

**Minutes**  
Committee of the Whole  
October 14, 2008

The Act 93 Committee of the Penn Manor School Board met beginning at 5:00 p.m. and adjourned at 5:30 p.m. The Property Committee of the Penn Manor Board met beginning at 5:30 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, personnel and student 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, 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. Matt Kirk from Access Financial Markets, Mrs. Bibiloni, Penn Manor students Jen Stumpf and Kathy Andrusisin, a Millersville University student, 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 Monday, November 3 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 October 6, 2008, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Student representatives, Jen Stumpf and Kathy Andrusisin, provided the student report. They recapped events in the high school for September and October and provided an update on the fall sports teams. They reported on the Homecoming events including spirit week activities, the pep rally and the Student Council tailgating event prior to the Homecoming game. At the football game Megan Elliot was crowned Homecoming Queen and Emily Charles was voted the runner-up. Penn Manor defeated Manheim Township giving the football team a 7-0 record. Jen and Kathy announced upcoming student council and high school events.

Mr. Matt Kirk, from Access Financial Markets, reviewed the annual SWAP monitoring report for the year ending June 30, 2008. He explained the latest termination values for the 2004 Interest Rate SWAPTION and the 2006 Interest Rate SWAP. Questions were asked by board members.

Mr. Stewart provided information on staffing changes in the high school and the need for a permanent 1/3 science position for CP Biology. Approval for placement of this item on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Long. 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 Mr. Johnston provided an update on the new financial software, Munis. They explained the implementation issues with Munis and the contract amendment with Tyler Technologies, Inc, to the existing contract. Mr. Skrocki said that approval of the contract amendment is necessary to facilitate continuation of the implementation of the software. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz 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.

The PSBA Board Governance Standards/Code of Conduct was presented for discussion and placement on the voting agenda. Board members asked Dr. Frerichs questions for clarification. Discussion ensued on the PSBA Code of Conduct. 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, 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 explained an initiative for an employee Health Risk Assessment. They reviewed the assessment, the personal risk profile, and the advantages and disadvantages of the assessment for the employee and employer. They explained the proposed incentive of a \$50 credit toward the employee health insurance cost-share for taking the assessment. If the employee's spouse is covered under the Penn Manor health care insurance plan, the employee would also receive an additional \$50 credit as an incentive for the spouse to complete the assessment. Much discussion ensued on this topic. The board directed Mr. Skrocki and Ms. Pollock to submit alternate incentives for employees to complete the assessment. Approval for placement of this item on the voting agenda was tabled.

Dr. Leichter explained the recommended changes to the existing Bullying and Cyber Bullying Policy. He said that the amended PA School Code requires all districts to adopt a policy on bullying by January 1, 2009. The Penn Manor solicitor reviewed and recommended minor changes to the existing policy. Discussion ensued on the policy and the board suggested some changes to the revised policy. Approval for placement of the amended first reading of the policy on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Schlotzhauer. 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 provided an update on real estate taxes through August 31, 2008. A comparison of 2008-2009 to previous years was reviewed regarding the number of bills sent, the number paid in the discount period and the number opting for the installment plan. Collections compared to the budget were also compared. Questions were asked by board members.

Mr. Johnston presented information on the designated fund balance. He asked for approval to place on the agenda the designation \$577,000 for prepaid swaption, \$3,189,575 for healthcare

cost containment and \$3,000,000 for future scheduled retirement increases. Approval for placement of this item on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Schlotzhauer. 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 provided information on transferring the unused portion of the expense budget. He recommended transferring \$1,300,000 to the Capital Reserve and \$674,798 to the new Technology Capital Reserve funds. Questions were asked for clarification. Approval for placement of this item on the 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. Skrocki reported on a meeting that was held at PDE with representatives from Crabtree Rohrbaugh, solicitors from the school district and Crabtree Rohrbaugh, Mr. Stewart, and himself regarding the Martic Plancon reimbursement issue. He reported that negotiations will continue regarding a settlement with PDE.

Ms. Pollock reported that Rebecca Blahas from PDE conducted an audit of Sharon Bender's full day kindergarten program at Hambright and visited Kelly Sproul's kindergarten class at Eshleman. Ms. Blahas commented that the full day kindergarten program is outstanding especially since it is only in the second month.

Dr. Frerichs reminded the board of the NSBA conference. Members interested in attending should contact Mr. Herr. Dr. Frerichs invited board members to participate in the Millersville Parade on November 1.

Mr. Schlotzhauer invited the board to attend the Millersville 2020 meeting on Thursday, October 16 at Penn Manor High School.

Mr. Herr asked board members to inform Mr. Stewart or himself of any presentation items they would like presented at future board meetings.

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.

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C. Willis Herr, President

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Paula E. Howard, Secretary

**MINUTES**  
Penn Manor Board of School Directors  
October 14, 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 9:35 p.m.

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 Mrs. Bibiloni, Mrs. Sarah Lupinacci, Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, November 3, 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. There were none at this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the October 6, 2008 School Board Meeting. Hearing none, on a motion by Mrs. Friedman a second by Mr. Long and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart said that the Homecoming events this year was great. He reported that the first tailgating on the deck venture was a huge success. Mr. Stewart announced the 2008 Penn Manor Athletic Wall of Honor inductees and displayed a picture of the group.

Mr. Johnston reviewed the items presented for payment for August 2008. It was moved by Mrs. Friedman and seconded by Dr. Frerichs to approve to authorize payment of bills in the amounts of \$49,703.49 dated 8/5/08, \$349,033.79 dated 8/8/08, \$339,310.49 dated 8/13/08, \$145,677.43 dated 8/15/08, \$126,992.57 dated 8/20/08, \$578,611.23 dated 8/21/08, \$513,219.66 dated 8/27/08, \$378,796.74 dated 8/31/08 for a total of \$2,481,345.40 from the General Fund; \$14,030.10 dated 8/6/08, \$1,507.62 dated 8/12/08, \$105,063.87 dated 8/28/08 for a total of \$120,601.59 from the Cafeteria Fund; \$550.00 dated 8/20/08, \$298,446.30 dated 8/28/08 for a total of \$298,996.30 from the 2006 Construction Fund; and payroll in the amounts of \$682,368.53 dated 8/13/08, \$738,930.30 dated 8/27/08 for a total of \$1,421,298.83. The following roll 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.

Mr. Johnston reviewed the items presented for payment for September 2008. It was moved by Mr. Long and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$598,868.22 dated 9/4/08, \$322,452.96 dated 9/5/08, \$384,697.74 dated 9/10/08, \$67,095.09 dated 9/12/08, \$14,300.94 dated 9/17/08, \$117,857.09 dated 9/19/08, \$540,166.39 dated 9/22/08, \$595.47 dated 9/23/08, \$622,745.52 dated 9/24/08, \$152,041.62 dated 9/26/08, \$303,292.53 dated 9/30/08 for a total of \$3,124,113.57 from the General Fund; \$145,516.62 dated 9/25/08 for a total of \$145,516.62 from the Cafeteria Fund; \$804,792.22 dated 9/11/08



*the group by instituting a Service Agreement that details the expectations of the member districts as well as the IU. The agreement was voted upon at the October 2<sup>nd</sup>, 2008 Lancaster-Lebanon School Business Official's meeting.*

- B. Act 80 Report – The administrative staff is recommending the approval of the Act 80 report as cited (see pages 21 – 28.)
- C. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 29.)
- D. Comet Grants – The administrative staff is recommending the acceptance of the Comet Grants as listed (see page 30.)
- E. Venture Grants – The administrative staff is recommending the acceptance of Penn Manor Education Foundation Venture Grants as listed (see pages 31.)
- F. New Bank Account – The administrative staff is recommending approval for a new bank account through PLGIT for the Technology Capital Reserve Fund.  
  
*Explanation: This new account will be used for the Technology Equipment Replacement program being developed by Mr. Reisinger and is needed in order to complete the end of year transfer for 2007-08.*
- G. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 32.)

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

It was moved by Dr. Frerichs and seconded by Mr. 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.

**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 pages 33 – 34.)
- B. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date cited.  
Guy Miller – Middle School Social Studies Teacher – effective 12/1/2008
- C. Leaves – The administrative staff is recommending granting Child Rearing, Designated Family Medical and Family Medical Leaves to the individuals listed according to the terms listed (see page 35.)
- D. Substitute Teachers – The administrative staff is recommending approval of the individuals listed for substitute teaching within the school district until such time that



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C. Willis Herr, President

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Paula E. Howard, Secretary