

**Minutes**  
Committee of the Whole  
February 9, 2009

The Penn Manor School Board met in Executive Session beginning at 5:30 p.m. for the discussion of personnel and student matters. The Executive Session adjourned at 7:08 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 (left at 7:30 p.m.), Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, and Mr. Schlotzhauer. Mrs. Wert was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance for a portion or the entire meeting were Mr. Bill McCarty from Hartman Underhill and Brubaker, Gary and Paula Wilson, students Lexy Adams and Megan Harris, Mrs. Julie Bibiloni, 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, March 2 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. Gary and Paula Wilson, 2150 Millersville Road, Lancaster, addressed the board regarding the high school band program.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the February 2, 2009, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Students Lexy Adams and Megan Harris provided the student report. They recapped the high school and student council activities during the month of January and the beginning of February. They also provided an update on the winter athletic season and reported that eighteen senior athletes signed commitments for post-secondary schools. They announced the upcoming high school and student council events.

Mr. Skrocki introduced Mr. Bill McCarty from Hartman Underhill and Brubaker. Mr. McCarty explained the amendment to the interest management agreement. Questions were asked for clarification. Approval for placement of this item on the board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Mr. Hoke. 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, absent.

Mr. Johnston updated the board on the Cafeteria Point of Sale System. He provided the timeline for the NUTRIKIDS program for the elementary and secondary schools. He explained that the elementary schools will use class rosters and pictures for identification. The secondary schools will use Bio-metrics. Mr. Johnston explained the Bio-metric system and the advantages. He thanked Mr. Wolfgang, the cafeteria managers and staff, building

principals and staff and Charlie Reisinger and the tech staff for their efforts with the new program. Questions were asked by board members.

Dates for the 2009-2010 Budget Workshops were announced by Mr. Johnston. He will email board members with the dates to determine board attendance at the workshops.

Mr. Johnston provided an update on the Lancaster County EIT Bureau. He announced that Terry Hackman has been appointed the Executive Director. Mr. Johnston reviewed the Lancaster County EIT Bureau project updates and Act 32 highlights.

Mr. Stewart presented the proposed 2009-2010 School District Calendar. He noted the opening day and last day of school for students, vacation and in-service days. He said the calendar is comparable to all of the other school districts and the CTCs in the IU 13 with the exception of Warwick. Approval for placement of this item on the board agenda was approved on a motion by Mr. DeLuca and seconded by Mr. Long. 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, absent.

Mr. Stewart asked the board if there was any interest for a board retreat. After some discussion the Board decided they would like a retreat similar to the retreat format in the summer of 2008. Mr. Herr said he would email the board with some possible dates.

Dr. Leichliter presented information regarding a request, from a semi-professional football team, to rent the high school practice field. Dr. Leichliter explained the zoning for the area and told the board that according to the Millersville Borough rental to a semi-pro football team would not be permitted in the high school zoning district. Dr. Leichliter also said he checked with the district solicitor and they agree with the Borough's determination. Questions were asked by board members.

Mr. Stewart provided various items for Board information including a P. A. S. A. Governor's Budget Review.

Mr. Long distributed information on the Penn Manor Education Foundation golf scramble on June 16, 2009.

The Committee of the Whole adjourned at 8:22 p.m. on a motion by Mr. Long a second by Mr. Rintz, 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  
February 9, 2009

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 8:30 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, and Mr. Schlotzhauer. Dr. Frerichs and Mrs. Wert were absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Julie Bibiloni, Mrs. Sarah Lupinacci, Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, March 2, 2009, 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.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the February 2, 2009 School Board Meeting. Hearing none, on a motion by Mrs. Friedman a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston reviewed the items presented for payment for January 2009. It was moved by Mr. Rintz and seconded by Mr. Schlotzhauer to approve to authorize payment of bills in the amounts of \$302,424.69 dated 1/2/09, \$194,866.63 dated 1/7/09, \$341,800.09 dated 1/9/09, \$17,809.46 dated 1/12/09, \$371,488.48 dated 1/14/09, \$98,150.78 dated 1/16/09, \$34,045.07 dated 1/21/09, \$98,239.13 dated 1/23/09, \$561,625.43 dated 1/28/09, \$139,177.17 dated 1/30/09, \$386,242.77 dated 1/31/09 for a total of \$2,545,869.70 from the General Fund; \$211,518.60 dated 1/02/09 for a total of \$211,518.60 from the Cafeteria Fund; \$57,239.43 dated 1/28/09 for a total of \$57,239.43 from the 2005 Construction Fund; \$614,572.00 dated 1/28/09 for a total of \$614,572.00 from the 2006 Construction Fund; and payroll in the amounts of \$730,199.22 dated 1/14/09, \$796,334.97 dated 1/28/09, for a total of \$1,526,534.19. The following roll 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 (abstained from check #103497); Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, absent.

The February 9, 2009 School Board Meeting Agenda was reviewed.

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

- A.     Synthetic Turf Field Rental – The committee is recommending approval of the revised Facilities Use Contract Supplement (see page 5).
- B.     2009-2010 Calendar – The committee is recommending approval of the 2009-2010 calendar (see page 6).

- C. 2003 GOB Refunding/Amended SWAPTION Interest Rate Management Plan – The committee is recommending approval of the amended SWAPTION Interest Rate Management Plan (see enclosure).

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

**A – C:**

It was moved by Mr. Shlotzhauer and seconded by Mr. Rintz 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, absent.

**Items 3 A - J.**

**Consent Agenda for Administrative Actions**

- A. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B. Tax Exoneration – The administrative staff is recommending approval of the tax exoneration as cited (see page 7).
- C. Retirement Agreement – The administrative staff is recommending approval of the “Retirement Agreement between the Penn Manor School district and Dr. Janice Mindish” (see pages 8 – 9).
- D. Farm Lease Agreement – The administrative staff is recommending approval of the lease of 23 acres of farm land formerly belonging to Mr. and Mrs. Abe Fisher to Mr. Clifford Charles at the rate of \$250.00 per acre or \$5,750.00 for the period of April 1, 2009 through March 31, 2010 as per the attached (see pages 10 – 12).

*Explanation: This is an annual renewal of a farm lease agreement for the Fisher property which is owned by Penn Manor School District. The proposed lease amount per acre is \$250 which is an increase of \$25 per acre, or 12.5% over the expiring lease. The tenant has been consulted on this price and is in agreement with the terms.*

- E. Marticville Change Orders – The administrative staff is recommending ratification of the Marticville Middle School renovation project change orders in the amount of \$2,867.00 (see page 13). Payment to be made from 2006 Construction Fund.
- F. Martic Change Orders – The administrative staff is recommending ratification of the Martic Elementary School renovation change orders in the amount of \$10,849.00 (see page 14). Payment to be made from the 2006 Construction Fund.
- G. Martic Asbestos Change Order – The administrative staff is recommending ratification of a change order with First Capital Insulation, Inc. in the amount of \$2,850.00 for removal of additional asbestos containing transite, floor tile, fittings, and blackboard mastic discovered in various areas throughout the school. The additional asbestos removal was an unforeseen condition. Payment to be made from the 2006 Construction Fund.

- H. Cell Phone Contract – The administrative staff is recommending approval of a cell phone contract with Verizon Wireless for the period of 7/1/2009 to 6/30/2010 as per the terms of the attached proposal (see enclosure).

*Explanation: Proposals for cell phone service are due on Thursday, February 5<sup>th</sup> at 3:00 p.m. A recommendation for a provider will be made at the February 9<sup>th</sup> Board meeting after an analysis of the proposals. The contract needs to be approved for e-rate reimbursement purposes.*

- I. District-wide Security System Change Orders – The administrative staff is recommending ratification of change orders with eci Construction in the amount of \$3,089.46 for the district-wide improvement project (see page 15). Payment to be made from the Capital Reserve Fund.
- J. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 16).

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

It was moved by Mr. Rintz and seconded by Mr. DeLuca 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, absent.

**Items 4 A – H: 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 17 – 18).
- B. Resignations – The administrative staff is recommending the approval of the resignations of the individuals listed below per the effective date cited.  
     Jodie Ellis – Academic Support Aide – effective 1/30/09  
     Diane Bitts – Playground Aide – effective 2/2/2009
- C. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed per the effective date.  
     Les McKinney – Custodial/Receiving – effective 7/10/2009
- D. Substitute Teachers – The administrative staff is recommending that the individuals listed be approved 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 19).
- E. Leaves – The administrative staff is recommending granting Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 20).
- F. Tutor – The administrative staff is recommending approval of the individual listed below as a Title I tutor for up to 25 hours in the 2008-2009 school year at the professional rate.  
     Wayne Shope

- G. Mentor Revisions and Additions – The administrative staff is recommending approval of the individuals listed as Mentors for the 2008-2009 school year.

Sally Muenkel	Entry Level	50%	\$394.00 for Matthew Fox
Jackie Miller	Level 1	50%	\$401.50 for Anastasia Marmar
Mark Andrew	1 Semester		\$300.00 for Tosha Ali
Cheryl Hogg	1 Semester		\$300.00 for Jennifer Loreto
Amy Wiggins	1 Semester		\$300.00 for Joan Manchak
Nadine Smith	1 Semester		\$300.00 for Margaret Shuffelbottom
Elizabeth Chismar	1 Semester		\$300.00 for Ashley Thomas
Elizabeth Sheerer	1 Semester		\$300.00 for Nancy Walker

- H. Foreign Language Instruction – The administrative staff is recommending that Julie Bibiloni be approved for an additional 1.5 hours during the 2008-2009 school year at the hourly professional rate to provide additional foreign language preparation/instruction for a gifted student.

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4A – H:** It was moved by Dr. Friedman and seconded by Mr. Rintz 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, absent.

The meeting adjourned at 8:45 p.m. on a motion by Mr. DeLuca and seconded by Mrs. Friedman and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary