accounts

- F. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- G. Transportation Contracts – The administrative staff is recommending approval of the following transportation contracts for the 2007-2008 school year:
 Eschbach Bus Service (181 Days) \$1,954,542.15
 Eschbach Bus Service (Late Run 001A) \$ 9,664.53
 Eschbach Bus Service (Late Run 001B) \$ 12,119.68
 Schultz Transportation (181 Days) \$ 435,546.76
 Eschbach Fuel Surcharge \$ 32,695.33
 Schultz Fuel Surcharge \$ 6,496.66
- H. Approval of Trane Company Contract for Manor Middle School – The administrative staff is recommending approval of an extended service agreement with the Trane Company for one centrifugal chiller, cooling tower, building automation system, and water treatment at Manor Middle School effective July 1, 2007 through June 30, 2010 at the cost listed:
 2007/2008 - \$37,497
 2008/2009 - \$38,622
 2009/2010 - \$39,781
- I. Approval of Trane Company Contract for Penn Manor High School – The administrative staff is recommending approval of an extended service agreement with the Trane Company for two centrifugal chillers, cooling tower and water treatment at Penn Manor High School effective July 1, 2007 through June 30, 2010 at the cost listed:
 2007/2008 - \$14,713
 2008/2009 - \$15,155
 2009/2010 - \$15,610
- J. Act 80 Report – The administrative staff is recommending the approval of the Act 80 report as cited (see pages 15 – 22).
- K. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 23).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – B, D – K: It was moved by Joe DeLuca 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, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

- K. Co-curricular Position – The administrative staff is recommending approval for the following individual to the Band Brass Instructor position for the 2007-08 school year.
Byron Mikesell – Brass Instructor \$716.28
- L. Special Education Clerical Assistance – The administrative staff is recommending approval for Jean Bender to provide up to 10 hours of clerical assistance in the special education office at the hourly rate of \$12.00.
- M. Mentor – The administrative staff is recommending approval of the following individual as a mentor for the 2007-08 school year.
Alissa Hockley – Entry Level - \$788 prorated for the remainder of the year – (for Rebekah Long)
- N. Middle School Tutoring – 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.
Chris Santaniello
- O. 2007/2008 Volunteer Coaching Position – The administrative staff is recommending approval of the individual listed as a volunteer volleyball coach for the 2007-2008 school year.
Britni Smith
- P. 2007-2008 Elementary Intramural Coordinator – The administrative staff is recommending approval of the individual listed as a 2007-2008 Elementary Intramural Coordinator.
Dawn Janssen – \$272.30 per season

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – G, I – P: It was moved by Jeffrey Kreider and seconded by Richard Frerichs 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 H: **Consent Agenda for Personnel**

- H. 2007/2008 Winter Coaching Positions – The administrative staff is recommending approval of the individuals listed as coaches for the 2007-2008 school year (see page 29).

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 H: It was moved by Joe DeLuca and seconded by Johnna Friedman to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, abstained; 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 9:25 p.m. on a motion by Mr. Rintz and seconded by Mr. Kreider and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary