

Minutes
Committee of the Whole
May 4, 2009

The Act 93 Committee of the Penn Manor School Board met at 5:15 p.m.

The Penn Manor School Board met in Executive Session beginning at 5:45 p.m. for the discussion of personnel, student, and legal matters. The Executive Session adjourned at 6:50 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:00 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 for a portion or the entire meeting were Mrs. Ostrowski, Mr. Gale, student Mark Raymond, Mr. Raymond, a Penn Manor resident, 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, May 11 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. Mark Raymond, 14 Hillcrest Dr., Millersville told the board that he was earning a Citizenship in the Community Merit Badge by attending the board meeting.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the April 14, 2009, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Mr. Gale and Mrs. Ostrowski explained to the board the counseling efforts toward increasing academic rigor that will begin in the next school year. They reviewed the current guidelines for student course placement. Mrs. Ostrowski explained that the focus of the school counseling efforts will be to assist the students with placement into appropriate courses through a deliberate course selection process. They will be ensuring that all students have a stated post-secondary goal or plan.

Dr. Leichliter explained that a member of a booster club inquired about the possibility of adding a press box at Comet Field. After some discussion and a recommendation from Dr. Leichliter the Board agreed to postpone discussion regarding erecting a press box at Comet Field or the Venue Field.

Mr. Stewart said that the Lancaster County Academy budget is on the board voting agenda for approval. He said the cost for a student slot for next year is \$2,943 and Penn Manor purchases 10 slots. Mrs. Wert, Lancaster County Academy President, supports the Lancaster County Academy budget for next year.

Mr. Stewart explained that 4 positions are being recommended using the 2009-2010 I.D.E.A. stimulus grant funds. The positions include a full time equivalent school psychologist, a full time equivalent Autism certified itinerant teacher, a full time equivalent K-12 special education consultant and a six hour per day clerical support position. Questions were asked for clarification. 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, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Johnston updated the board on the latest developments with the Lancaster County Tax Collection Bureau. He explained the 2nd resolution that was distributed to school districts, the municipality concerns and what will happen in the future if the resolutions should fail.

Mr. Johnston presented the 2009-2010 preliminary budget. He provided the preliminary budget information booklet and funding gap worksheet for review. The administration recommended a 0% increase for 2009-2010. Mr. Schlotzhauer commended Mr. Johnston and the Administration for their work on the budget. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman 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. Johnston provided a quarterly student and athletic fund update. He reviewed the cash balances, activity in the accounts and expenditures. He said that the detailed reports for the funds are located on the Penn Manor website.

Dr. Leichter informed the Board that a part for TMI will be transported through Penn Manor in the fall. He reviewed the impact on bus transportation due to the size and route the transport will take through the district.

Mr. Skrocki requested approval to place on the voting agenda a resolution pertaining to the geothermal HVAC system grant application with the Pennsylvania Department of Community and Economic Development for the Central Manor renovation/new construction project. 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.

Mr. Rintz inquired if board members could be issued photo ID badges to be worn when they are visiting buildings. Mr. Skrocki will make arrangements for taking their pictures for the badges.

Mrs. Wert distributed information on the Lancaster County Academy survey results and a list of potential Penn Manor graduates from the Academy. Mr. Stewart announced that the Academy graduation was June 6.

Mr. Stewart thanked Ms. Pollock and Mary Wubolt, the school district hygienist, for making the arrangements for 32 students to be seen by Dr. Roger Gibbon and dental hygienists. Dr.

Gibbon donated the dental services. Mr. Stewart also acknowledged appreciation for the students who were treated with the Brush, Brush, Smile initiative and received over \$12,000 in free dental care.

On behalf of Penn Manor employees, Mr. Stewart thanked the board for hosting the employee recognition banquet.

The Committee of the Whole adjourned at 8:37 p.m. on a motion by Mr. DeLuca a second by Mr. Long, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
May 4, 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 8:38 p.m.

The following members were present: 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 was Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, May 11, 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 April 14, 2009 School Board Meeting. Hearing none, on a motion by Dr. Frerichs a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

The May 4, 2009 School Board Meeting Agenda was reviewed.

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

- A. Textbook Approval – The committee is recommending the approval of the textbook requests for 2009-2010 (see page 6).
- B. I.D.E.A. Stimulus Grant Funds – The committee is recommending the posting of the following positions to be funded via the 2009-2010 I.D.E.A. stimulus grant funds.
- One full time equivalent school psychologist
 - One full time equivalent itinerant teacher – Autism certified
 - One full time equivalent K-12 special education consultant
 - One six hour per day clerical support position
- C. Central Manor Geothermal Grant Application – The committee is recommending approval of the attached resolution pertaining to the geothermal HVAC system grant application with the Pennsylvania Department of Community and Economic Development for the Central Manor renovation/new construction project (see page 7).

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A – C:

It was moved by Mr. Long 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.

Item 3. **Adoption of the 2009-2010 Preliminary Budget**

- A. Adoption of the 2009/2010 Preliminary Budget – The committee is recommending approval of the following items regarding the tentative adoption of the 2009/2010 Penn Manor School District budget:
1. Adoption of a tentative budget for 2009/2010 listing expenditures in the amount of \$64,685,934.
 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 8, 2009 for consideration of the final adoption of the budget (see page 8).
 3. Authorization of the intent to levy taxes necessary for the support of the budget under act 511.
 4. Authorization of the intent to levy other taxes for the support of the budget (see page 9).
 5. Adoption of a resolution setting the discount, base, and penalty rates for taxes for the period of time applicable for each of the above rates (see page 10).
 6. Adoption of a resolution authorizing installment payments (see pages 11-12).

MOTION ON THE ADOPTION OF THE 2009/2010 BUDGET ITEM 3.: It was moved by Mr. Rintz 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 4 A - N. **Consent Agenda for Administrative Actions**

- A. Lancaster County Academy Budget – The administrative staff is recommending the approval of the Lancaster County Academy budget totaling \$29,430 with a Penn Manor contribution of \$2,943 for 10 student enrollment slots.
- B. School Resource Officer – The administrative staff is recommending the approval of the agreement with the Millersville Police Department to pay 75% of the salary of School Resource Officer, Jason Hottenstein, with total payments not to exceed \$59,000.

Explanation: For the 2009-2010 school year Millersville Borough has not requested an increase in the cap figure of \$59,000.

- C. “Final Reading” Student Wellness Policy #246 – The administrative staff is recommending approval of the “Final Reading” of the Student Wellness Policy #246 (see pages 13-15).

- D. Tolerance Services – The administrative staff is recommending approval of Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 660 hours for a total of \$31,350 for the 2009-2010 school year.

Explanation: The rate and hours for Mr. Hanna's services are identical to the compensation for the 2008-2009 school year.

- E. Tuition Student – The administrative staff is recommending the approval of the following tuition student for the 2009-2010 school year.
Daniel Smeltz – grade 11

- F. Appointment of Board Treasurer – The administrative staff is recommending that the board appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2009 through June 30, 2010.

Explanation: Required by School Code.

- G. Appointment of Tax Collector – The administrative staff is recommending that the board appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2009 through June 30, 2010.

Explanation: Required by School Code.

- H. Appointment of Board Secretary – The administrative is recommending that the board appoint Paula E. Howard to the position of Board Secretary for a one year term effective July 1, 2009 through June 30, 2010.

Explanation: Required by School Code.

- I. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Carlton L. Rintz are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective July 1, 2009.

PMSD General Account	President
PMSD Payroll Account	Vice President
Cafeteria Account	Carlton L. Rintz
Capital Reserve Accounts	
PMSD Section 125 Accounts	
Construction Fund Accounts	

Explanation: To formally authorize three board members to represent the district as designated signers for the above checking accounts.

- J. Awarding of Bids – Network Attached Storage Appliance Systems – The administrative staff is recommending approval of the alternate bid from Pomeroy IT Solutions, Lancaster PA, for the network attached storage appliance systems (NAS) in the amount of \$43,527.07 as per the attached bid tabulation (see page 16).

Explanation: This was the second time the bid process was conducted. The first bidding process produced no qualified proposals while the second bidding process resulted in four qualified proposals. The Penn Manor Information Technology Department was requesting bids for a redundant Network Attached Storage (NAS) Appliance system to provide highly available data storage for district file servers and systems. The NAS will be utilized by students, teachers and staff for file backup, as a repository of enterprise system data and for disaster recovery of critical systems. Two appliances are included with the recommended bid award.

- K. Martic Change Order – The administrative staff is recommending ratification of the Martic Elementary School renovation change order in the amount of \$550.00 (see page 17). Payment to be made from the 2006 Construction Fund.
- L. Approval of Survey Services Contract – Central Manor Elementary School Project – The administrative staff is recommending approval of a contract with Diehm & Sons, Inc. in the amount of \$7,500.00 for survey services pertaining to the Central Manor Elementary School renovation/new construction project. Payment to be made from the 2006 Construction Fund.

Explanation: Proposals were received from three firms for the survey work. Diehm & Sons provided the lowest proposal. The district has worked with Diehm & Sons in the past and has been very pleased with their services.

- M. Approval to Advertise for Bid – High School – Removal and Replacement of Ductwork Insulation and Waterproofing Project – The administrative staff is recommending approval to advertise to bid the removal and replacement of ductwork insulation and waterproofing project at the high school.

Explanation: This project was included as part of the final 2008-2009 capital improvement plan approved by the Board. The project cost estimate is \$45,000.

- N. Plancon Park K – Project Refinancing of 2003 Bonds – The administrative staff is recommending approval and submission of Plancon Park K (Project Refinancing) to the Pennsylvania Department of Education for the refunding of the 2003 bonds as per the attached (see pages 18-20).

Explanation: Plancon Part K is necessary when a reimbursable bond issue is refunded. The refunding of the 2003 bonds saved the district approximately \$350,000.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 4 A – N:

It was moved by Mr. DeLuca 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 – F:

Consent Agenda for Personnel

- A. Employment – The administrative staff is recommending the board accept the individual listed for employment according to the conditions listed.

Sarah McMichael – High School Learning Support Aide, 6.5 hours per day, 181 days, for the 2008-09 school year only (enrollment related), effective 4/27/2009.

- B. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed per the effective date.
Edna Shenk – Marticville Middle School Food Service Manager – effective 8/25/09
- C. Resignation – The administrative staff is recommending the approval of the resignation of the individual listed below per the effective date cited.
Christina Henderson – High School Learning Support Aide – effective 4/21/09
- D. Termination – The administrative staff is recommending the board approve the termination of the individual listed below per the effective date cited.
Robert Frick – High School Custodian – effective 4/8/09
- E. Professional Leaves – The administrative staff is recommending approval of the professional leaves cited for the 2009/2010 school year (see page 21).
- Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant sabbatical leaves of absence to professional employees who meet specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #438, and Article XXVIII of the negotiated agreement.*
- F. 2008/2009 Athletic Workers – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2008-2009 school year.
Cynthia Lonergan
Jennifer Broderick

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 5A – F: It was moved by Dr. Frerichs 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.

The meeting adjourned at 8:50 p.m. on a motion by Mr. Long and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary