

**Minutes**  
Committee of the Whole  
February 4, 2008

The Penn Manor School Board met in Executive Session at Penn Manor High School beginning at 5:00 p.m. for the discussion of a real estate matter, personnel and the Superintendent's evaluation. The Executive Session adjourned at 6:00 p.m. A tour of Twilight School was conducted for the Board by Mr. Chris Moritzen and Mr. Jeremy Nesmith.

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. The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer 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. Mindish, Mr. Moritzen, Mr. Jeremy Nesmith, Mr. and Mrs. Harry Frey, Mrs. Isabelle Rudisill, Penn Manor residents, Penn Manor students, Ms. Lisa Gockley a newspaper reporter, 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, February 11 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. Mr. Harry Frey, a former Penn Manor teacher and Boys' Basketball Coach, presented a framed replica of the retired basketball jersey that was worn by Wally Walker. He explained that after the original #40 shirt was retired, it was placed in a case at the high school and lost during the renovation. The Board thanked Mr. Frey for this gift.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the January 7, 2008 Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart presented final readings of the Student Expression/Distribution and Posting of Materials Policy #220 and Dress and Grooming Policy #221. Questions were asked by board members for clarification of various points in the policy. Dr. Mindish expressed that she would like Policy #221 revised. After much discussion the board tabled Policy #221. Policy #220 was approved for placement on the February 4 board agenda on a motion by Dr. Frerichs and seconded by Mr. Rintz. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Chris Moritzen, Assistant High School Principal and Mr. Jeremy Nesmith, Twilight School Program Director presented an overview of the Twilight School Program. They reviewed the program history, staff, enrollment, structure, special programming, accountability of the program, the discipline system, the process for exiting to day school,

a four year expense history and a four year grant history. Questions were asked by board members. Board members commended Mr. Moritzen and Mr. Nesmith for the excellent program, the presentation and tour. Mr. DeLuca commented that after seeing the Twilight School Program he felt comfortable recommending students to the Program.

Mr. Stewart presented the Board Committee assignments for review and placement on the voting agenda. After much discussion regarding the need for board approval of some of the committees and re-approving some committees that were on recent agendas, Dr. Frerichs made a motion to approve the Judicial Review Committee assignments only. Approval for placement of the Judicial Review Committee on the February 4 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. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart presented two drafts of the 2008-2009 calendar. He explained briefly some points in the Traditional and Extended drafts. He said the 2008-2009 proposed calendar will be presented for board approval in March.

Mr. Johnston provided a quarterly update on the Student and Athletic funds. He reviewed the 12/31/2007 cash balances, the revenues and expenses for the accounts. Mr. Johnston also said that detailed reports are located on the website.

Mr. Johnston presented a 2007-2008 second quarter budget update. He highlighted and explained several expenses including special services, miscellaneous educational programs, technology and communications and grants. He reviewed the revenues explaining the interim, wage and delinquent taxes and total revenues categories.

Ms. Pollock provided updated information on Professional Development. She explained the guidelines of Act 48 of July, 2000 for educators with an Instructional Certificate. She also explained the Penn Manor In-service plan. Ms. Pollock reviewed the Pennsylvania Inspired Leadership Program of January, 2008 which is designed for administrators. She said it is designed to increase administrative capacity using leadership standards research that leads to higher student achievement. She explained the two tiers, the Principal Induction Program and Continuing Professional Education Program. Questions were asked by board members.

Mr. Skrocki provided information on the Slot Fund distribution. He said in Penn Manor approximately \$85 will be distributed to those who completed the Homestead application. The money will be deducted from the 2008 property taxes and indicated on the tax bills on eligible homestead parcels. Questions were asked for clarification.

The Property Tax Rebate Program was presented by Mr. Skrocki. He reviewed the PA Department of Revenue program and eligibility. He said Penn Manor has been piggy/backing on the existing state program for 2 years to property owners. Mr. Skrocki recommended continuing the program for the 2008-2009 year using old income guidelines but raising the maximum amount of the rebate from \$500 to \$650. Questions were asked by board members. Approval for placement of the Penn Manor Tax Rebate Program on the February 4 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. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Johnston reviewed the 5 year history and current summary by municipality of delinquent real estate taxes. He highlighted the decline in the number of instances where parcels turned were over as delinquent for four straight years.

Mr. Stewart explained the WGAL High School Playbook for high school sports news. Penn Manor student representative, Phil Haussener, video tapes the Boys' Basketball game and interviews the coaches after the games. Board members reported that they have logged into the Playbook on the WGAL website.

Mr. Stewart said that the CTC 2008-2009 budget was discussed in previous meetings. He provided a list of districts who have voted on the CTC budget. Approval for placement of the CTC 2008-2009 budget on the February 4 board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Skrocki explained refunding the 2003 Bond issue. The board authorized the refunding of the bond if it reached the \$100,000 threshold. Mr. Skrocki also explained the 2006 SWAP and the termination value to unwind the option. Much discussion ensued on this topic and the board decided to wait until April 2008 to consider acting on the option.

Mr. Stewart explained that due to many absences and vacancies in the district custodial staff, maintenance personnel have been assigned to substitute in the vacant custodial positions. Mr. Stewart recommended adding a district custodial position to be used as a floater to cover absences. Approval for placement of the additional custodial position on the February 4 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. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichter requested an additional social studies teacher for the high school. He explained that currently a long-term social studies substitute is doing an excellent job at the high school. The administration would like to consider the teacher for a contracted position effective to January 2008 after following the necessary posting and interview procedures. He said there will be a social studies teacher will be retiring at the end of the current school year and the high school administration has requested to move that position to the social studies department. Approval for placement of the additional social studies teacher on the February 4 board agenda was approved on a motion by Mr. Long and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart distributed various handouts including a parent letter, PSBA Action Alert, and an updated plan for the Silar Property. He informed the Board of the Legislative

Breakfast on March 10, 2008. Discussion ensued on the usage of the weight rooms in the district.

The Committee of the Whole adjourned at 9:48 p.m. on a motion by Mrs. Wert, a second by Mr. Rintz, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary



Joe DeLuca  
 Richard Frerichs  
 Johnna Friedman  
 Willis Herr  
 Frank Hoke  
 Ken Long  
 Herk Rintz  
 Kirk Schlotzhauer  
 Donna Wert  
 (one year term - expires December 31)

- E. Technology Department Job Descriptions – The committee is recommending approval of the job descriptions for the Enterprise System Engineer and Systems Engineer positions as per the attached (see pages 13 – 16)
- F. Custodial Position – The committee is recommending approval of an additional 12-month first shift custodial position. The individual selected for the position will serve as a “floater” to cover absences, vacancies and other work where needed.
- G. Additional Social Studies Teacher – The committee is recommending approval of an additional Social Studies teacher at Penn Manor High School effective January 2008.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA**

**ITEMS 2 A, C– G:** It was moved by Carlton Rintz and seconded by Richard Frerichs to approve these items as amended. Item B was tabled and Item D amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

**Item 3 A - J:**

**Consent Agenda for Administrative Actions**

- A. School Board Meeting Schedule – The administrative staff is recommending approval of the following changes to the School Board 2007-2008 meeting schedule.  
 March 31, 2008 – cancelled  
 April 7, 2008 – start time at 4:00 p.m.
- B. Plancon Parts D and E – Martic Elementary School Renovation Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon parts D and E from the Pennsylvania Department of Education for the Martic Elementary School renovation project as per the attached (see pages 17 – 20)

- C. High School Electrical and Data Upgrade Project – Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for the High School electrical and data upgrade project.
- D. Marticville Middle School Classroom and Teacher Furniture – Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for classroom and teacher furniture at Marticville Middle School.
- E. Approval of Wastewater Treatment Facility Engineering Services – The administrative staff is recommending approval of the attached contract (see pages 21 – 23) with Buchart Horn, Inc. to provide engineering services for the assessment of wastewater treatment facilities at Martic Elementary School as part of the renovation project. The compensation for the services is \$7,500 plus reimbursable expenses. Payment to be made from the 2006 Construction Fund.
- F. Cell Phone Contract – The administrative staff is recommending approval of a cell phone contract with Verizon Wireless for the period of 7/1/2008 to 6/30/2009 as per the terms of the attached proposal (see attachment.)
- G. Delinquent Real Estate Taxes – The administrative staff is recommending ratification of the submission of delinquent real estate and interim taxes as listed (see page 24.)
- H. Dial Tone Contract – The administrative staff is recommending approval of a dial tone (voice) contract with D & E Communications for the period of July 1, 2008, to June 30, 2013, at all district buildings except Martic Elementary School and Marticville Middle School (Frontier Telephone territory) (see attachment.)
- I. Long Distance Contract – The administrative staff is recommending approval of a long distance contract with D & E. Communications for the period of July 1, 2008 to June 30, 2011, at all district buildings at a rate of \$0.04 per minute (see attachment.)
- J. Cable Modem Contract – The administrative staff is recommending approval of a business class cable contract with Comcast for the period of July 1, 2008, to June 30, 2010, to be installed at Penn Manor High School. The recurring monthly cost will be \$93.95 plus applicable tariffs (see pages 25 – 26.)

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A –**

**J:** It was moved by Johnna Friedman and seconded by Joe DeLuca to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

**Item 4 A – C.**

**Consent Agenda for Personnel**

- A. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed per the effective date subject to the Administrative Compensation Plan.

Sharon Fleming – Technical Support Analyst, effective June 18, 2008

- 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 27)
- C. 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 February 4, 2008 to April 15, 2008 (pending appropriate participation as determined by the superintendent.)

**MOTION ON PERSONNEL AGENDA ITEMS 4 A - C:** 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; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

The meeting adjourned to Executive Session for the discussion of the Superintendent's evaluation at 10:06 p.m. on a motion by Mr. DeLuca and seconded by Mr. Rintz and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary