

**Minutes**  
Committee of the Whole  
June 8, 2009

The Penn Manor School Board met in Executive Session beginning at 6:45 p.m. for the discussion of student matters. The Executive Session adjourned at 6:55 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:03 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, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, and Mrs. Wert. Mrs. Friedman was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Mr. Skrocki was absent. Also in attendance were Mrs. Tamara Baker, Mrs. Krista Cox, Mrs. Carly McPherson, Mrs. Maureen Klingaman, Mrs. Wendy Letavic, Mr. Phil Gale, Mrs. Sarah Lupinacci, Mrs. Kari Steinbacher, Mr. Chris Straub, students Marcy Herr and Seth Schmalofer, 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, July 13 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. Marcy Herr thanked Mr. Stewart for his hard work as Superintendent at Penn Manor. The Board later enjoyed a piece of carrot cake that Marcy baked for Mr. Stewart.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the June 1, 2009, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter introduced the new principals for 2009-2010. Mrs. Tamara Baker will be the Acting Principal at Hambright during Mrs. Egan's first semester sabbatical leave, Mrs. Krista Cox will be an Assistant High School Principal and Mrs. Carly McPherson will be the Martic Elementary School Principal. The new principals thanked the administration and board for the opportunity.

Ms. Pollock explained that Mrs. Wendy Letavic is a recipient of the WGAL/Rotary Teacher Impact Award. Mrs. Pollock read a portion of Mrs. Letavic's acceptance speech. The WGAL video clip of Mrs. Letavic's class was shown. Mrs. Letavic thanked the administration and Board for support of the ESL program. Board members asked questions about the ESL program.

Mr. Phil Gale introduced high school French teacher Mrs. Klingaman. Mrs. Klingaman explained a proposed French student exchange program and provided information on the program and a sample itinerary. The French students would visit the United States in October 2009 and Penn Manor students would travel to France in June 2010. The Board supported the exchange and told Mrs. Klingaman she may proceed with making the arrangements.

Mr. Stewart presented the amended Administrative Cabinet Compensation Plan for placement on the placement on the agenda. Approval for placement of this item 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, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

The final budget for 2009-2010 was presented by Mr. Johnston. He explained the revenue sources, expenses and special areas affecting the budget preparation. He said the administration is recommending a 0% real estate tax increase. Mr. Johnston asked for approval to place the 2009-2010 final budget in the amount of \$64,930,175 with no real estate tax increase. Approval for placement of this item on the board agenda was approved on a motion by Mr. Hoke and seconded by Mr. Long. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes. Mr. Stewart thanked Mr. Johnston for his efforts in the budget preparation.

Mr. Johnston reviewed the Designated and Undesignated Fund Balance and provided a history of designated funds since 2003. He said designations occur twice a year during the audit and budget processes. Mr. Johnston recommended for placement a resolution to designate a portion of the unreserved fund balance. Approval for placement of this item on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Hoke. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichter presented a plan for a walkway connecting the Millersville Borough Park, by Herr Market, to Eshleman Elementary School. The Borough is asking for a commitment from the district to fund the portion of the walkway on school district property. After much discussion the board decided to table this item pending more information. Dr. Leichter will check on the availability of a Borough representative to attend the July 13 board meeting.

Mrs. Wert reported on the Lancaster County Academy Graduation on Saturday, June 6 and passed around the newspaper article about the graduation.

Dr. Frerichs reminded board members of the deadline for board retreat items.

Mrs. Rhoades provided information for school logos. The board will be discussing the district logo at the retreat.

Dr. Leichter reported that Penn Manor students can enroll in the Solanco Virtual Academy. Solanco School District will be sending him more information and he will make a recommendation to the Board in July.

Mr. Herr commended and thanked Mr. Stewart for his service to the Penn Manor School District. Dr. Frerichs read a School Board Resolution commending Mr. Stewart for his outstanding service from August 1985 through June 2009.

Mr. Stewart thanked the Board for the Resolution. He reported on the Spring Penn Manor Players and Coaches of the Year, and the results of the Penn Manor Quiz Bowl in a recent national tournament.

Mrs. Rhoades reported that Summer Break will start June 15 for one week. Approximately 250 children have enrolled in approximately 38 different classes.

The Committee of the Whole adjourned at 8:27 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  
June 8, 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 8:40 p.m.

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

Mr. Herr announced that the next scheduled meeting will be held on Monday, July 13, 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 at this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the June 1, 2009 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. Johnston reviewed the items presented for payment for May 2009. It was moved by Mr. Hoke and seconded by Mr. Rintz to approve to authorize payment of bills in the amounts of \$435,388.98 dated 5/1/09, \$5,025.39 dated 5/4/09, \$361,152.34 dated 5/6/09, \$229,650.85 dated 5/8/09, \$34,307.11 dated 5/11/09, \$113,806.64 dated 5/15/09, \$189,803.79 dated 5/18/09, \$565,739.24 dated 5/20/09, \$191,163.15 dated 5/21/09, \$136,070.09 dated 5/28/09 and \$108,517.79 dated 5/29/09 for a total of \$2,370,625.37 from the General Fund; \$134,411.15 dated 5/06/09, \$58,696.92 dated 5/13/09, and \$4,444.50 dated 5/27/09 for a total of \$197,552.57 from the Cafeteria Fund; \$836.41 dated 5/1/09, \$39,927.06 dated 5/6/09, \$9,163.30 dated 5/8/09, \$11,739.79 dated 5/13/09, \$742.26 dated 5/19/09, and \$2,837.62 dated 5/28/09 for a total of \$65,246.44 from the Capital Reserve Fund; \$70,406.33 dated 5/1/09 for a total of \$70,406.33 from the 2005 Construction Fund; \$264,039.04 dated 5/01/09, \$61,563.53 dated 5/6/09, \$1,905.00 dated 5/8/09, and \$95.00 dated 5/22/09 for a total of \$327,602.57 from the 2006 Construction Fund; and payroll in the amounts of \$812,851.98 dated 5/06/09, and \$811,231.83 dated 5/20/09, for a total of \$1,624,083.81. The following roll call vote was taken on this motion: Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes

The June 8, 2009 School Board Meeting Agenda was reviewed.



- E. Ratification of Art Supplies Bid Awards – The administrative staff is recommending ratification of the Art Supplies bids as cited for 2009-2010 (see page 15).
- F. Ratification of Athletic Supplies Bid Awards – The administrative staff is recommending ratification of the Athletic Supplies bids as cited for 2009-2010 (see page 16).
- G. Tuition Student – The administrative staff is recommending the approval of the following tuition student for the 2009-2010 school year.  
Vincent Rommett – grade 11

- H. Employee Assistance Program – The administrative staff is recommending WellSpan Employee Assistance Program to serve as the district's employee assistance program provider effective 7/1/2009 through 6/30/2010 at a rate of \$17 per covered employee per year.

*Explanation: The district implemented an employee assistance program in 2007. The district is recommending continuation of the services of WellSpan. The indicated rate represents no increase over the original agreement.*

- I. Martic Elementary School Change Orders – The administrative staff is recommending ratification of the Martic Elementary School renovation change orders with MCA Construction in the amount of \$21,605.00 (see page 17). Payment to be made from the 2006 Construction Fund.
- J. Donation of Software – The administrative staff is recommending the board accept a donation of an I Spy Treasure Hunt software CD for student use from Patricia Detter. The donation has been valued at \$1.00.
- K. Disposal of Obsolete High School Inter-Tel Axxess Phone System – The administrative staff is recommending approval of the disposal of the high school system as per the attached proposal for \$100 (see page 18).

*Explanation: Penn Manor High School had its phone system replaced in 2007. The old units have been in storage since this time, are outdated, and cannot be repurposed in another district location. The district did have another proposal, which was board approved, for the equipment but that company is no longer in operation.*

- L. PDE-3074 (a) Non-Reimbursable Project Approval – The administrative staff is recommending approval of submission of the PDE-3074 (a), non-reimbursable project approval form to the Pennsylvania Department of Education for the following projects as per the attached (see pages 19 – 20). Payment for these projects will be made from the Capital Reserve Fund.
- Pequea Elementary School – caulking windows and expansion joints project (on same application as Manor).
  - Manor Middle School – repair roofing coping stones, window caulking and expansion joints project (on same application as Pequea).
  - Marticville Middle School – glazed block painting project.

*Explanation: The above projects were previously authorized for advertising for bid by the School Board. The submission of the form is a requirement of PDE for non-reimbursable projects.*

- M. Capital Improvement Plan – The administrative staff is recommending the approval of Long Range Capital Improvement Plan. The 2009-2010 project list will serve as the 2009-2010 budget for the Capital Reserve Fund (see pages 21 – 22).
- N. Approval of Contract – Crabtree, Rohrbaugh & Associates – Exterior Facility Renovations (Manor Middle School and Pequea Elementary School) – The administrative staff is recommending approval of a contract with Crabtree, Rohrbaugh & Associates to provide professional services, as per the attached agreement, for exterior facility renovations at Manor Middle School (repair roofing coping stones, window caulking and expansion joints) and Pequea Elementary School (caulking windows and expansion joints). The architectural fee is \$12,957.00 (plus reimbursable expenses). See page 23. Payment for the Crabtree, Rohrbaugh & Associates to be made from the Capital Reserve Fund.
- O. Approval of Contract – Crabtree, Rohrbaugh & Associates – Interior Painting – Marticville Middle School – The administrative staff is recommending approval of a contract with Crabtree, Rohrbaugh & Associates to provide professional services, as per the attached agreement, for interior painting (glazed block) at Marticville Middle School. The architectural fee is \$6,500.00 (plus reimbursable expenses). See page 24. Payment for the Crabtree, Rohrbaugh & Associates to be made from the Capital Reserve Fund.
- P. Approval of Contract – ARM Energy Solutions – Central Manor Wind Energy Site Assessment – The administrative staff is recommending approval of a contract with ARM Energy Solutions, Hershey PA, to provide a wind energy site assessment at Central Manor Elementary School in the amount of \$2,700.00 (Task I) as per the attached proposal. The site assessment will evaluate the feasibility of installing a grid-tied small-scale wind energy system at Central Manor Elementary School (see enclosure). Payment to be made from the 2006 Construction Fund.
- Q. Approval of Contract – David Miller/Associates, Inc. – Turf Field Project – The administrative staff is recommending approval of a contract with David Miller/Associates in the amount of \$900, plus reimbursable expenses, to set stakes indicating the horizontal location of the proposed curb alignment and six utility poles along Route 741 at Comet Field. Payment to be made from the Capital Reserve Fund.

*Explanation: Penn Manor School District was required to make road improvements along Route 741 as part of the land development process for the turf field at Comet Field. Several utility poles need to be relocated as part of the road improvements as per PENDOT requirements for the highway occupancy permit.*

- R. Approval of Contract – Water Treatment by Design - Geothermal System Maintenance – The administrative staff is recommending approval of a contract with Water Treatment by Design, LLC, Lewisberry, PA, in the amount of \$3,600.00 for the

period of 7/1/09 through 6/30/2010 for geothermal system maintenance at Eshleman Elementary School, Letort Elementary School and Marticville Middle School as per the attached (see pages 25 – 26). Payment to be made from the General Fund.

- S. Approval of Contract – Derck & Edson Associates – Pequea and Conestoga Elementary School Paving Project – The administrative staff is recommending approval of a contract with Derck & Edson Associates, Lititz, PA, in the amount of \$5,750.00, plus reimbursable expenses, for engineering services for the paving project at Pequea and Conestoga Elementary Schools as per the attached scope of services (see pages 27 – 29). Payment to be made from the Capital Reserve Fund.
- T. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 30).

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

It was moved by Mr. DeLuca and seconded by Mr. Hoke to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; 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, C – Q:                      Consent Agenda for Personnel**

- A. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2009-2010 school year (available upon request).

*Administrative staff increases were based upon the current Act 93 agreement.*

- C. Department Coordinator Salary Grid – The administrative staff is recommending approval of the grid used to determine Department Coordinator salaries for the 2009-2010 school year (see enclosure).

*This grid will be used to determine salaries for department coordinators for the 2009-2010 school year. A final listing will be presented in August.*

- D. Department Coordinator Fringe Benefits – The superintendent is recommending approval of the following benefits for Department Coordinators.
- Governance for all benefits not defined below shall be aligned with those benefits outlined in the Penn Manor School District Negotiated Agreement.
  - Life insurance in an amount equal to that stated in the Negotiated Agreement plus \$10,000.
  - The district shall pay the cost of tuition according to the terms and conditions contained in the Negotiated Agreement, but in an amount of \$250.00 above the maximum as stated therein.
  - The district shall reimburse employees for membership in professional organizations at \$100.00 per annum. A maximum of \$300.00 is available dependent upon expended funds in an individual tuition reimbursement. All such payments shall require the approval of the Superintendent.

*The benefits stated above represent no change over the current benefit levels.*



E. Substitute Pay Rates – The administrative staff is recommending approval of the following substitute pay rates for the 2009-2010 school year.

1. Daily Substitute Teacher Pay Rate – daily rate of \$100, no fringe benefits, except that, if the daily substitute teacher is assigned to and works for 15 days in the same position, the daily rate shall be \$213 (100% of beginning salary daily rate rounded to the nearest dollar.) This daily rate of \$213 shall begin on the 16th day and continue for each day the employee is assigned to that identical position.

*Explanation: Substitute pay rates must be set by the board for the 2009-2010 school year. No changes have been made to the daily substitute rate for the 2009-2010 school year. The per diem beginning salary rate reflects a \$2.00 a day increase due to the contractual increase in the new teacher starting salary.*

2. Long-term Substitute Teachers – (those persons employed in professional positions and whose employment at the time of hiring is expected to continue for one semester or more) shall be paid a per diem rate equal to the starting salary for the applicable credit column divided by 190 days in 2009-2010 per the Negotiated Agreement with fringe benefits as defined by the Negotiated Agreement.

3. Support Staff Substitute Pay Rates – as noted below:

Athletic Trainer - \$20.00 per hour

Food Service Sub - \$8.50 per hour

Food Service Manager Sub Hourly Rate Differential - \$.80 (elementary)

Food Service Manager Sub Hourly Rate Differential - \$.85 (secondary)

Food Service Banquet Hourly Rate Differential - \$2.50

Custodial Sub -- \$8.50 per hour

Clerical Sub - \$8.50 per hour

Building Aide Sub - \$8.50 per hour

Learning Support Aide Sub - \$8.50 per hour

Healthroom Tech Aide Sub - \$11.00 per hour

Healthroom Tech Nurse Sub for RN - \$14.81 (elementary)

Healthroom Tech Nurse Sub for RN - \$14.12 (secondary)

F. Dental Hygiene Services – The administrative staff is recommending approval of Dental Hygiene Service provided by Mary Wubbolt, at the rate of \$25.24 per hour for 221 hours, for a total of \$5,578.04 for the 2009-2010 school year.

*Explanation: Mrs. Wubbolt provides dental instruction and services to district students and coordinates free dental services.*

G. Board Secretary Services – The administrative staff is recommending approval for Paula E. Howard to receive \$3,034 for her services as Board Secretary for the 2009-2010 school year.

H. Wellness Coordinator – The administrative staff is recommending approval for Steve Kramer to receive \$2,132 for his services as the Wellness Coordinator for the 2009-2010 school year.

- I. Jump Start Reading Program Instructors – The administrative staff is recommending approval of the individuals listed to the position of instructor for the elementary Jump Start Reading Program to be held August at the professional hourly rate for 20-30 hours per instructor.

Beth Corl  
Nancy Kaufhold  
Kathy Rowley  
Mark Schettler

Nancy Jo Johnson  
Patrice O'Brien  
Angela Weber

*Explanation: Jump Start is offered to at risk elementary students primarily for reading support.*

- J. Summer School Instructors – The administrative staff is recommending approval of the individuals listed below to the position of summer school instructor to be held June – July at the professional hourly rate.

Karen Miller  
Erick Dutchess  
Jen Kroesen

- K. Summer Break Instructors – The administrative staff is recommending approval of the individuals cited to the position of summer break instructor at the professional hourly rate for the hours cited (see page 31).

*Explanation: Summer Break is an enrichment program offered to elementary and middle school students.*

- L. Leaves – The administrative staff is recommending granting the leaves to the individuals listed according to the terms listed (see page 32).

- M. Tenure – The administrative staff is recommending that the individuals listed be granted tenure as he/she has completed the requirement of three years of satisfactory teaching performance with the school district (see page 33).

*Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).*

- N. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.

Tamara Engle-Weaver, psychologist, effective the end of the school year  
Valerie Fry, Agriculture Teacher, effective August 24, 2009  
Rebekah Long, ESL Teacher, effective August 25, 2009  
Patricia M. Pearson, Letort Principal, effective June 30, 2009  
Dawn Vernalli, Food Service, effective April 17, 2009  
Susan Ziegler, Secretary, effective June 19, 2009

- O. 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 34 – 36).

- P. IEP Preparation – The administrative staff is recommending the approval for the following individuals for summer IEP preparation time at the rate of \$31.00 per hour.  
Linda Bear – 2 hours  
Josie Weightman – 4 hours
- Q. 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 individuals would opt to have their name deleted from the substitute teacher list.  
Wayne L. Hoffman  
Mary K. Iovino  
Stacy L. Rudisill (pending receipt of required paperwork)

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A C – Q:** It was moved by Mr. Schlotzhauer 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, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, and Donna J. Wert, yes.

**Item 4 B:** **Consent Agenda for Personnel**

- B. Support Staff Salaries – The administrative staff is recommending approval of the support staff salaries for the 2009-2010 school year (available upon request).

*Support staff increases were determined using four, traditional grids. A separate and distinct grid was created for the following groups: “Food Services”, “Aides”, “Custodial / Maintenance”, and “Secretaries, Technology and Misc.”. While the grids varied slightly, the overall effect was a 3.9% increase for each support staff group.*

**MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 B:** It was moved by Dr. Frerichs and seconded by Mrs. Wert to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, yes, and Donna J. Wert, yes.

**Item 5 A:** **Consent Agenda for Administrative Actions**

- A. “First Reading” Amended Graduates of Lancaster County Academy Policy #217.1 – The administrative staff is recommending approval of the “First Reading” of Amended Graduates of Lancaster County Academy Policy #217.1 (see pages 38 – 39).

**MOTION ON CONSENT AGENDA ITEM 5 A:** It was moved by Mrs. Wert and seconded by Mr. Long to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; 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 8:58 p.m. on a motion by Mr. Hoke and seconded by Mrs. Wert and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary