

**Minutes**  
Committee of the Whole  
March 3, 2008

The Penn Manor School Board met in Executive Session beginning at 5:30 p.m. for the discussion of the Superintendent's evaluation, a personnel matter and legal matter. The Executive Session adjourned at 7:10 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. 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 Representative Bryan Cutler, Dr. Jan Mindish, Mrs. Deb Holt, Mr. Charlie Reisinger, Mr. Eric Howe, Mr. Streeter Stuart, Mrs. Lara Paparo, Mr. Joe Herman, Ms. Cindy Lonergan, Mr. and Mrs. Keim, Mr. Jack McSherry, Penn Manor residents, Penn Manor students, Mrs. Tracy Healy, Mr. Lee Hwang, Mr. Hal Hart, 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, March 10 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr thanked Representative Bryan Cutler for attending the meeting. Representative Cutler stated that he has visited other board meetings. His intent is to build relationships with school districts and municipalities.

Mr. Herr asked if there were any Citizen's Comments. Mr. Kenneth Keim and Mrs. Tiffany Keim, 1513 Manor Blvd., addressed the board regarding showing R rated movies to children in class. Mr. Jack McSherry, 154 Indian Hill Road spoke regarding the value of movies for depicting historical events. Mr. Streeter Stuart, high school social studies teacher, read a statement of the Social Studies Department regarding the showing of R rated movies in the classroom. Discussion and questions ensued on this topic. Board members thanked Mr. and Mrs. Keim, Mr. McSherry and members of the Social Studies Department for attending the board meeting and expressing their views.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the February 11, 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.

Dr. Leichliter introduced Mrs. Tracy Healy and Mr. Lee Hwang. Mrs. Healy and Mr. Hwang presented and reviewed the Penn Manor Demographic Study and Enrollment Report. They highlighted the purpose, methodologies, trends and data, implementation of the GIS and enrollment projections of the Demographic Study Report. They concluded by reporting that the district has a potential of approximately 900 new students. The majority of the students would reside in the Central Manor Elementary and Manor Middle School enrollment area. Questions were asked by board members.

As a result of the enrollment study, Mr. Stewart recommended a Feasibility Study for Central Manor Elementary School. He said that Crabtree, Rohrbaugh and Associates have offered to conduct the study without cost to the district. Mr. Hal Hart answered numerous questions regarding state reimbursement, renovation of Central Manor and building a new elementary school. After much discussion approval was given by the board for the Feasibility Study. Representative Cutler requested a copy of the study to review.

Mr. Skrocki reported that the Mandate Waiver, for a single prime contractor for Martic Elementary, was approved by the state. Mr. Hart distributed an update of the Martic Elementary project. He said that Plancon F, Construction Documents, authorizes the school district to receive bids for the project. Approval for placement of Plancon F on the March 3 board agenda was approved on a motion by Mr. DeLuca 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. Stewart said that he has been meeting with the Millersville 2020 Committee for the past two years. Working with the Lancaster County Planning Commission, the group is comprised of representatives from Millersville Borough, Millersville University and Penn Manor School District to envision Millersville's future. Millersville Council President Scott Bailey has requested that a representative from the Penn Manor School Board member be on the committee. Mr. Kirk Schlotzhauer volunteered to serve on the committee.

Mr. Johnston presented a PowerPoint on the 403(b) update. He reviewed the change in the law, explained the 403(b) Plan, the number of Penn Manor employees participating in the Plan, and the requirements of the Plan. As a result of the changes in the Plan, Mr. Johnston asked for approval to advertise for a RFP for 403(b) Third Party Administrator services. Approval for placement of this item on the March 3 board agenda was approved on a motion by Mrs. Wert 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 presented the 2008-2009 School District Calendar. He reviewed some of the vacation dates, early dismissals and snow days. Questions were asked by board members. Approval for placement of this item on the March 10 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.

The 2008-2009 School Board Calendar was presented by Mr. Stewart. After much discussion about the April meetings, the board decided to move the April 6 board meeting to March 30. Approval for placement of this item on the March 10 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. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart presented the first reading of the Athletic Honors Policy. There was much discussion about various sections of the policy. This item was tabled for placement on the

voting agenda for clarification of some of the sections by the solicitor and added criteria. The policy will be revised and presented for a first reading at the March 10 board meeting.

Dr. Leichliter distributed the agenda for the Guidance Department audit. Dr. Leichliter also explained that the district would like to hire a math coach for the remainder of the school year to help math students. Payment for the coach would be from the remaining funds from the Project 720 grant. Approval for placement of this item on the March 3 board agenda was approved on a motion by Dr. Frerichs 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.

Mrs. Wert reported that the Lancaster County Academy is asking for approval to retain excess money, paid by the districts, to purchase more technology for online courses for students. The amount would be approximately \$1,170 for Penn Manor. The board unanimously agreed to let the Academy use the money.

The Committee of the Whole adjourned at 9:35 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



**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2**

**A – C:** It was moved by Donna Wert and seconded by Carlton Rintz 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 3 A - G.**

**Consent Agenda for Administrative Actions**

- A. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for the following projects:  
     Pequea Brick Repair  
     Pequea Security Lighting  
     High School Security Upgrade  
     High School Exterior Door Upgrade  
 Payment to be made from the Capital Reserve Fund.
- B. Marticville Change Orders – The administrative staff is recommending ratification of the Marticville Middle School renovation project change orders in the amount of \$6,181.00 (see page 4.) Payment to be made from the 2006 Construction Fund.
- C. Administrative Services Agreement Amendment – Coventry – The administrative staff is recommending approval of an administrative services agreement amendment with Coventry Healthcare Management Corporation for the period of July 1, 2007, through June 30, 2011, as per the terms of the attached document (see pages 5 - 13.) Coventry provides administrative services for the district's health care plan.
- D. Approval of Contract – Moore Engineering Company – Pequea Site Lighting Upgrade – The administrative staff is recommending approval of a contract with Moore Engineering Company to provide electrical engineering services for the design of new site lighting for Pequea Elementary School. The contract fee for the above services will be \$7,600 (plus reimbursable expenses). Payment for the Moore contract to be made from the Capital Reserve Fund.
- E. Delta Dental Administrative Agreement – The administrative staff is recommending approval of Delta Dental as the district's third-party administrator for dental claims for the period of 7/1/2008 to 6/30/2010 for a fee of 12.5% of claims paid.
- F. Software Conversion Contract – The administrative staff is recommending approval of the attached contract with eschoolmall in the amount of \$1,375 for the requisition and purchasing conversion work required as part of the transition to the district's new financial software (see pages 14 - 15.)
- G. Wireless Tower and Equipment Removal Contract – The administrative staff is recommending approval of the attached contract with Netrepid in the amount of \$5,304 to remove wireless towers and equipment at Letort Elementary School and Marticville Middle School (see pages 16 – 22.)

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

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.

**Item 4 A.****Consent Agenda for Personnel**

- A. Contracted Stage Technician – The administrative staff is recommending approval of Mark Dennis as a stage technician for contracted events at a rate of \$21.00 per hour for the 2007-2008 school year.

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 4 A:** It was moved by Johnna Friedman and seconded by Ken Long to approve this item. 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 at 10:00 p.m. on a motion by Mr. DeLuca and seconded by Mr. Long and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary