

Minutes
Committee of the Whole
November 9, 2009

The Penn Manor School Board met in Executive Session beginning at 4:00 p.m. for the discussion of negotiations. The Executive Session adjourned at 6:00 p.m.

The Penn Manor School Board met in a Workshop Session for discussion and presentation of the Master Facility Study at 6:00 p.m. in the Board Room at Manor Middle School. The Study was introduced by Mr. Hal Hart with Crabtree, Rohrbaugh & Associates Architects. The Workshop Session adjourned at 7:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:11 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. Johnston, Dr. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance for all or part of the meeting were student Taylor Eichelberger, Mrs. Deb Holt, Mr. Christopher Straub, Mrs. Mary Holovack, Mr. John Bonawitz, Mr. Hal Hart, Mrs. Judy Duke, Mr. Steve Engle, Mrs. Cindy 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, December 7 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 November 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.

Student representative Taylor Eichelberger reported on the French exchange students, high school, athletic and Student Council activities for the month of October and the beginning of November. She also provided information on upcoming high school and Student Council events.

Mr. John Bonawitz and Mrs. Mary Holovack, from Brown Schultz Sheridan & Fritz, presented an overview of the audit for the year ending June 30, 2009. Mr. Bonawitz reviewed the financial statements. Mrs. Holovack presented information on the findings and recommendations for implementing changes in various accounting and internal control practices. They also commended Mrs. Duke, Mr. Johnston and Mr. Skrocki for their work in preparation for the audit. Questions were asked by board members. 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 reviewed the termination value of the 2004 SWAPTION as of June 30, 2009. He provided historical information on the SWAPTION, payment and fees if the SWAPTION was to be terminated at this time and the Resolution that was approved in July 2009. Questions were asked by board members.

Mr. Skrocki asked for approval to place the Central Manor Elementary School Renovation Project Plancon D, Project Accounting Based on Estimates, and Plancon E, Design Development, on the board agenda. Mr. Hal Hart provided information on Plancon D and E. Questions were asked by board members. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Wert 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, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Johnston reviewed information regarding the revised bylaws for the LCTCB to allow for new governance structure. He recommended that the proposed bylaw amendment be placed on the December 9, 2009 board agenda. Questions were asked by board members.

Dr. Leichliter reviewed some of the changes in the board policies #240 - 352. He recommended placing these policies on the December 7 voting agenda for a first reading. Questions were asked by board members. 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.

Mrs. Rhoades announced that on Thursday, November 19 approximately 150 senior citizens will attend a dinner and preview of the Fall Play.

The Committee of the Whole adjourned at 8:13 p.m. on a motion by Mr. Rintz a second by Mr. Hoke, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
November 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 8:14 p.m.

Mr. Herr announced that the next scheduled meeting will be held on Monday, December 7, 2009, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

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. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mr. Christopher Straub, Mr. Steve Engle, Mrs. Cindy Rhoades, and Mrs. Howard.

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 November 2, 2009. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter thanked Mr. Herr for his ten years of service as President of the Penn Manor School Board. He introduced the new elected board member Mr. Christopher Straub. Dr. Leichliter reported that he received information from Pequea Township regarding the development of a farm into residential housing. A video of Manor Middle School activities was shown.

Mr. Johnston reviewed treasurer's report for September 2009. He also presented for payment the bills October 2009. It was moved by Mr. Schlotzhauer and seconded by Mrs. Friedman to approve to authorize payment of bills for October 2009 in the amounts of \$2,889,069.65 from the General Fund; \$94,140.26 from the Cafeteria Fund; \$246,280.89 from the Capital Reserve Fund; \$196,778.01 from the 2006 Construction Fund; \$5,272.55 from the Athletic Fund; \$8,477.66 from the Student Activity Fund and payroll in the amounts of \$817,938.64 dated 10/14/09 and \$826,611.40 dated 10/28/09, for a total of \$1,644,550.04. The following roll call vote was taken on this motion: Joseph DeLuca, yes; Richard L. Frerichs, yes, abstained from check #1669; 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 School Board Meeting Agenda was reviewed.

