

Minutes
Committee of the Whole
February 8, 2010

The Penn Manor School Board met in Executive Session at 5:45 p.m. for the discussion of the negotiations and student matters. 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, Dr. Richard Frerichs. The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Mrs. Wert. Present from the administrative staff were Mr. Johnston, Dr. Lechliter, Ms. Pollock and Mr. Skrocki. Also in attendance were for all or parts of the meeting were: Mrs. Hallock, Mrs. Fair, Mrs. Steinbacher, Mr. Roth, Mr. Miller, Ms. Robyn Meadows, Mr. Chris Hess, students Katie Maisel and Kerri Althouse, and Mrs. Howard.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, March 1, 2010, at 7:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs asked if there were any Citizen's Comments. Mrs. MaryKay Fair, 109 Coleman Church Rd., Conestoga, spoke to the board regarding the PSERS resolution. Mrs. Fair is the President of the Penn Manor Education Association, a Penn Manor teacher and a resident of Penn Manor.

Mr. Hoke reported on the recent Agriculture Committee meeting. Mr. Straub updated the board on the IU new Board Member meeting. It was announced that Mr. Long will represent the board at the March 4 Facilities meeting. Logo Committee members, Mrs. Wert, Mr. Rintz, Mrs. Rhoades, Mr. Roth, Mr. Reisinger, and Mr. Skrocki will meet on February 22. Mr. Long announced that the Penn Manor Education Foundation recently awarded approximately \$13,000 in venture grants.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the February 1, 2010, 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 Katie Maisel reported on high school, athletic and Student Council activities for January and February. Katie also provided information on upcoming high school and Student Council events.

Mr. Jeff Roth provided statistics on the number of boys and girls currently, and in the past, on the Lacrosse teams and the number of coaches. He explained the need for one additional assistant coach for Girls' Lacrosse and one additional assistant coach for Boys' Lacrosse. Board members asked Coach Miller and Mr. Roth questions. Approval for placement of this item on the February 8 board agenda was approved on a motion by Mr. DeLuca, and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes;

Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Ms. Pollock provided information and explained the textbook adoption timeline for secondary schools. Mrs. Hallock explained the process for adopting a new series of textbooks for the elementary level. Mr. Johnston explained current budgeting details for textbooks in the secondary and elementary level. He recommended adding a new category for designating money from the fund balance for elementary textbooks. Questions were asked by board members.

Mr. Skrocki presented information on the Property Tax Rebate Program for the state and the Penn Manor program. He reviewed the statistics for Penn Manor for the past three years and currently for 2009-2010. Mr. Skrocki recommended continuing the tax rebate program for 2010-2011 with the same guidelines as in the 2009-2010 school year. Approval for placement of this item on the February 8 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, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

The PSBA recommended PSERS resolution was reviewed by Dr. Leichliter. Discussion ensued on this topic and a couple of minor changes were made. Approval for placement of the amended item on the February 8 board agenda was approved on a motion by Mr. Long, and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mr. Johnston provided information on the State Audit. He said an informal audit review conference was held in January to discuss results of the State Audit that was conducted for fiscal years ending in 2005, 2006, 2007 and 2008. He said when the final report is sent to the district it will be presented to the board.

The Committee of the Whole adjourned at 8:30 p.m. on a motion by Mr. Long a second by Mr. Hoke, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
February 8, 2010

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, Dr. Richard Frerichs at 8:32 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, March 1, 2010, 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. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Mrs. Wert. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were: Mrs. Kari Steinbacher, Ms. Robyn Meadows, Mr. Jim Miller, Mr. Chris Hess, Mrs. Rhoades and Mrs. Howard.

Dr. Frerichs asked if there were any Citizen's Comments. There were none.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the February 1, 2010. Hearing none, on a motion by Mr. Rintz, a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter announced that Mr. Long, Mr. Straub and Dr. Frerichs were recently interviewed by the *Penn Points* staff. The Conestoga Elementary School video was presented.

Mr. Johnston reviewed the treasurer's report for December 2009. He also presented for payment the January 2010 bills. It was moved by Mrs. Friedman and seconded by Mr. Schlotzhauer to approve to authorize payment of bills in the amounts of \$2,834,448.95 from the General Fund; \$148,990.47 from the Cafeteria Fund; \$10,948.95 from the Capital Reserve Fund; \$1,525.54 from the 2006 Construction Fund; \$31,383.05 from the Athletic Fund; \$25,751.60 from the Student Activity Fund and payroll in the amounts of \$803,523.16 dated 1/6/10 and \$784,083.06 dated 1/20/10, for a total of \$1,587,606.22. The following roll call vote was taken on this motion: Joseph DeLuca, yes; Richard L. Frerichs, yes, Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, Christopher Straub, 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. Lancaster County C. T. C. 2010-2011 General Fund Budget – The committee is recommending approval of the Lancaster County C. T. C. 2010-2011 General Fund Budget.

