

**Minutes**  
Committee of the Whole  
February 22, 2011

The Penn Manor School Board met in Executive Session at 6:00 p.m. for the discussion of negotiations, student matter and personnel.

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: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Carlton Rintz was absent. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Lechlitter, and Ms. Ellen Pollock. Also in attendance for all or part of the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mrs. Krista Cox, Mr. Charlie Reisinger, Mrs. Connie Jackson, Mr. Dean Jones, students Katie Maisel and Evan Bigler, Penn Manor students, residents, Reporter Dean Evans, Mrs. Cindy Rhoades, and Board Secretary, Mrs. Paula 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 7, 2011, 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 asked the committee whether there were any additions or corrections to the Minutes of the February 7, 2011, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Hoke, a second by Mrs. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Student representatives Katie Maisel and Evan Bigler reported on high school, sports, and student council activities for the month of February. They also provided dates for upcoming high school and student council events.

Dr. Lechlitter inquired if board members were interested in interacting with high school student groups regarding current issues. Katie and Evan supported meetings with board members and student leadership from high school organizations and will present some suggested topics to the board in March.

Mrs. Krista Cox and Ms. Ellen Pollock presented information on Student Assistance Programs related to Pennsylvania Counseling Services. They explained program requirements, student assistance process, the role of Pennsylvania Counseling Services, services for Penn Manor and the cost for the programs. The board supported a presentation of a contract from Pennsylvania Counseling Services at a future meeting.

Mr. Frank Hoke reported on the Agriculture Advisory Board meeting he attended. He explained that the Penn Manor School District Board needs to recognize the Penn Manor Agriculture Advisory Board as operating under the Penn Manor School District Board. Approval for placement of this item on the March 7 board agenda was approved on a motion by

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

Mr. Schlotzhauer reported on the State of the District Meetings at Central Manor and Pequea Elementary Schools.

Mrs. Wert reported on an Act 93 meeting. She announced that all Act 93 administrators volunteered no salary increases for the 2011-2012 school year.

Dr. Leichter reported on a meeting with Representative Boyd. Representative Boyd stated his viewpoints on current mandates.

Mrs. Friedman reported on the school board breakfast at Letort Elementary School. Mrs. Friedman presented a list of upcoming board opportunities. Board members indicated which events they will be attending.

Mr. Long reported that there will be a Facilities Committee meeting on Wednesday, March 9 at 8:00 a.m. in the board room.

Mr. Johnston presented information on the Tax Rebate Program. He reviewed the history of the program and rebate information for the current year. Mr. Johnston recommended to continue the program for the 2011-2012 year using the same guidelines and rebate maximum as 2010-2011. Approval for placement of this item on the board agenda was approved on a motion by Mr. Hoke and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes

Mr. Johnston presented an update on the Energy Program. He explained the Demand Response Program from ClearChoice Energy. The board supported Mr. Johnston pursuing participation in the Demand Response Program. Mr. Johnston will present a contract for board review and approval at a future board meeting.

Dr. Leichter presented a map showing the parcels of land in relation to the mutual lease of the tract of land behind Penn Manor's high school math/science wing owned by Millersville University, and Millersville University's Pucillo gym owned by Penn Manor. He distributed information summarizing the procedures for the land swap and transfer of the Penn Manor parcel to a Millersville University trust. After much discussion the board directed Dr. Leichter to continue pursuing the land swap.

Mrs. Friedman provided information on the annual School Board Employee Recognition Dinner. She explained the length and format of the evening, and the costs for previous dinners and gifts. She stated that she met recently with Cindy Rhodes regarding changing the format of the dinner, and gift options for service years and retirees. Mrs. Friedman presented proposed changes for the dinner format and gifts awarded. The board agreed to the proposed changes.

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

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary



- A. Property Tax Rebate Program – The committee is recommending approval of the attached resolution (see enclosure).

*Explanation: The Penn Manor Tax Rebate Program began in 2006-07 for taxes paid in 2005. This program is budgeted to supply real estate tax rebate payments totaling \$57,000 to low income residents that are approved for the state rebate program.*

**MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2 A:** It was moved by Ms. Wert and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**Items 3 A – H: 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. Plancon J Approval – The administrative staff is acknowledging review and approval of Plancon Part J, Project Accounting Based on Final Costs, by the Pennsylvania Department of Education for Martic Elementary School Renovation Project at a reimbursable percentage of 30.61% of the project cost.
- C. Plancon J Approval – The administrative staff is acknowledging review and approval of Plancon Part J, Project Accounting Based on Final Costs, by the Pennsylvania Department of Education for Marticville Middle School Renovation Project at a reimbursable percentage of 30.61% of the project cost.
- D. Cable Modem Contract – The administrative staff is recommending approval of business class cable modem service with Comcast for the period of 7/1/2011 to 6/30/2012 for the High School and 7/1/2011 to 6/30/2013 for Manor Middle School as per the terms of the attached proposals (see pages 5 – 11).

*Explanation: Comcast has been the cable modem provider for the district for the past 3 years. The primary cable modem resides at the high school and serves to provide additional bandwidth for district instructional Internet access. A second cable mode is being requested at Manor Middle School to serve as a backup in case of an outage at the High School facility. Both cable modem help 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. Proposals were received from 1 provider.*

- E. Act 80 Report – The administrative staff is recommending the approval of the Act 80 report as cited (see pages 12 – 13).

*Explanation: Mandatory submission to PDE for detailed school calendar.*

- F. Approval of Auditing Services – The administrative staff is recommending approval of Brown Schultz Sheridan & Fritz for district auditing services for the years and prices as stated below:

2010-2011 audit \$30,600  
 2011-2012 audit \$31,600  
 2012-2013 audit \$32,000

*Explanation: This three year extension holds the first year costs at current levels. The average increase over the three year period is 1.5%.*

- G. Shaw Integrated Solutions Proposal – The administrative staff is recommending approval of the proposal from Shaw Integrated Solutions to replace carpet at Manor Middle School at a cost of \$72,506.71 to be paid through Capital Reserve.

*Explanation: Carpet replacement project for badly worn areas of Manor Middle School has been scheduled for several years on past capital improvement plans. Pricing is through state contract.*

- H. Tuition Free Senior – The administrative staff is recommending approval of the following student as a tuition free senior for the 2010-2011 school year.

Daniel Kauffman

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – H:** It was moved by Ms. Wert and seconded by Mr. Schlotzhauer to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

**Items 4 A – G:**

**Consent Agenda for Personnel**

- A. Leaves – The administrative staff is recommending granting Family Medical and Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 14).
- 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 15).
- C. Security – The administrative staff is recommending approval for the following Pennsylvania Constable to provide security for the school district during the 2010-11 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.  
 Dan Harsh
- D. Head Boys' Soccer Coach – The administrative staff is recommending the employment of Mr. Steve McCabe as the Head Boys' Soccer Coach for the fall 2011 season.

- E. Spring Musical Co-curricular Position – The administrative staff is recommending approval of the following individual as the costume coordinator for the spring musical.  
Elizabeth Sheerer           \$1,600.00
- F. Contracted Psychologist – The administrative staff is recommending approval of a contract with George Graupera, a bilingual psychologist to complete 3 special education evaluations on non-English speaking students at the cost of \$425 per evaluation (includes report) for a total of \$1,275.
- G. Enrollment Related Aide – The administrative staff is recommending approval of the following individual to provide 1.5 hours per day as a learning support aide at Conestoga Elementary School at the rate of \$9.90 per hour. These hours are enrollment related and are for the 2010-2011 school year only.  
Kimberly Henson

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – G:** It was moved by Mrs. Friedman and seconded by Ms. Wert to approve these items as amended. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

The meeting adjourned at 9:00 p.m. on a motion by Mrs. Friedman, and seconded by Mrs. Green and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary