

**Minutes
Committee of the Whole
May 17, 2011**

The Penn Manor School Board met in Executive Session at 6:00 p.m. for the discussion of the superintendent's evaluation, personnel and student matters.

The Penn Manor School Board met as a Committee of the Whole at 7:03 p.m. in the Auditorium 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. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. 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, Mr. Charlie Reisinger, Mr. Denny Coleman, Mr. Phil Gale, Dr. Jerry Egan, Penn Manor teachers, student Katie Maisel, Penn Points reporters Jen Felegi and Storm Kelly, Lancaster Newspaper reporter Elaine Jones, Larry Levato and Hal Hart from Crabtree Rohrbaugh and Associates, community members, 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, June 6, 2011, at 7:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the May 2, 2011, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Student representative Katie Maisel reported on high school, sports, and student council activities for April and May. She also provided dates for upcoming high school and student council events. On behalf of the high school student leaders, Katie thanked school board members for visiting the high school and meeting with the student leaders. Katie also thanked the school board for the past two years that she served as the student representative.

Dr. Lechlitter recognized Katie Maisel for her contributions to the Penn Manor High School. Dr. Frerichs presented Katie with a gift from the Board and thanked her for her reports to the Board at the meetings.

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

Mr. Straub reported that after receiving information regarding the PSERS board position he will not be applying for the position due to time commitment. Ms. Wert announced that Diane Tyson from the Lancaster County Academy will be at the June 6 meeting.

Mr. Gale reviewed in detail the arrangements for high school commencement practices and the ceremony that will be held at the Franklin and Marshall College Alumni Sports and Fitness Center. Mr. Don Miley questioned why the ceremony was moved from Millersville.

Mr. Gale announced that the Co-curricular meeting was moved to June. Linda Dommel inquired the exact date of the rescheduled meeting. The date will be posted on the district website.

Mr. Reisinger reviewed the current agreement for copier services and the process for selecting vendor proposals. He explained the modified agreement with the current vendor, Ikon Business Services, for renewal of the district's existing copier contract. Approval for placement of this item on the board agenda was approved on a motion by Ms. Wert and seconded by Mr. Long. 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston presented the 2011-2012 proposed final budget. He reviewed the timeline, funding gap, current millage, Act 1 Index, and efforts taken to reduce the budget. He recommended to the board a 1.64% tax increase. Approval for placement of the 2011-2012 proposed budget with expenditures totaling \$64,423,313 on the board agenda was approved on a motion by Mr. Hoke and seconded by Mr. Schlotzhauer. 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Long, Chairman of the Facility Committee, thanked the staff at Hambright Elementary School for their participation in the process for examining the options for Hambright, attendance at the meetings and for supporting the board and administration. Mr. Long said: "A year ago this past March we started the process of a Master Facility Study where we looked at current and future needs of the district and then to prioritize those needs into an action plan. As a result of that study, we identified Hambright Elementary as the most pressing problem area. We initially looked at 3 options; paint ant patch, renovate, and build on a new campus. The paint and patch option quickly ruled out as being a short term answer to a long term problem. Part of the process of deciding on the renovate or build new plan was to involve the public and get their input. We held 4 public meetings totally dedicated to the Hambright decision. We held an additional 6 meetings where it was incorporated into the State of the District meetings. In all these meetings we received overwhelming support from parents, teachers, and the general public. It has always been the philosophy of this board that all students, regardless of which school they attend, should have equal educational opportunities. Therefore, it is the recommendation of the Site and Facility Committee that the full board authorize the administration to begin design work for a new Hambright Elementary School on the Manor Middle campus, and to authorize the District Solicitor to negotiate a proposed agreement between the District and Crabtree Rohrbaugh and Associates." Dr. Leichliter explained the he received a letter from another architect for services. Dr. Leichliter reviewed the history of architectural firms who worked for the district since the early 1990s. He stated that all previous changes coincided with a full RFP process. The current professional services RFP schedule reviewed with the board during the fall of 2010 calls for architectural services to be reviewed in 2012. Because there are many factors that contribute to price beyond the architects percentage it is not wise to change in the middle of the process absent a full RFP process which would be advertised and open to all interested architectural firms. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman and seconded by Mrs. Green. 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:24 p.m. on a motion by Mrs. Friedman, a second by Mrs. Green, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
May 17, 2011

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Auditorium at Manor Middle School. The meeting was called to order by Board President, Dr. Richard Frerichs at 8:27 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, June 6, 2011, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Mr. Chris Johnston, Dr. Michael Leichliter, and Ms. Ellen Pollock. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. Denny Coleman, Dr. Jerry Egan, Penn Manor teachers, Penn Points reporters Jen Felegi and Storm Kelly, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades and Board Secretary, Mrs. Paula Howard.

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

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the May 2, 2011. 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 announced that no students were injured on a bus accident that happened in the morning. He distributed copies of the updated Act 93 and Administrative Leadership Team Compensation Plan that will be presented to the board for approval in June.