- B. “First Reading” Title I Parental Involvement Policy #918 – The committee is recommending the approval of the “First Reading” of the Title I Parental Involvement Policy #918 (see pages 4 – 6).
- C. Lacrosse Assistant Coach – The committee is recommending the additional salary equivalence of one (1) assistant coach for Girls’ Lacrosse and one (1) assistant coach for Boys’ Lacrosse effective with the spring 2010 season.
- D. Property Tax Rebate Program – The committee is recommending approval of the attached resolution (see pages 7 – 12).
- E. PSERS Resolution – The committee is recommending approval of the attached PSERS resolution (see page 13).

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

It was moved by Mr. Schlotzhauer and seconded by Mr. DeLuca 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Items 3 A – E:

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. American School Counselor Association Training Day – The administrative staff is recommending approval of a contract with the American School Counselor Association (ASCA) and Anita Young, Ph.D. to provide a workshop on the ASCA National Model: A Framework for School Counseling Programs® in the amount of \$2500 tentatively scheduled for March 4, 2010 (see page 14).

Explanation: The school counselors have been working with the American School Counselor Association to improve the quality of the Penn Manor School District counseling program. Project 720 grant funds will be used to pay for this program.

- C. Approval to Advertise for Bids – Central Manor Elementary School Additions and Renovation Project – The administrative staff is recommending approval to advertise for bids for the Central Manor Elementary School additions and renovation project.
- D. Plancon Part D – Central Manor Elementary School Renovation/New Construction Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon Part D (Project Accounting Based on Estimates) from the Pennsylvania Department of Education for the Central Manor Elementary School Renovation/New Construction Project (Project number 3526) as per the attached (see pages 15 – 16).

Explanation: This approval from PDE is required to be entered into the official minutes.

- E. Tuition Free Senior – The administrative staff is recommending approval of the following student as a tuition free senior for the 2009-2010 school year.
Jordynea Hill

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – E. It was moved by Mrs. Wert 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; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Items 4 A – D: 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. 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).
- C. Leaves – The administrative staff is recommending the board accept the individuals listed for Family Medical and Designated Family Medical Leaves according to the terms listed (see page 20).
- D. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date cited.
Deanna Wagner – food service – effective 2/2/2010

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

Item 5 A – C: Consent Agenda for Administrative Actions

- A. Facility Committee Meeting – The administrative staff is recommending approval for advertising of a Facility Committee meeting to be held on March 4, 2010 starting at 9:00 a.m. in the high school large conference room.
- B. Cell Phone Contract – The administrative staff is recommending approval of a cell phone contract with Verizon Wireless for the period of 7/1/2010 to 6/30/2011 as per the terms of the attached proposal (see pages 22 – 25).

Explanation: Proposals for cell phone service were due last Wednesday afternoon, after the agendas were distributed. Proposals were received from 4 providers. Verizon Wireless has been the cell phone provider for the district for the past 2 years. The

Verizon Wireless proposal is based on governmental contract pricing. The district conducts an annual RFP in order to satisfy E-rate requirements. E-rate is a federal program that provides approximately 40% reimbursement for telecommunication and internet services.

- C. Cable Modem Contract – The administrative staff is recommending approval of a business class cable modem contract with Comcast for the period of 7/1/2010 to 6/30/2011. The recurring monthly cost will be \$114.90 plus applicable tariffs (see pages 26 – 28).

Explanation: Proposals for cable modem service were due last Wednesday afternoon, after the agendas were distributed. Proposals were received from 1 provider. Comcast has been the cable modem provider for the district for the past 2 years. The cable modem resides at the high school and serves as a backup in case of an outage by the district's internet service provider. The cable modem is also used to re-route internet traffic and lessen the use of the bandwidth used from the district's internet service provider. The district conducts an annual RFP in order to satisfy E-rate requirements. E-rate is a federal program that provides approximately 40% reimbursement for telecommunication and internet services.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 5 A – C: 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, yes; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

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

Dr. Richard Frerichs, President

Paula E. Howard, Secretary