

**Minutes**  
Committee of the Whole  
March 8, 2010

The Penn Manor School Board met in Executive Session at 6:00 p.m. for a negotiations discussion. 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, Dr. Richard Frerichs. The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, 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: Phil Gale, Jeff Roth, Coach Soto, students Taylor Eichelberger, Katie Maisel, Pete DeLuca and Jill Witmer, Mr. and Mrs. Witmer, Penn Manor High School students, a Penn Manor resident, Claudia Forrey, Mindy Rottmund, 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 Tuesday April 6, 2010, at 4:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs reminded the board of the upcoming IU Convention, PSBA courses and the Alumni Banquet.

Mr. Long and Dr. Frerichs recently visited Study Island at the high school. Mr. Long provided a report on the Study Island visit.

Mr. Kirk Schlotzhauer read a resolution commending Peter DeLuca for being selected as an All-American in the sport of Lacrosse, and Mr. Ken Long read a resolution commending Jill Witmer for being selected as an All-American in the sport of Field Hockey. The resolutions were presented by Dr. Frerichs.

Student representatives Taylor Eichelberger and Katie Maisel reported on high school, athletic and Student Council activities for February and March. They also provided information on upcoming high school and Student Council events.

Mrs. Claudia Forrey, 106 Linger Street, Millersville, addressed the board regarding parents coaching their child on a Penn Manor sports team. Dr. Frerichs thanked Mrs. Forrey.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the March 1, 2010, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter presented the proposed 2010-2011 school board meeting calendar. Dr. Leichliter reviewed some of the proposed dates. Approval for placement of this item on the board agenda was approved on a motion by Mr. DeLuca, and seconded by Mr. Long. The

following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Dr. Leichter presented for a first reading Board Policy 600 and 700 sections. He reviewed highlights of these sections of the revised Board Policy Manual. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman, and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mr. Johnston provided an update on the Lancaster County Tax collection Bureau new structure, creation of two key committees and Bureau goals for 2010.

Information on the 2009-2010 budget was presented by Mr. Johnston. He reviewed revenues and expenses through December 31, 2009. Information was distributed to the Board.

Mr. Johnston provided a broad summary of the 2010-2011 budget with preliminary comparisons to the current year budget. He reminded the Board of the budget workshop dates. He reviewed projected revenues and expenses and discussed critical items. Information was distributed.

Highlights of the proposed Transportation Contract were presented by Mr. Johnston. He reported that the final contract is being reviewed by the solicitor and will be presented for approval in April. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman, and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mr. Skrocki presented an update on the Lancaster-Lebanon Health Care Consortium. He explained the current structure, expense breakdown, and the purpose of the bylaws changes. He said the main purpose of the amendments is to allow for district membership outside of the IU 13. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mrs. Wert recommended placement on the agenda for approval the Lancaster County Academy Budget. Approval for placement of this item on the board agenda was approved on a motion by Mr. DeLuca, and seconded by Mr. Straub. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Dr. Leichter reported that the final cost for an 18 x 24 framed black and white portrait of the Superintendents who served in Penn Manor will be \$500 each. The portraits will be completed by September 1, 2010. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman, and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr.

Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mr. Long summarized the first meeting of the Facility Committee with the architect regarding the Master Facility Plan. He announced that the next meeting will be on April 8 at 9:00 a.m. in the Board Room. Mr. Long suggested that the Board look at land that the district owns for possible sale and land for possible purchase. After much discussion the Board agreed that the Facility Committee should incorporate land study as part of their responsibilities.

The Committee of the Whole adjourned at 9:07 p.m. on a motion by Mr. Straub a second by Mr. Long, and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary



- C. Health Care Resolution – The committee is recommending approval of the attached resolution (see page 6).
- D. Special Board Meeting – The committee is recommending that a special board meeting be held on Thursday, March 18, 2010, at 4:00 p.m. for the purpose of awarding bids for the Central Manor renovation/construction project and any other business that may come before the board.
- E. Lancaster County Academy Budget – The committee is recommending the approval of the Lancaster County Academy budget totaling \$364,194 with a Penn Manor contribution of \$29,995 for 10 student enrollment slots.
- G. Transportation Contract – The committee is recommending approval for the transportation contracts with Shultz Bus Company and the Eschbach Bust Company to be reviewed by the solicitor for final approval in April.

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

It was moved by Mrs. Wert 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, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

- F. Superintendent Pictures – The committee is recommending approval of a contract with Ben DeLuca for six superintendent portraits at a price of \$500.00 each to be completed by September 1, 2010.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2 F:**

It was moved by Mr. Rintz and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Joseph DeLuca, abstained; Richard L. Frerichs, yes; Johnna Friedman, yes; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**Items 3 A – G:**

**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. Approval to Advertise for Bid – Trash Removal – The administrative staff is recommending approval to advertise for bid for Trash Removal.

*Explanation: Penn Manor is approaching the end of its five year trash removal services contract.*

- C. Approval to Advertise for Bid – Penn Manor Art Supplies – The administrative staff is recommending approval to advertise for the Penn Manor Art Supplies Bid.

*Explanation: Penn Manor annually conducts a bid for district Art Supplies.*

- D. Marticville Middle School Plancon J Submission and Audit – The administrative staff is recommending awarding a contract to Harold Gaughan and Jason Casey for the completion, submission, and audit of the final cost data for the Marticville Middle School, PDE Project Number 3342, at a cost of \$2,500. Payment to be made from the 2006 Construction Fund.
- E. Martic Elementary School Plancon J Submission and Audit – The administrative staff is recommending awarding a contract to Harold Gaughan and Jason Casey for the completion, submission, and audit of the final cost data for the Martic Elementary School, PDE Project Number 3376, at a cost of \$2,500. Payment to be made from the 2006 Construction Fund.

*Explanation: Part J, Project Accounting Based on Final Costs, must be submitted after all construction work has been completed and all final monies due on this project have been paid. The permanent reimbursable percent is calculated by PDE upon approval of Plancon J. After the permanent reimbursable percent is assigned, PDE will calculate the retroactive reimbursement, if any, and make a lump sum payment. An independent auditor's report must be completed based on generally accepted auditing standards by a certified public account (CPA) or CPA firm licensed by the Commonwealth of Pennsylvania. The fee stated above includes the CPA's report.*

- F. Farm Lease Agreement – The administrative staff is recommending approval of the lease of 23 acres of farm land formerly belonging to Mr. and Mrs. Abe Fisher to Mr. Clifford Charles at the rate of \$250.00 per acre or \$5,750.00 for the period of April 1, 2010 through March 31, 2011 as per the attached (see pages 7 – 9).

*Explanation: This is an annual renewal of a farm lease agreement for the Fisher property which is owned by Penn Manor School District. The proposed lease amount per acre is \$250 which is an increase of \$0 per acre, or 0% over the expiring lease. The tenant has been consulted on this price and is in agreement with the terms.*

- G. Contracted Psychological Services – The administrative staff is recommending approval of an agreement with Margaret J. Kay, Ed.D to provide psychological evaluation services at a rate of \$150 per hour, not to exceed \$2,500.

*Explanation: This contract is in accordance with Board Policy #113.2 Independent Educational Evaluations.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – G:** It was moved by Mr. DeLuca and seconded by Mr. Straub 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, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**Item 4 A - F:**

**Consent Agenda for Personnel**



**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 5 A – B.** 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, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

The meeting adjourned at 9:26 p.m. on a motion by Mr. Long and seconded by Mrs. Friedman and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary