

Minutes
Committee of the Whole
August 25, 2008

The Penn Manor School Board met in Executive Session beginning at 6:00 p.m. for the discussion of personnel, student and legal matters. The Executive Session adjourned at 7:15 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:20 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, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Lisa Roth Walter, Mr. and Mrs. Muschlitz, Lauren Muschlitz, Lauren's grandparents and brother, Mrs. 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, September 8 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.

Ms. Pollock explained that for the past 5 years three sixth grade students from Hambright Elementary School during the school years deliver Meals on Wheels with her. She said that Lauren Muschlitz has helped deliver the meals during the past two summers. Ms. Pollock explained that the Meals on Wheels volunteer initiative was selected by PSBA for the student Showcase of Excellence Conference in October. Lauren will be one of the presenters. Mrs. Roth Walter described how she started the program with Ms. Pollock and how she organizes the sixth grade student volunteers. She said this is a wonderful experience for the sixth graders and hopes that the students will continue with their volunteerism in various ways in the future. Lauren told the board what the volunteer experience has meant to her. Board members asked questions. Ms. Pollock invited the board members to visit the students at the PSBA conference. Mr. Herr thanked Lauren for volunteering.

Mr. Stewart presented the amended Administrative Guidelines for Candidate Selection Committee. He noted the changes in the document. Approval for placement of this item on the August 25 board agenda was approved on a motion by Mr. DeLuca and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Herr, opposed; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichliter updated the board on the professional staff hired for the 2008-2009 school year. He provide the number of elementary and secondary staff, a new employee comparison between the 2007-2008 and 2008-2009 school years and a profile of the new staff. Mr. Stewart provided a summary of the new teacher survey. Some of the survey questions were reviewed by Dr. Leichliter and Mr. Stewart. Questions were asked by board members. Dr. Leichliter also noted that the first day of school went very smoothly.

Mr. Stewart presented a draft roster of presentations for board meetings. He said this roster will be used by the board to determine the type of presentations for board meetings. Mr. Stewart requested input from the board regarding the management of presentations. Mr. Herr requested a presentation by Quay Hanna. Mrs. Wert asked that the list be available at each meeting to review and update. She suggested that board members submit individual priorities for topics on a monthly basis to Mr. Herr. She said Mr. Herr could choose the topics receiving a majority of the interest and communicate that information to Mr. Stewart.

Mr. Skrocki updated the board on the Marticville project. He said the building opened on time. He reported that the General and Electrical contractors did not meet the substantial completion date. Damages in the amount of \$500 per day for each contractor will be assessed starting with the scheduled completion date of August 2. He said the two areas not meeting substantial completion were the gym and the security system. Mr. Skrocki presented updated photos of Marticville. He also reported that the turf will be delivered this week to the high school practice field. That project should be completed the first week in October. Questions were asked by board members.

Mr. Johnston presented the quarterly Student and Athletic funds update as of June 30, 2008. He reviewed the cash balances in the accounts. He provided a comparison in the Athletic Fund from the previous year to this year and said that detailed reports are located on the website. Questions were asked for clarification.

Mr. Stewart requested changes in the district calendar on October 24, 2008 and February 27, 2009 to include the early dismissal for the middle school. He said the middle schools try to limit early dismissals because they are disruptive to the learning environment. He explained that since the middle schools did not make AYP for special education students, the middle school and high school staff will be working together on those two days to formulate a plan for improving scores for special education students. Approval for placement of the change in the calendar on the August 25 board agenda was approved on a motion by Mr. Long and seconded by Mrs. Wert. 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.

Dr. Leichliter reported that the board requested changes to the first draft of the Strategic Plan have been made. Any additional questions or changes to the plan should be directed to Dr. Leichliter. He said that final approval of the Strategic Plan is scheduled for the September 8 board meeting.

Mr. Stewart distributed the Guidelines for Booster – Cart Vendor Pilot. He said the first vendor cart will be piloted on Thursday, August 28 at the Fall Kick-Off Classic. The vendor has provided all the necessary paperwork. He said 15% of the gross taxable sales will be given to the coaches association. Questions were asked by board members for clarification.

Mr. Long inquired the date of the Basketball Coach interviews. Mr. Stewart said they would be held on Tuesday, August 26.

Mrs. Wert distributed information on the PSBA Symposium she and Dr. Frerichs attended in Gettysburg. She briefly review the PowerPoint, “How a Board Can Assure a Quality

Education for All Students,” and her summary of other presentations. She reviewed some suggestions she would like the board to consider.

Mr. Schlotzhauer reported on the Millersville 2020. He explained that the goal of the committee is to formulate a common vision for the Millersville community. Meetings are scheduled for September 22 at Millersville and October 16 at Penn Manor High School. He encouraged Penn Manor faculty to participate in the workshop what will be held at the high school.

Mr. DeLuca reported that the search for the CTC director is on-going.

Mr. Herr announced that two new board committees will be formed and recommended board members for the committees. For the Textbook Committee he recommended Donna Wert, Kirk Schlotzhauer and Ken Long. For the Committee to bring a recommendation to the board regarding a retirement health care compensation package for a retiring administrator he suggested Frank Hoke, Joe DeLuca and Johnna Friedman. The board members agreed to serve on the committees.

The Committee of the Whole adjourned at 8:20 p.m. on a motion by Mr. Rintz, a second by Mrs. Friedman, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

- B. Calendar Change – The committee is recommending adjustments to the 2008-2009 school calendar changing October 24, 2008 and February 27, 2009 from early dismissals for grades 9-12 to an early dismissals for grades 7-12 and authorizing the submission of amended Act 80 documentation.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2

B: It was moved by Johnna Friedman and seconded by Donna Wert to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; 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.

Items 3 A - F.

Consent Agenda for Administrative Actions

- A. Tuition Students – The administrative staff is recommending the approval of the tuition students listed below for the 2008-2009 school year. Enrollment is dependent upon the terms specified and payment of tuition in compliance with policy #202.
- Sean Banzhof – grade 12 – (50% tuition senior)
 - Christopher Cook – grade 11 – (new Agricultural student, Hempfield School District)
 - Kendall Seigworth – grade 10 (McCaskey High School, family relocation)
- B. Ratification of Contract Amendment for COBRA Services – The administrative staff is recommending ratification of the COBRA administration agreement with Benefit Coordinators Corporation (BCC) effective 8/12/2008 as per the attached. The original contract was approved by the Board on 5/12/2008 (see pages 8 – 9.)
- Explanation: The amendment expands BCC's service to handle qualifying events prior to 6/1/2008, which was the effective date of the contract. The former COBRA administrator failed to perform its duties up until its contract termination date and legal options are being pursued at the consortium level. The amendment was approved by school districts participating in the health care consortium and was review by the consortium's solicitor.*
- C. Middle School and High School Handbooks – The administrative staff is recommending approval of the Middle School and High School Handbooks (see enclosed.)
- D. Right-of-Way Agreement – The administrative staff is recommending approval of a right-of-way agreement with PPL Electric Utilities Corporation as per the attached (see pages 10 – 11.)
- Explanation: PPL Electric Utilities received a request from Verizon to install a new anchor guy along Millersville Road, Lancaster Township. In order to fulfill that request, PPL needs the right-of-way as shown on the attached sketch – one (1) 22' anchor guy on Verizon's existing pole. Verizon is moving the pole back 5' due to the road widening. By moving the pole back, it throws PPL's line off.*
- E. Approval of Contract Amendment – Moore Engineering Company – Pequea Elementary Site Lighting Project – The administrative staff is recommending

approval of a contract amendment with Moore Engineering Company to provide engineering services for the Pequea Elementary site lighting project. The original contract will be increased by \$830 due to increased scope. The increased scope will include investigation of hidden conditions at the location of one site light foundation and the design of an alternate foundation to accommodate a storm sewer pipe. The additional services will include a survey of the area as required, hiring of a structural consultant, and provision of sketches and notes as required. The original contract fee was \$7,600 (plus reimbursable expenses). Payment for the Moore contract to be made from the Capital Reserve Fund.

- F. Stormwater Management Agreement – The administrative staff is recommending approval of a stormwater management agreement and declaration of easement with the Borough of Millersville as per the attached (see pages 12 – 17.)

Explanation: The stormwater agreement is required by the Borough of Millersville for the turf project at the high school field. The agreement has been reviewed by the district's legal counsel and is acceptable in its final form.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A –

F: It was moved by Ken Long and seconded by Donna Wert to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; 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.

Items 4 A – J.

Consent Agenda for Personnel

- A. 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 18.)
- B. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
 Philip Weaver – High School English – August 18, 2008
 Heidi Weber – Reading Specialist – effective August 19, 2008
 Jennifer Wiegand – Family and Consumer Sciences – effective August 15, 2008
- C. Mentors – The administrative staff is recommending approval of the individuals listed as Mentors for the 2008-2009 school year (see page 19.)

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the EStrategic Plan.

- D. 2008-2008 Co-curricular Positions Fall Play/Spring Musical – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2008-2009 school year (see page 20.)

Explanation: Co-curricular Fall Play and Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The listing includes the one time fall play vocal/musical director position that was approved on August 11.

- E. 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 21.)
- F. Family Medical Leaves – The administrative staff is recommending granting Family Medical Leaves to the individuals listed according to the terms listed (see page 22.)
- G. Speed Training Workshops – The administrative staff is recommending approval for Russ McDonnell for 9 hours of Speed Training workshops at the rate of \$23.20 per hour.

Explanation: Six 1.5 hour speed training workshops were conducted over the summer months.

- H. Middle School Tutors – The administrative staff is recommending approval of the following individuals to the position of middle school tutor for the 2008-09 school year at a rate of \$31.00 per hour.

Erica Repsch	Jenn Ennis
Courtney Costello	Amy Williams
Lisa Bitler	Doug Eby
Curt Elledge	Connie Jackson
Maricia Kligge	Kerri Miller
Chris Santaniello	Cheryl Youtz

- I. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School Instructor for the 2008-2009 school year at the rate of \$31.00 per hour.

Gregg McGough	Brian Osmolinski
Carrie McGough	Cynthia Martin
Curt Elledge	Heather Paquette
Doug Kramer	Stephen Weidner
Erick Dutchess	Mike Fowler

- J. Detention/Saturday School Monitors – The administrative staff is recommending the board approve the following individuals as detention monitors and Saturday School monitors for the 2008-2009 school year at the rate of \$31.40 per hour.

Doug Kramer	Erick Dutchess
Gregg McGough	Brian Osmolinski
Holly Astheimer	Jen Kroesen
Kathy Grenier	Tresa Kirk
Kimberly Marsh	Cynthia Lonergan
Cynthia Martin	Brian Reinking
Jim McGlynn	Melissa Przychodzen

Tim Joyce
Lisa Bitler
Amy Spina
Cheryl Youtz

Melissa Mintzer
Doug Eby
Curt Snelbaker

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A -- J: It was moved by Kirk Schlotzhauer and seconded by Joseph DeLuca to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; 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 8:50 p.m. on a motion by Mr. Rintz and seconded by Dr. Frerichs and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary