

Minutes
Committee of the Whole
August 31, 2009

The Penn Manor School Board met in Executive Session beginning at 6:30 p.m. for the discussion of negotiations and a student matter. The Executive Session adjourned at 7:10 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. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mr. Hoke was absent. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Beth Campagna, Mr. Doug Eby, Mr. Eric Howe, Mrs. Kari Steinbacher, Mr. Jeremy Nesmith, Mrs. Sarah Lupinacci, Mrs. Rhoades, student Taylor Eichelberger, 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 Tuesday, September 8 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.

Taylor Eichelberger reported that the first day at the high school went very smoothly.

Mr. Herr introduced Mr. Doug Eby, part-time social studies teacher and part-time Dean of Students at the high school, and Mr. Eric Howe, full-time Dean of Students at the high school. Mr. Herr read the qualifications and background information for Mr. Eby and Mr. Howe. Mr. Eby and Mr. Howe thanked the Board and Administration for the opportunity to work in their new positions at Penn Manor.

Mr. Howe explained that because of Department of Education requirements for a grant received by the Penn Manor Alternative Education Program, the job description for the Alternative Education Coordinator needed to be changed. Mr. Howe reviewed the areas of changes in the job description. Questions were asked by Board members. Mr. Nesmith and Mr. Howe responded to the questions. Approval for placement of this item on the board agenda was approved on a motion by Mr. Long and seconded by Mr. Rintz. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mrs. Campagna provided a presentation on the Framework for Making AYP for special education students. She reviewed the teaching methods for special education students, teacher action plans and the immediate and fall semester plan for special education students in grades 9, 10 and 11. Questions were asked by board members.

Dr. Leichliter presented information and recommended utilizing the services of Crabtree Rohrbaugh and Associates for a District Master Facility Study. Much discussion ensued on

this topic. The Board decided to hold a workshop in the near future to develop the scope for the Master Facility Study prior to discussions with Crabtree Rohrbaugh and Associates.

Ms. Pollock provided a list of new professional employees and mentors. She stated that only five teachers are new to Penn Manor. Some of the new employees were long term or daily substitutes in the district. She answered board questions regarding the new employees and mentors.

Dr. Leichliter reported that the committee of Dr. Frerichs, Mr. Hoke and Mr. Rintz interviewed six legal firms in the first round. Three firms will be invited back for a second interview on September 28. The format of the second round will be a series of questions and scenarios. Discussion ensued by the Board on this topic.

Mr. Rintz stated that Dr. Leichliter has done a good job providing the board with district updates. There was some discussion on the cost of building rentals to Millersville University.

Mr. DeLuca reported that the green house recently built by the CTC sold for \$410,000 providing a profit of \$60,000 to the CTC. He invited the board to attend the Board Recognition dinner at the CTC on September 24 at the Mt. Joy campus.

Dr. Frerichs reminded the board of the Superintendent's evaluation timeline. He also said that he was pleased that Penn Manor is very involved in activities sponsored by the IU.

Dr. Leichliter asked the board if they wanted to send future agendas to the Lancaster Newspaper for inclusion in the Sunday Government calendar. The board agreed that the agenda should be sent to the newspaper.

The Committee of the Whole adjourned at 8:45 p.m. on a motion by Mr. Long a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

Explanation: The letter of credit pertains to the road improvements for the turf field project and is required as part of Pennsylvania Department of Transportation regulations in order to receive the highway occupancy permit.

- B. Approval of Civil Engineering Contract – Modular Classroom Relocation – The administrative staff is recommending approval of a contract with Derck & Edson Associates in the amount of \$4,750.00, plus reimbursable expenses, for civil engineering and zoning services for the relocation of modular classrooms from Marticville Middle School to Manor Middle School. Payment to be made from the 2006 Construction Fund.
- C. Awarding of Bid, Approval of Contract and Notice to Proceed for the Manor Middle School and Pequea Elementary School Caulking and Expansion Joint Project – The administrative staff is recommending awarding of bid, approval and execution of contract agreement and issuance of a notice to proceed to Houck Services (Harrisburg, PA) for the Manor Middle School and Pequea Elementary School caulking and expansion joint project in the amount of \$65, 687.00 (base bid) as per the attached bid tabulation (see page 8). Payment to be made from the Capital Reserve Fund.
- D. Awarding of Bid, Approval of Contract and Notice to Proceed for Manor Middle School Technology Education Explosion -Proof Hood Installation Project – The administrative staff is recommending awarding of bid, approval and execution of contract agreement and issuance of a notice to proceed to Garden Spot Mechanical, Inc. (Manheim, PA), for the Manor Middle School technology education explosion-proof hood installation project in the amount of \$23,000.00 as per the attached bid tabulation (see page 9). Payment to be made from the Capital Reserve fund.
- E. Concurrent Enrollment Agreement – The administrative staff is recommending approval of a concurrent enrollment agreement with Seton Hill University for the 2009 – 2010 school year (see pages 10 - 14).
- F. Middle School and High School Handbooks – The administrative staff is recommending approval of the Middle School and High School Handbooks.
- G. Creation of new Salary Range for Healthroom Assistant (RN) – The administrative staff is recommending approval for the creation of a support staff level for Healthroom Assistants that are Registered Nurses at Level 16 with an hourly range of \$14.96 through \$22.42.

Explanation: We have struggled to find qualified individuals to serve as Licensed Practical Nurses in our health rooms and have had to expand our search to the Registered Nurse pool. RN's have college degrees.

- H. New Title I Stimulus Position – The administrative staff is recommending approval for the creation of a new Title I position to be funded through the ARRA Title I Stimulus program for 2009-10 and 2010-2011.

Explanation: Title I Stimulus Funding has been used to fund the Literacy Coach position for the 2009-2010 school year. Part of Title I Stimulus dollars can be used to continue positions that would have been affected by budget cuts as long as modifications are made to fit the Title I parameters.

- I. Change Order – Pequea Elementary School Masonry Project – The administrative staff is recommending ratification of a change order from Purcell Construction Co. in the amount of \$7,811.96 due to the additional cost of the contractor to pay prevailing wage rates for the Pequea Elementary School masonry project. Payment to be made from the Capital Reserve Fund.

Explanation: The Pennsylvania Department of Labor and Industry ruled that the above project was subject to prevailing wage rates even though the project was bid as a non-prevailing wage rate job. The pre-bid project estimate was less than \$25,000 which is the prevailing wage threshold. The Labor and Industry decision was appealed by the district but the appeals board upheld the prevailing wage determination. The change order compensates the contractor for the prevailing wage rates that were paid. The original bid award was in the amount of 29,760.00.

- J. Bayada Nursing Services – The administrative staff is recommending approval of the agreement for “in-school” nursing services with Bayada Nursing Services at a rate of \$40 per hour for a student effective for the 2009-10 school year.

Explanation: Bayada provided the same service for the same student in the previous year. While the rate has increased slightly over the previous year, the cost can be run through the Medical Access program which allows the district to pull funds back to cover costs of other services.

- K. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 15).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – K: 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, yes; C. Willis Herr, yes; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, and Donna J. Wert, yes.

Items 4 A – B, D – H, J - N:

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 16 – 18).
- B. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
Thomas J. Miller, Social Studies Teacher – effective August 11, 2009

- D. Substitute Teachers – The administrative staff is recommending approval of the individuals listed 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 20).
- E. Leave – The administrative staff is recommending granting a Leave to the individual listed according to the terms listed (see page 21).
- F. Middle School Tutors – The administrative staff is recommending approval of the following individuals to the position of middle school tutor for the 2009-2010 school year at a rate of \$32.00 per hour.
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|-------------------|----------------|
| Maricia Kligge | Jenn Ennis |
| Amy Williams | Curt Elledge |
| Kerri Miller | Connie Jackson |
| Curt Snelbaker | Karen Miller |
| Chris Telesco | Erica Repsch |
| Courtney Costello | Lisa Bitler |
- G. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School Instructor for the 2009-2010 school year at the rate of \$32.00 per hour.
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|--------------------|-------------------|
| Baldrige, Susan | Canady, Shawn |
| Crowther, Nicholas | Curt, Elledge |
| Dutchess, Erick | Fowler, Michael |
| Groff, Barry | Kirk, Tresa |
| Luft, Gary | McGough, Carrie |
| McGough, Gregory | Milot, Paul |
| Minko, Jessica | Nesmith, Jeremy |
| Osmolinski, Brian | Paquette, Heather |
| Sheerer, Elizabeth | Wainman, Thomas |
| Weidner, Stephen | |
- H. Detention/Saturday School Monitors – The administrative staff is recommending the board approve the following individuals as detention monitors and Saturday School monitors for the 2009-2010 school year at the rate of \$31.40 per hour.
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|------------------------|---------------------|
| Holly Astheimer | Maryann Saylor |
| Michelle Wolfersberger | Michele Pletcher |
| Melissa Przychodzen | Doug Kramer |
| Jennifer Kroesen | Heather Paquette |
| James McGlynn | Cynthia Stoner |
| Cynthia Lonergan | Sallie Bookman |
| Patrick Eichelberger | Melissa Zongolowicz |
| Greg McGough | Kathy Grenier |
| Erick Dutchess | Brian Osmolinski |
| Jeremy Nesmith | James Horner |
| Curt Snelbaker | Cheryl Youtz |
| Karen Miller | Chris Telesco |
| Lisa Bitler | Lindsey Smoker |
| Brad Aungst | Steve Evans |

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 C and I: It was moved by Mr. Rintz and seconded by Mr. Long to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, abstained; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, and Donna J. Wert, yes.

The meeting adjourned at 9:05 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