

Minutes
Committee of the Whole
November 3, 2008

The Penn Manor School Board met in Executive Session beginning at 6:00 p.m. for the discussion of legal and personnel matters. The Executive Session adjourned at 7:10 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:17 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. Hal Hart from Crabtree, Rohrbaugh & Associates, Mrs. Deb Holt, Dr. Jan Mindish, Mr. Dan Martino, Mr. Charlie Reisinger, Mrs. Bibiloni, Mr. Brian Malek, Mrs. Tikki Resch, Kristy Buller, Mrs. Rhoades, and Mrs. Howard. Dr. Leichliter's family, Mrs. Mary Edith Leichliter, Sydney, Maura and Noah, arrived later in the meeting.

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 10 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 14, 2008, Committee of the Whole Meeting. 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. Hal Hart, from Crabtree, Rohrbaugh & Associates, presented the Central Manor Elementary School Facilities Study. He reviewed the total project cost and PDE reimbursement for three options: Option 1 - Renovations and Additions, Option 2 - Renovation Only, and Option 3 - New School. After questions and much discussion, the board gave the direction to Mr. Hart to move forward with Option 1 to renovate and add to Central Manor Elementary. Mrs. Holt indicated that she is very happy with this plan.

Dr. Mindish reviewed the School Improvement Plan for Penn Manor High School for IEP subgroups in math and reading. She explained the improvements that will be made in the Special Education Curriculum and Literacy. She also explained how rigor for all students will be increased and the plan to make student data easily accessible to all teachers. Questions were asked by board members. Approval for placement of the School Improvement Plan on the board agenda was approved on a motion by Mrs. Wert 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.

Mr. Reisinger presented information on the Technology Capital and Strategic Planning Services for 2008-2014. He said the project plan document maintains current general fund

levels and assumes new ongoing capital funds. He explained issues relating to CFF sustainability of Classrooms of the Future, resource competition, equipment homogeneity, instructional technology and technology staffing. Mr. Reisinger provided budget estimates for the five year plan for the technology capital expenditures and general fund projects. Questions were asked by board members.

Mr. Dan Martino presented the Title I Teacher Assistant job description for placement on the agenda. He explained that the position will be on a yearly basis and will be paid from the Title I grant. Questions were asked by board members. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman 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, absent for this item.

Mr. Stewart presented for a “first reading” the Public Records Policy #801. He said that the policy designates the Superintendent as the District’s Open Records Officer. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz 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. Stewart thanked the Act 93 Committee for the proposed changes to the Amendment to the Act 93 Agreement. He presented the revised Amendment for placement on the agenda. Approval for placement of this item on the 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.

Dr. Leichliter presented the “final reading” of the revised Policy # 252 on Bullying and Cyber Bullying. He explained the changes that were made to the policy after the first reading. Approval for placement of this item on the board agenda was approved on a motion by Mr. Schlotzhauer 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.

Mr. Skrocki presented information on the proposed Health Risk Assessments for district employees and spouses covered under the Penn Manor health care insurance plan. He explained that HealthAmerica is offering \$10,000 toward the cost of the HRA incentive. Mr. Skrocki reviewed the revised proposed incentive of a \$50 credit toward the employee health insurance cost-share and \$25 for the spouse, if covered under the Penn Manor health care plan, for completing the assessment. He also reviewed the rationale for the assessment and the projected district cost above the \$10,000 from HealthAmerica. Much discussion ensued on this topic. Approval for placement of this item on the November 10, 2008, 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, no; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, abstained; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Johnston presented information on the support staff salary band adjustments. He explained the PSBA calculated percentage. Based on PSBA's calculations Mr. Johnston recommended a 2.3% percentage for the support staff salary band. He also explained the support staff salary band. 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 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. Johnston provided a budget update on the first quarter. He reviewed some of the revenues and expenses for the first three months of the 2008-2009 budget. Questions were asked by board members.

Mr. Johnston updated the board on issues relating to the Lancaster County Tax Collection Bureau. He provided information on the search for a new Executive Director, system software replacement, tax collections and budget information.

Mr. Willis Herr stated that the Penn Manor School Board is recommending Dr. Michael G. Leichter be appointed to the position of Superintendent of the Penn Manor School District effective July 1, 2009. Approval for placement of this item as amended on the board agenda was approved on a motion by Mr. Rintz 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.

Dr. Leichter introduced his wife, Mary Edith and children Sydney, Maura, and Noah.

Mr. Stewart announced that Mr. Pat Kline will be resigning from the IU 13 Joint Authority. He asked for recommendations to fill the vacancy and for the Foundation Board.

Dr. Leichter provided the board with information on the PSBA Policy service.

Dr. Frerichs provided the timeline for the Superintendent's evaluation. He asked the board members to review it and contact him with any changes.

The Committee of the Whole adjourned at 9:35 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

MINUTES
Penn Manor Board of School Directors
November 3, 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 9:45 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. Lechlitter, Ms. Pollock and Mr. Skrocki. Also in attendance were Julie Bibiloni, Kristy Buller, Mary Edith, Sydney, Maura and Noah Lechlitter, Mrs. Rhoades, and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, November 10, 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 14 School Board 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 provided a list of Manor FFA student results from the West Lampeter and Solanco Fairs. He commended the FFA students and teachers for their accomplishments.