Item 2 A – E.

Consent Agenda for the Committee of the Whole Meeting

- A. Central Manor Special Education Teacher – The committee is recommending the approval of an additional Special Education teacher at Central Manor Elementary School.

Explanation: An additional special education teacher is needed due to an increase in the number of learning support students.

- B. JV Baseball Field Bleachers – The committee is recommending the approval of 2 bleachers for the JV Baseball field (see page 5). Payment to be made from the Capital Reserve Fund.

Explanation: The previous bleachers were in disrepair and require replacement.

- C. “First Reading” of the Penn Manor Board Policy #200-239 – The committee is recommending the approval of the “First Reading” of the Penn Manor Board Policy #200-239 (see enclosure).
- D. Central Manor Elementary School Renovation/New Construction Project -- Plancon D and E – The committee is recommending approval and submission of Plancon Part D (Project Accounting Based on Estimates) and Plancon Part E (Design Development) to the Pennsylvania Department of Education for the Central Manor Elementary School renovation/new construction project as per the attached (see enclosures).
- E. Acceptance of Local Auditor’s Report – The committee is recommending acceptance of the 2008-2009 local audit as presented.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2 A - E:

It was moved by Mr. DeLuca and seconded by Mr. Long 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 – D:

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 Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 6).
- C. Transportation Contracts – The administrative staff is recommending approval of the following transportation contracts for the 2009-2010 school year:
- | | |
|--------------------------------------|----------------|
| Eschbach Bus Service (181 Days) | \$1,967,784.20 |
| Eschbach Fuel Surcharge | \$11,533.25 |
| Eschbach Bus Service (Late Run 001A) | \$10,292.40 |
| Eschbach Bus Service (Late Run 001B) | \$11,758.40 |
| Schultz Transportation (181 Days) | \$428,531.48 |
| Schultz Fuel Surcharge | \$3,071.69 |

Explanation: The contract figures have been calculated based upon updated routing and student information. The total cost of the contract decreased by \$197,000 over the

previous year. \$192,000 of the decrease is directly related to the lower cost of fuel. This is the final year of the transportation contract that was extended in 2008. Negotiations will begin shortly on the new transportation contracts.

- D. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 7).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – D. It

was moved by Mrs. Wert 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 4 A – G: 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 8 – 9).
- B. 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 10).
- C. Leaves – The administrative staff is recommending granting Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 11).
- D. 2009-2010 Winter Coaching Positions – The administrative staff is recommending approval of the individuals listed as coaches for the 2009-2010 school year (see page 12).

Explanation: The attachment shows the coaches and positions by sport for the 2009-10 winter season. A breakdown with the individual salaries is being compiled by the Athletic Department and will be distributed.

- E. Special Education Department Coordinator – The administrative staff is recommending the approval of the High School Special Education Department Coordinator as listed.
Michele Pletcher – Special Education 9-12, effective October 30, 2009, \$2,288
- F. 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.
Matt Fox
Paul Milot
- G. Parent Literacy Workshops – The administrative is recommending the approval the following individuals to be paid at the professional rate for up to 1.5 hours to conduct Parent Literacy Workshops during the 2009-2010 school year.

Mary Barnett
 Amy Bittenbender
 Julie Hoin
 Kay Kane
 Ashley Keath
 Melissa Mulder
 Tricia Ober

Kathy Rowley
 Mark Schettler
 Wayne Shope
 Samantha Strousser
 Pat Sultzbach
 Megan Szentesy
 Joan Wimer

Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A-C, E -G: It was moved by Mrs. 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, 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.

MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 D: It was moved by Mrs. Friedman and seconded by Mr. DeLuca to approve this item. 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, yes; J. Kenneth Long, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, yes, and Donna J. Wert, yes.

The meeting adjourned at 8:33 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