

Minutes
Committee of the Whole
October 6, 2008

The Transportation Committee of the Penn Manor School Board met beginning at 6:00 p.m. and adjourned at 6:15 p.m.

The Penn Manor School Board met in Executive Session beginning at 6:15 p.m. for the discussion of legal and personnel matters. The Executive Session adjourned at 6:50 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:02 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 Mr. Reisinger, Penn Manor Teachers taking a class at Alvernia University, Mrs. Sarah Lupinacci, 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 Tuesday, October 14 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 September 8, 2008, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart welcomed and introduced the Penn Manor teachers who are taking the School Administrator graduate class at Alvernia University. Mr. Stewart explained the three different types of board meetings, Executive Session, Committee of the Whole and Voting, to the teachers.

Mr. Herr announced that an Executive Session was held on September 9, 2008, at 8:50 p.m. for the discussion of real estate matters.

Mr. Reisinger provided a presentation on YouTube technology. He explained the mechanics and statistics relating to the content of YouTube. He also provided a demonstration of how to post a video on the site. Mr. Reisinger informed the board that the Technology Department will be offering informational technology workshops for parents. Questions were asked by board members.

Mr. Skrocki provided an update on the Plancon process and reimbursement issue for Martic Elementary School. Plancon F Attachment C for the Martic Elementary School renovation project was not submitted to PDE before signing the construction contract. He said Crabtree Rohrbaugh failed to submit the Attachment C in a timely manner. He added that Crabtree Rohrbach will be paying for any penalties incurred resulting from the error. Mr. Skrocki

informed the board that a settlement meeting with PDE will be held on Thursday. He will provide an update to the board after that meeting. Questions were asked by board members.

With a PowerPoint presentation, Mr. Skrocki updated the board on HB 1277, the Statewide Health Care Proposal. He provided an overview of HB 1277, the formation and composition of the board, the scope of benefits, timeline, concerns and the current status. Board members asked questions.

Mr. Stewart presented a PowerPoint on the new Right to Know law effective January 1, 2009. He provide information on the guidelines of the law, records that are not open, responsibilities of the Office of Open Records and Officer, time tables and board responsibilities. Mr. Stewart said the board must appoint an Open Records Officer, adopt a policy compliant with the new law and approve the list of reasonable fees set by the Office of Open Records. He recommended that the Superintendent of the District be appointed as the Open Records Officer. The Board agreed with his recommendation. Mr. Stewart said that a Public Records policy will be presented to the Board for a first reading in November. Questions were asked for clarification.

Mr. Skrocki provided a web-based slide show on the progress of the new turf field at the high school and the existing fence surrounding the field. Mr. Skrocki requested consideration for approval of a change order for replacement fencing for the new turf field facility. He said that replacement of the existing fencing was not included in the original scope of the project. Approval for placement of this item on the 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.

Mr. Skrocki and Ms. Pollock provided information on flu shots for staff. Statistics regarding the program, the rational for providing free in house flu shots to staff and the timeline were reviewed. Mr. Skrocki requested approval to continue providing flu shots to district staff members free of charge. Approval for placement of this item on the board agenda was approved on a motion by Mr. Long 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 invited two board members to attend a meeting concerning fund raising options presented by Todd J. Lindsley. Two members of the Penn Manor Education Foundation will also attend the meeting. A packet of information was provided to the board for their review. After some discussion Dr. Frerichs and Mr. Rintz agreed to attend the meeting.

Proposed changes to the Act 93 agreement relating to the tax liability for course reimbursement that is above the allowable amount for teachers was provided by Mr. Stewart. He explained the proposed changes. Discussion ensued on the Act 93 document regarding the proposed changes and changes to refunding tuition compensation should an Act 93 member terminate employment with the Penn Manor School District. Board members suggested tabling this item pending further discussion with the Act 93 Committee. Approval for tabling this item was approved 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. An Act 93 Committee meeting will be scheduled to review changes to the Act 93 agreement.

The 2007-2008 audit update was provided by Mr. Johnston. He provided comparisons of expenses under budget and revenues that exceeded the budget from 2000-01 through 2007-08. He also provided information on healthcare expenses, local, state and federal revenues. Mr. Johnston will provide information at the October 14 meeting for proposed Capital Reserve Fund transfers.

Mr. Johnston reported on the 403(b) Plan through Gatekeeper. He gave an update on the process and described the timeline for moving forward. Preliminary work on the Plan document has been completed and a final document will be presented to the board in the near future.

Mr. DeLuca reported that a nominee for the new director of the CTC will be announced at the next meeting.