The November 3, 2008 School Board Meeting Agenda was reviewed.

Items 2 A - F: Consent Agenda for the Committee of the Whole Meeting

- A. School Improvement Plan – The committee is recommending approval of the School Improvement Plan for Penn Manor High School.
- B. “First Reading” Policy #801 Public Records – The committee is recommending approval of the “First Reading” of the revisions to Policy #801 Public Records (see pages 4 – 8.)
- C. Amendment to the Act 93 Agreement – 2007-2011 – The committee is recommending the amendment of the Act 93 agreement as reflected in the attached (see page 9.)
- D. “Final Reading” Revised Policy #252 Bullying and Cyber Bullying – The committee is recommending approval of the “Final Reading” of the revisions to Policy #252 Bullying and Cyber Bullying (see pages 10 – 12.)
- E. Title I Teacher Assistant Job Description – The committee is recommending approval of the Title I Teacher Assistant job description (see page 13.)

- F. Support Staff Salary Band Adjustment – The committee is recommending approval of the Support Staff Salary Band adjustment of 2.3% for the 2009-2010 school year.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2

A - F: It was moved by Mr. DeLuca 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 3 A - C.

Consent Agenda for Administrative Actions

- A. Approval of High School Turf Field Change Order – The administrative staff is recommending approval of the change order listed below with Atlas Tracks Inc. in the amount of \$9,228.51. Payment to be made from the 2005 Construction Fund.
- Change Order #4 -- \$9,228.51
Identify loose area along straight-aways of the track. Cutout and remove loose areas. Replace damaged areas with hand applied EPDM rubber and binder. All colors will be consistent terra cotta red.
- B. Approval of Contract – Crabtree, Rohrbaugh & Associates – Classrooms for the Future Grant – The administrative staff is recommending approval of a contract with Crabtree, Rohrbaugh & Associates to provide professional services, as per the attached agreement, for upgrades to the electrical distribution system and data network to support the Classrooms for the Future Grant at Penn Manor High School. The architectural fee is \$13,621 (plus reimbursable expenses) for the base bid and \$20,631 (plus reimbursable expenses) if an alternate bid to extend the construction schedule is accepted. Payment for the Crabtree, Rohrbaugh & Associates to be made from the Capital Reserve Fund. (See pages 14 – 15.)
- C. Lancaster County Tax Collection Bureau 2008-2009 Budget – The administration is recommending ratification of the LCTCB 2009 budget in the amount of \$2,573,425 as approved by the LCTCB’s Executive Committee on October 29, 2008.

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

It was moved by Mr. Rintz and seconded by Dr. Frerichs 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. Mentor – The administrative staff is recommending the approval of the individual listed as a mentor for the 2008-2009 school year.
Michelle Taylor – Entry -- \$788 for Sarah Hammaker, Elementary (Prorated)

- B. Revision to Band Positions – The administrative staff is recommending the following revision to the salaries for the Marching Band for 2008-2009.
- | | | |
|-------------------------------|----------------|---------|
| Battery Percussion Instructor | James Williams | \$650 |
| Pit Percussion Instructor | Rich Klimowicz | \$650 |
| Percussion Instructor | Jen Theilacker | \$1,300 |
- C. Instruction in the Home – The administrative staff is recommending the following individuals to provide instruction in the home at the professional rate for up to 1.5 hours per week for the 2008-2009 school year.
- | | |
|-------------|----------------|
| Paul Milot | Tresa Kirk |
| Jen Kroesen | Maryann Saylor |
- Explanation: A student's IEP team decided on Instruction In the Home (the most restrictive special education placement) based upon medical needs.*
- D. High School Tutor – The administrative staff is recommending approval of the individual listed to the position of high school tutor for the 2008-09 school year at a rate of \$31.00 per hour.
- Kimberly Marsh
- E. Retirements– The administrative staff is recommending the board approve the retirement of the individual listed per the effective date.
- Lloyd Hall – Head custodian Manor Middle School – effective 4/10/2009
- F. Weight Training Program for Emotional Support Students – The administrative staff is recommending the board approve the following individual as the coordinator for the weight training program for emotional students for the 2008-09 school year at the rate of \$40 per hour for up to 12 hours, for a total of \$480.00
- Russ McDonnell

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A – F: It was moved by Mrs. Friedman and seconded by Mrs. Wert 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 5 A -- B.

Consent Agenda for Board Approval

- A. Appointment of Dr. Michael G. Leichliter – The Board of Directors is recommending the appointment of Dr. Michael G. Leichliter as Superintendent of the Penn Manor School District effective July 1, 2009 for a five (5) year term.
- B. Retirement – The committee is recommending the acceptance of the letter of retirement from Dr. Jan Mindish, effective August 8, 2009.

MOTION ON BOARD APPROVAL CONSENT AGENDA ITEMS 5 A – B: It was moved by Mr. Long and seconded by Mr. 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, 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 9:52 p.m. on a motion by Mr. DeLuca and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary