

Minutes
Committee of the Whole
June 7, 2010

The Penn Manor School Board met in Executive Session at 6:15 p.m. for the discussion of the Superintendent's evaluation. 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, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Mrs. Wert. Mrs. Friedman was absent. 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: Ms. Rhonda Lord from Kegel Kelin Almy & Grimm, Mr. Ken Phillips from RBC Dain Rauscher, Mrs. Rhoades, 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, July 12, 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. There were none.

Dr. Frerichs announced that the PSBA Summer Institute will be held July 11 & 12. Mrs. Wert expressed an interest to attend the symposium. The board approved Mrs. Wert to attend the PSBA Symposium. Dr. Frerichs reminded the board of upcoming events including Commencement and the Board Retreat.

Mr. Skrocki briefly explained three PA House Bills relating to appeals. He said the Bills will not have much impact on Penn Manor since Penn Manor already follows many of the procedures outlined in the proposed legislation.

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

Mr. Ken Phillips, RBC Dain Rauscher, reviewed purchase details of the General Obligation Bonds, Series A of 2010, and the General Obligation Bonds, Series B of 2010. The Series A issue will be utilizing the Build America Bonds (BAB). Ms. Rhonda Lord, Kegel Kelin Almy & Grimm, briefly reviewed the resolutions for the Bonds. Questions were asked by Board Members. Approval for placement of this item on the June 7, 2010 board agenda was approved on a motion by Mr. Long, and seconded by Mr. Hoke. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Dr. Leichter briefly reviewed the relationships between community groups and the school district athletic teams. After checking with the solicitor, he reported that there is nothing inappropriate with district coaches working with community groups.

Mr. Johnston presented and explained information about the Act 93 and support staff salary grids, and the percentages recommended for the 2010-2011 budget year. Questions were asked by board members. Approval for placement of this item on the June 7, 2010 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. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mr. Johnston presented the final budget for the 2010-2011 fiscal year. The administration is recommending budgeted expenditures of \$66,974,077 with a 3.46% real estate tax increase. Questions were asked by board members. Approval for placement of this item on the June 7, 2010 board agenda was approved on a motion by Mr. Hoke, and seconded by Mr. Straub. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mr. Johnston presented information to designate/commit money for the healthcare cost containment, retirement rate stabilization, and textbook replacement series. Questions were asked by board members. Approval for placement of this item on the June 7, 2010 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, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mr. Johnston explained that the 2004 Swap was terminated. This item was removed from the agenda.

Ms. Pollock updated the board on the textbook process for the Science AP textbook. The Textbook Committee requested additional information.

Ms. Pollock discussed the need for an ESL Department Coordinator, due to increasing regulations and the need for oversight of the program. Questions were asked by board members. Approval for placement of this item on the June 7, 2010 board agenda was approved on a motion by Mr. Wert, and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Mrs. Wert, yes.

Mrs. Rhoades distributed information on Summer Break. She invited board members to attend any of the sessions.

The Committee of the Whole adjourned at 9:30 p.m. on a motion by Mr. DeLuca a second by Mr. Schlotzhauer, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
June 7, 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 8:40 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, July 12, 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, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Mrs. Wert. Mrs. Friedman was absent. Present from the administrative staff were Mr. Johnston, Dr. Leichter, Ms. Pollock, and Mr. Skrocki. Also in attendance were: 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 June 1, 2010. Hearing none, on a motion by Mr. Straub, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

The Central Manor Elementary School video was presented.

Mr. Johnston reviewed the treasurer's report for April 2010. Mr. Johnston presented for payment the May 2010 bills. It was moved by Mr. Straub and seconded by Mr. Hoke to approve to authorize payment of bills in the amounts of \$2,826,512.73 from the General Fund; \$179,453.14 from the Cafeteria Fund; \$107,936.91 from the Capital Reserve Fund; \$69,899.91 from the 2006 Construction Fund; \$7,708.24 from the Athletic Fund; \$26,058.38 from the Student Activity Fund and payroll in the amounts of \$843,735.73 dated 5/12/10, and \$844,462.26 dated 5/26/10. The following roll call vote was taken on this motion: Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, Christopher Straub, yes, and Donna J. Wert, abstained from check #4075.

The School Board Meeting Agenda was reviewed.

Items 2 A – H: Consent Agenda for Committee of the Whole Meeting

- A. Elementary Math Program – The committee is recommending approval of the McGraw Hill/Glencoe K-6 Program "Math Connects". The cost of the program is \$374,000 including a 12 year site license for access to all on-line materials and assessments.
- B. Series of 2010 A Bond Issue – The committee is recommending approval of a \$10,570,000 Series A of 2010 Bond Issue as per the attached resolution. The proceeds from the bond issue will be used for the Central Manor Elementary School renovation/new construction project.

- C. Refunding of Debt – The committee is recommending approval for the refunding of the Series 2005 bonds as per the attached resolution. The new issue will be known as Series B of 2010.
- D. Adoption of the 2010-2011 Final Budget – The committee is recommending approval of the following items regarding the adoption of the 2010-2011 Penn Manor School District budget:
1. Adoption of the final budget for 2010-2011 listing expenditures in the amount of \$66,974,077.
 2. Authorization of the intent to levy taxes necessary for the support of the budget under act 511.
 3. Adoption of a resolution for approval of the Final Budget for the General Fund (see page 8).
 4. Adoption of a resolution for approval of the 2010 Annual Tax Levy Resolution (see pages 9 – 10).
 5. Adoption of a resolution authorizing installment payments (see page 11).
- E. Designation/Commitment of Fund Balance – The committee is recommending designating/committing \$6,117,998 with the current general fund (see page 12).
- F. Construction Organizational Plan – The committee is recommending the following temporary personnel adjustments for the period of 6/28/2010 to 8/31/2011 due to the renovation/new construction at Central Manor Elementary School:

Dennis Coleman – Director of Buildings and Grounds to perform the additional duties of Clerk of the Works for a base stipend of \$10,000. A bonus payment of \$2,500 will be made at the end of the renovation/new construction project if the substantial completion project timeline of 500 days is met.

Kathy Campbell – secretarial support for the renovation/new construction project for up to 40 hours for 6 weeks during the summer of 2010 and 2011 as well as up to 10 hours per week outside the summer time period. Payment will be at her current hourly rate in effect when the work is performed.

Payment for the above items to be made from the 2010 A Construction Fund.

- G. ESL Department Coordinator – The committee is recommending approval of the position of ESL Department Coordinator.

Explanation: The ESL coordinator is a new position. This person will take on the responsibilities of the current department coordinators, including scheduling, budgeting and reporting to the department and administrative team on the latest PDE ESL regulations and updates. The individual, a teacher in the department, will report to the administrator responsible for ESL.

- H. Salary/Evaluation Grids – The committee is recommending approval of the 2010-2011 Administration and Support Staff Salary/Evaluation Grids as presented (see page 13).

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

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

The following item was removed from the agenda:

- I. Resolution Authorizing Termination of the 2004 Swaption – The committee is recommending approval of the attached resolution dealing with the termination parameters for the 2004 Swaption effective through 6/30/2011 (see pages 14 – 15).

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/>).

Explanation: Required by School Code.

- B. Lancaster General Hospital Drug Screening Contract – The administrative staff is recommending approval of the 2010-2011 drug screening contract with Lancaster General Hospital (see enclosure).

Explanation: The fees are the same as the 2009-2010 school year.

- C. “First Reading” of the Penn Manor Board Policy #609 – Investment of District Funds – The administrative staff is recommending the approval of the “First Reading” of the Penn Manor Board Policy # 609 – Investment of District Funds (see previous enclosure).

- D. Award of Trash Removal Bid – The administrative staff is recommending approval of the awarding of the bid for trash removal to Waste Management for July 1, 2010 through June 30, 2012 per the bid tabulation on page 16).

Explanation: The results for each year of the five year bid came in under the contracted amount for the current year.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – D:

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

Items 4 A - S: Consent Agenda for Personnel

- A. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2010-2011 school year (available upon request).

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

- B. Support Staff Salaries – The administrative staff is recommending approval of the support staff salaries for the 2010-2011 school year (available upon request).

Support staff increases were determined using a grid that uses the employee's position within their range and their annual evaluation scores. The center square for the grid was 2.6%.

- C. Department Coordinator Stipend Calculation – The administrative staff is recommending approval of the calculation used to determine Department Coordinator stipends for the 2010-2011 school year (see page 17).

This calculation will be used to determine stipends for department coordinators for the 2010-2011 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 2010-2011 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 \$216 (100% of beginning salary daily rate rounded to the nearest dollar.) This daily rate of \$216 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 2010-2011 school year. No changes have been made to the daily substitute rate for the 2010-2011 school year. The per diem beginning salary rate for substitutes in the position for 15 days reflects a \$3.00 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 2010-2011 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. Board Secretary Services – The administrative staff is recommending approval for Paula E. Howard to receive \$3,110 for her services as Board Secretary for the 2010-2011 school year.

G. 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.

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|----------------|------------------|
| Beth Corl | Nancy Jo Johnson |
| Nancy Kaufhold | Patrice O'Brien |
| Kathy Rowley | Angela Weber |
| Mark Schettler | Kristen Bock |

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

H. 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.

Brad Aungst
 Christine Harman
 Karen Miller

I. 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 18).

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

- J. Leaves – The administrative staff is recommending granting the family medical, child rearing and designated family medical leaves to the individuals listed according to the terms listed (see page 19).
- K. 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 20).

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

- L. 2010/2011 Band Positions – The administrative staff is recommending approval of the individuals listed to the band positions cited for the 2010-2011 school year (see page 21).

Explanation: Band positions and salaries are approved annually based upon rosters submitted by the director of the Marching Band in conjunction with the high school principal.

- M. 2010/2011 Coaching Stipends – The administrative staff is recommending the use of the enclosed calculations for determining position pay by sport for the 2010-2011 school year (see enclosure).

Explanation: This framework provides coaches pay by sport. Positions, personnel and individual salaries are determined and presented at a later date.

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

Michele Colvin – elementary teacher – effective 5/28/2010

Candace Greenberg-Thompson – art teacher – effective 6/10/2010

Lisa Villani – support aide – effective 6/10/2010

- 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 22 – 23).

- P. 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.

Chris Harzinski

Michele Henry

Kelly Sproul

- Q. Rates for Co-curricular Work – The administrative staff is recommending approval of the rates for co-curricular work for the 2010/2011 school year as cited (see page 24).

Explanation: Rates for co-curricular work are re-calculated annually. Presented rates have been held constant from the previous year.