Mr. Johnston reviewed the treasurer's report for April 2011. Mr. Johnston presented for payment the April 2011 bills. It was moved by Mr. Long and seconded by Mr. Schlotzhauer to approve to authorize payment of bills:

| | | |
|---------------------------------|----|--------------|
| General Fund | \$ | 2,471,393.80 |
| Cafeteria Fund | \$ | 216,067.32 |
| Capital Reserve Fund | \$ | 31,399.68 |
| Technology Capital Reserve Fund | \$ | 27,825.00 |
| 2010 Construction Fund | \$ | 469,303.57 |
| Student Activity Fund | \$ | 28,089.04 |
| Payroll, 4/13/2011 | \$ | 855,096.68 |
| Payroll, 4/27/2011 | \$ | 860,005.27 |

The following roll 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, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Item 1. **The School Board Meeting Agenda was reviewed.**

Item 2. Consent Agenda for Committee of the Whole – The committee is recommending approval of the following: (ROLL CALL)

- A. Hambright Elementary School – to begin design work for a new Hambright Elementary School on the Manor Middle Campus and to authorize the District Solicitor to negotiate a proposed agreement between the District and Crabtree Rohrbaugh & Associates.
- B. Copier Agreement with IKON Office Solutions, Inc. for copier services for the monthly lease amount of \$9,824.43 as per the attached documentation (see pages 6 – 12).
- C. Adoption of the 2011-2012 Penn Manor School District Proposed Final Budget
 - 1. Adoption of a proposed final budget for 2011-2012 listing expenditures in the amount of \$64,423,313.00.
 - 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 20, 2011 for consideration of the final adoption of the budget (see pages 13 – 14).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 2 A - C: It was moved by Mr. Long and seconded by Mr. Schlotzhauer 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, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B. Authorization to Bid and Advertise the Manor Middle School fire alarm system replacement project.
- C. Authorization to Bid and Advertise the Letort sewer line installation project.
- D. Student and Athletic Accident Insurance – purchase of insurance from Ace American Insurance Company at an annual premium of \$11,735 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24 hour per day coverage for the 2011-2012 school year.

Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, majorettes, student coaches, student trainers, and student manager. Also covered are all non-athletic, interscholastic or extracurricular activities. The amount represents a 4.69% increase over last year.

- E. School Resource Officer agreement with the Millersville Police Department for the 2011 – 2012 school year to pay 75% of the salary of School Resource Officer, Jason Hottenstein, with total payments not to exceed \$61,300.

Explanation: This figure represents an increase of \$800 from the 2010-2011 school year due to increased contractual costs from Millersville Borough.

- F. Aesop Bi-Directional Integration Application Proposal/Agreement with Professional Systems, Software and Technologies, LLC to provide software integration between Aesop and Munis (see pages 15 – 17).

Explanation: The software will allow time, attendance and accrual information to move between separate software packages.

- G. Approval of Graduates – The members of the Class of 2011 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.

- H. Educational Agreement with a special education student.

- I. Change Order – High School Soffit Replacement project with Donald E. Reisinger, Inc. in the amount of \$2,816.02.

Explanation: To caulk window units, replace wet insulation and rusted furring channels above the loading dock area.

- J. Tax Exonerations as cited.

| <u>BILL NO.</u> | <u>NAME</u> | <u>REASON</u> | <u>ASSESSMENT CHANGE</u> | <u>TAX DOLLARS LOST</u> |
|-------------------------------|--------------------------|---------------------|--------------------------|-------------------------|
| <i>Martic Township</i> | | | | |
| 43010-3-376 | DEVONSHIRE, Bessie Susie | MOBILE HOME REMOVED | \$ 3,700.00 | \$ 60.90 |
| 43009-3-376 | DEVONSHIRE, Bessie Susie | MOBILE HOME REMOVED | \$ 3,700.00 | \$ 58.87 |

- K. Mowing Services Agreement with Your Estate Service, Inc. to provide mowing services for Hambright Elementary School for a fee of \$160 per mow.

Explanation: Services will include mowing, weed-eating and blowing of walks. Proposed services will eliminate the need to purchase a replacement tractor for a building that is being proposed to close.

- L. Design Proposal for Marticville Middle School Basketball Courts proposal by Derck & Edson for \$2,850 to provide design for plans and specifications for the repairs to the basketball courts at Marticville Middle School.

Explanation: Due to the modular classrooms being located on the basketball courts during renovation, we were unable to overlay the paving at that time. In addition, damage occurred to the courts resulting from the foundations of the modular classrooms.

- M. IU13 Job Training Services contract for Job Training services provided by IU 13 for the 2011-2012 school year (see pages 18 – 20).

Explanation: This contract is based upon preliminary unit costs of \$309.51 per day for 324 days in the 2011-2012 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- N. IU 13 Occupational/Physical Therapy Services provided by IU 13 for the 2011-2012 school year (see pages 21 – 23).

Explanation: This contract is based upon preliminary unit costs of \$84.54 per hour for 400 hours in the 2011-2012 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- O. IU 13 Speech/Language Services provided by IU 13 for the 2011-2012 school year (see pages 24 – 26).

Explanation: This contract is based upon preliminary unit costs of \$81.36 per hour for 700 hours in the 2011- 2012 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- P. Special Education Contract with Intermediate Unit #13 to provide special education services, special education support services and to set hourly rates for services for interpreters, physical therapy and occupational therapy (see pages 27 – 29).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 2 A – P: It was moved by Ms. Wert and seconded by Mrs. Friedman 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, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Substitute teachers 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.
 Tammi S. Onuschak
 Kristi E. Sellers
- B. Employment of the individuals listed per the effective date for the 2010-2011 school year (see page 30).
- C. Change in Status for the 2011-2012 school year (see pages 31 – 32).

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – C: It was moved by Mr. Rintz and seconded by Mrs. Green 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, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

The meeting adjourned at 8:41 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