

**Minutes**  
Committee of the Whole  
September 8, 2008

The Penn Manor School Board met in Executive Session beginning at 6:30 p.m. for the discussion of personnel matters. The Executive Session adjourned at 7:05 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, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mrs. Friedman was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Lechlitter, Ms. Pollock and Mr. Skrocki. Also in attendance were Miss Kari Homsher, Mrs. Connie Jackson, 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, October 6 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 August 11, 2008 and August 25, 2008 Committee of the Whole Meetings. Hearing none, on a motion by Mr. Rintz, a second by Mr. Long and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart presented a new job description for the Middle School Team Leader – Special Education position. He briefly explained the duties for this position. Approval for placement of this item on the board agenda as amended 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, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart presented the revised job description for the Middle School Team Leader position. He briefly explained the need for updating the existing job description. Approval for placement of this item on the board agenda as amended was approved on a motion by Mrs. Wert and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart presented the supplemental contract to extend flexible salary structure to the performance groups. This structure would be similar to the salary structure for the band and coaching groups. Questions were asked for clarification. The board gave approval to Mr. Stewart to proceed with the flexible salary structure for the performance groups.

Ms. Pollock explained that a committee was made up of two high school, two middle school, two elementary teachers and her to develop guidelines supplemental materials. She said that the guidelines were distributed to principals prior to the start of school. Ms. Pollock reviewed

the forms and guidelines. She explained that a board member would be needed to serve on the ad hoc committee which would meet when necessary. Board members asked questions and made suggestions to revise the parent approval form. The board members decided that if it was necessary for the committee meet to review materials all of the board members would be contacted for availability.

Dr. Leichliter submitted the final reading of the Strategic Plan for placement on the agenda. He said that all of the suggested changes from the board were made to the final Plan. Approval for placement of this item on the 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, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichliter presented a PowerPoint on the 2008-2009 district enrollment. He said the opening day enrollment was 5,264 compared to 5,309 at the end of the 2007-2008 school year. He reviewed the summer enrollment changes by building and pointed out some observations. Board members asked questions.

Mr. Johnston presented a PowerPoint on the 2009-2010 budget calendar. He explained that there are two paths to follow with the calendar, one with a resolution not to exceed the index and the other without the resolution. He explained both options. Mr. Johnston recommended the option with the resolution not to exceed the index. He also reviewed budgeting projections assumptions. Questions were asked by board members.

Mr. Stewart presented a contract for special education consulting services. He explained that the contract was prepared by the district solicitor outlining the services of Richard Barbour during the absence of the Coordinator of Special Education. The board requested that Mr. Stewart keep them informed on the number of hours the district would use for the services of Mr. Barbour. Approval for placement of this item on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart reviewed the proposal for the sale of real estate at the commercial triangle. He explained the components of the proposal. Discussion ensued on this topic. Mr. Stewart noted that discussions with a potential developer are still in initial stages and he will inform the board as progress continues. The board directed Mr. Stewart to have the district solicitor and the buyer's representative prepare a letter of intent agreeable to both parties.

The Committee of the Whole adjourned at 8:10 p.m. on a motion by Mr. Long, a second by Mrs. Wert, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

## MINUTES

Penn Manor Board of School Directors  
September 8, 2008

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 8:25 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mrs. Friedman was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Lechlitter, Ms. Pollock and Mr. Skrocki. Also in attendance were Miss Homsher, Mrs. Jackson, Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, October 6, 2008 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. Mrs. Jackson, a Manor Middle School teacher and resident in Springdale Farms, commented on the advantages of sending children in a development to multiple elementary schools.

Mr. Stewart presented two shadow box pictures that were gifts to the school district. The first one was a gift to Penn Manor High School by Mr. Ron Atwell, a Penn Manor Class of 1968 graduate. The picture contains the rubbings from the Viet Nam Memorial in Washington of the names of Penn Manor graduates, Robert Wenzel, Jay Donald Herr, Dennis Eshleman, Kenneth Witmer, Leslie Shenk, Barry Graham and William Robison. The other picture was given to Manor Middle School by Coleen, Robert, Cayla and Natalie Pavlovec. Mr. Stewart explained that last year the Green 7 team signed and sent cards to the soldiers in Iraq that arrived on Christmas Eve. The shadow box contains a United States flag and certificate that was flown over Iraq and Afghanistan, patches and coins representing the different commands and units deployed in the theater of operations at that time. He added that the crew presenting the flag was assigned to the 305<sup>th</sup> Air Mobility Wing.

Mr. Stewart commended Mrs. Rhoades for receiving Honorable Mention from PSBA Annual Educational Publications contest for the district calendar. He also recognized Ms. Pollock for the recent diversity in-service she arranged for the district administrators. Mr. Stewart reminded the board of the Marticville Middle School Open House on Sunday, September 14 from 2:00 – 4:00.

Mr. Johnston announced that the Treasurer's Report and Payment of Bills for August will be presented at the October board meeting.

The September 8, 2008 School Board Meeting Agenda was reviewed.

### **Items 2 A - C:                      Consent Agenda for the September 8 Committee of the Whole Meeting**

- A.     Middle School Team Leader – Special Education (new position) – The committee is recommending approval of the Middle School Team – Leader Special Education job description (starting salary of \$1,527) (see pages 5 - 6.)

- B. Middle School Team Leader – The committee is recommending approval of the Middle School Team Leader job description (see pages 7 – 8.)
- C. The Final Reading of eStrategic Plan – The committee is recommending approval for the final reading of the Penn Manor School District Strategic Plan for 2008-2014.

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

**C:** It was moved by Kirk Schlotzhauer and seconded by Joe DeLuca to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; 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 - G.**

**Consent Agenda for Administrative Actions**

- A. Manor Township, Millersville Borough and Southern Regional Police – The administrative staff is recommending approval for payments to Manor Township, Millersville Borough and Southern Regional Police Departments for providing police security at Penn Manor home athletic competitions. Estimated cost is \$45.00 per hour.
- B. Disposal of Technology Related Equipment – The administrative staff is recommending the sale of the following equipment to Harrisburg Area Community College for \$2,000.
- 21 Routers
  - 57 Switches
  - 16 Hubs

*Explanation: The technology equipment was formerly used by the Technology Education Department in its Cisco training lab. At an estimated original cost of \$20,000, the items have not been used since 2003. The district was approached by HACC about the possibility of acquiring the equipment for use in one of their courses.*

- C. Dual Enrollment Grant – The administrative staff is recommending approval of the Dual Enrollment Grant in the amount of \$36,697.75.
- D. Project 720 Grant – The administrative staff is recommending approval of the Project 720 Grant in the amount of \$65,562.
- E. Classrooms for the Future Grant – The administrative staff is recommending approval of the Classrooms for the Future Grant in the amount of \$106,906.
- F. Approval of Addendum to Traffic Engineering Services Agreement – Comet Field Turf Field Project – The administrative staff is recommending approval of an addendum to the contract with Traffic Planning and Design, Inc. for traffic engineering services pertaining to the Comet Field turf field project at a cost of \$27,500 plus reimbursable expenses. Payment to be made from the capital reserve fund.

*Explanation: The original agreement with Traffic Planning and Design, Inc., was approved 4/2/2007. The original scope was for the traffic study required by the local municipality. The amended contract will cover the necessary design and submissions to*

*PennDOT for the required highway occupancy permit pertaining to the Route 741 road improvements that were part of the land development approval process.*

- G. Approval of Marticville Change Orders – The administrative staff is recommending approval of the change orders for Marticville per the attached (to be distributed at the meeting.) Payment to be made from the 2006 Construction fund.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – G:** It was moved by Donna Wert and seconded by Ken Long to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; 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 – G, I -- 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 pages 9-10.)
- B. 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 11.)
- C. Medical Leaves – The administrative staff is recommending granting Child Rearing and Family Medical Leaves to the individuals listed according to the terms listed (see page 12.)
- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.  
           Heather Cover – High School Food Service – effective 8/25/08  
           Kim Feltman – Pequea Building Aide/Cafeteria Aide – effective 6/5/08  
           Tracy Kyle – Central Manor Emotional Support Aide – effective 8/29/08  
           Beverly Race – High School Food Service – effective 8/21/08
- E. Families in Action Parenting Class – The administrative staff is recommending approval of the following individuals as a facilitator of the Families in Action Parenting Class at the professional hourly rate of \$31.00 not to exceed a total of 20 hours each.  
           Gail Ulmer  
           Kim Moore

*Explanation: Secondary guidance counselors were trained this summer through COBY's and are now qualified to teach a parenting class to parents of middle and high school students in conjunction with their students. They are offering the class for the first time at Pequea in the fall.*

- F. Active Parenting Now – The administrative staff is recommending approval of the following individuals as a facilitator of the Active Parenting Class at the professional hourly rate of \$31.00 not to exceed a total of 20 hours each.  
 Tamara Baker  
 Kim Juba
- Explanation: Kim has taught the Active Parenting Class numerous times and she and Tamara are offering this class in the fall at Conestoga Elementary School. It is geared towards parents of elementary students.*
- G. Head Boys' Basketball Coach – The administrative staff is recommending the appointment of Mr. Charles Detz to the position of Head Boys' Basketball Coach for the 2008-2009 school year.
- I. Security – The administrative staff is recommending approval for the following Pennsylvania Constables to provide security for the school district during the 2008-09 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.
- |                     |                    |
|---------------------|--------------------|
| Robert Benson       | Fred Townson       |
| Greg Leisey         | Jeff Pokepec       |
| Robert Parmer       | Holly Jackson      |
| Christopher Wiggins | Robert Benson, Jr. |
| Randall Kreiser     | John Vulcetic      |
| Jeff Jackson        |                    |
- 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.
- Brad Aungst  
 Steve Evans  
 Leslie Smoker  
 Ken Webster

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – G, I – J:** It was moved by Carlton Rintz 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, yes; Johnna Friedman, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

**Item 4 H.**

**Consent Agenda for Personnel**

- H. 2008-2009 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed as fall coaches for the 2008-2009 school year (see page 13.)

*Explanation: Revisions to the coaching staff have been submitted since initial approval on July 14, 2008. The highlighted areas represent changes in staff and changes in compensation.*

**MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 H:** It was moved by Carlton Rintz and seconded by Frank Hoke to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

**Item 5.**

**Consent Agenda for Administrative Actions**

- A. Special Education Consulting Services -- The administrative staff is recommending the approval of the supplemental contract for special education consulting services with Mr. Richard Barbour.

**MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5:** It was moved by Donna Wert and seconded by Richard Frerichs to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; 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 8:45 p.m. on a motion by Mr. Rintz and seconded by Dr. Frerichs and a unanimous voice vote.

The board met at 8:50 p.m. in Executive Session for the discussion of a real estate matter.

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C. Willis Herr, President

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Paula E. Howard, Secretary