Mr. Long announced that \$15,000 was raised at the Cadillac dinner. On behalf of the Penn Manor Education Foundation he thanked everyone for their participation.

Mr. Stewart provided information on rezoning property into Millersville Borough. He also updated the board on the status of the Commercial Triangle property.

The Committee of the Whole adjourned at 9:30 p.m. on a motion by Mr. DeLuca, a second by Mrs. Friedman, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

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 - H.

Consent Agenda for Administrative Actions

- A. Approval to Bid – The administrative staff is recommending granting authorization to advertise for the bid for the high school electrical and data upgrade.
- B. Plancon Part G – Martic Elementary School Renovation Project – The administrative staff is recommending approval and submission of Plancon G (Project Accounting Based on Bids) to the Pennsylvania Department of Education for the Martic Elementary School renovation project, PDE project number 3376, as per the attached (see page 6.) The complete document is on file in the Business Office.

Explanation: Part G Plancon is a project accounting based on the actual construction bids received for Martic Elementary School. Part G is another step in the Plancon process to determine a project's eligibility for reimbursement.

- C. School Counseling Program – The administrative staff is recommending approval of a contract in the amount of \$2500 with the American School Counselors Association to provide a training program on December 12, 2008 at Penn Manor High School on the ASCA National Model: A Framework for School Counseling Programs®.

Explanation: The high school counseling program as part of the Project 720 program has been working over the past year to make changes to the current counseling program and align it with national and state standards. The need behind these changes was highlighted in the program audit and reviewed at the August 11 school board meeting. The expenses for this training include materials for the program as well as all costs associated with travel and expenses for the trainer. The trainer will be Dr. Anita Young. Dr. Young is the 2008 National Counseling Director of the Year and co-author of "Making DATA Work, an ASCA National Model publication." Project 720 grant funds will be utilized for this expenditure.

- D. Federal Programs consolidated Application – The administrative staff is recommending the approval of the 2008-2009 Federal Programs Consolidated Application – Project RA-999-09-0324 as cited (see page 7.)
- E. Acceptance of Gift – The administrative staff is recommending the board accept a donation of a "Sub-Zero" refrigerator from Doug and Amy Helman Kramer for use in the Comet Field house snack bar (\$1,600 value.)
- F. Project 720 Graduate Survey - The committee is recommending approval for LifeTrack Services, Inc. to conduct a five-year graduate survey for the Class of 2009. The cost for this service is \$5700 and will be paid through the Project 720 grant.

Explanation: Last year was the first time the high school formally surveyed graduating seniors. After the initial senior year survey, LifeTrack contacts graduates at set points over the following five years in order to collect data to be used to gauge the effectiveness of the education received in Penn Manor School District. The

preliminary graduate report from the Class of 2008 was shared at the August 11 school board meeting.

- G. Approval of High School Turf Field Project Change Orders – The administrative staff is recommending approval of the change orders listed below with Atlas Tracks, Inc. in the amount of \$21,535.43. Payment to be made from the 2005 Construction Fund.
 Change Order #1 -- \$5,535.38
 Mill, clean and patch pave area of 2,100 square feet.
 Install 1.5” wearing course on 233 square feet.
 Change Order #2 -- \$16,000.05
 Rock removal by hoe ram during general field excavation.
- H. Approval of Contract with Crabtree, Rohrbaugh & Associates – The administrative staff is recommending approval of an agreement with Crabtree, Rohrbaugh & Associates for architectural services related to the renovation project at Martic Elementary School. The compensation will be a lump sum fee based on 6% of the cost of work identified on the Plancon D submission approved by the School Board. A copy of the agreement is on file in the business office.

Explanation: The final agreement is being presented for approval after the attorney for Penn Manor School District and Crabtree, Rohrbaugh & Associates were able to finalize the terms of the agreement.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – H:

It was moved by Mrs. Wert and seconded by Mr. Schlotzhauer 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.

Items 4 A – F.

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 8.)
- B. 2008-2009 Fall Volunteer Coach– The administrative staff is recommending the approval of the following individuals as a fall volunteer coach for the 2008-2009 school year.
 Hayley Mazzur – Tennis Coach
- C. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
 Donna Albanezi – Pequea Food Service – effective 9/15/08
 Aimee Snelbaker – Teacher Sub Calling – effective 9/3/08
 Brian Goshaw – High School Learning Support Aide – effective 9/12/08
- D. Special Education Team Leaders – the administrative staff is recommending approval for the following individuals to become Middle School Special Ed Team Leaders for 2008-2009.
 Lisa Bitler – Entry Level

