

Minutes
Committee of the Whole
November 8, 2010

The Penn Manor School Board met as a Committee of the Whole at 5:00 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. Frerichs, Mrs. Friedman, Mrs. Green, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Ms. Wert. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Also in attendance for all or part of the meeting: Mrs. Hallock, Mr. Reisinger, Mr. Coleman, Mr. Hart, Dr. Egan, Mrs. Duke, Mr. Bonawitz, Jen Kroesen, Teri Hay, teachers from Hambright Elementary School, students Katie Maisel and Evan Bigler, Lucy Gillichbaur, Elaine Jones, 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, December 6, 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 at this time.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the November 1, 2010, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Long, a second by Mr. Hoke 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 October and the beginning of November. They also provided dates for upcoming high school and student council events.

Dr. Frerichs announced that the board breakfast on November 15 will be at Marticville Middle School. He also reminded the board of the reorganization dinner on December 6, and the dinner and a play at the high school on November 18 for senior citizens.

Mr. Denny Coleman and Mr. Hal Hart presented an in depth report of the Penn Manor School District Facilities Master Plan Study. They discussed the educational facilities evaluation criteria, the facilities cost index, district wide and site specific implications, and capital improvements. Hambright Elementary School options were discussed. Mr. Johnston presented information on debt structure and implications of additional debt. Mr. Long expressed appreciation to Mr. Hart for the extensive study. Dr. Frerichs asked for comments from the visitors. Hambright teacher, Peg Murr, expressed the importance of adequate climate control for the educational process. Linda Rogers reported on the current cramped classrooms at Hambright, and Amy Adair expressed appreciation for the information presented regarding the Hambright options. Lucy Gillichbauer, a resident from Pequea Township, urged the board to take time for a decision on building and land purchase. Kari Steinbacher inquired about the plans for the land the district is purchasing. Mr. Schlotzhauer requested that the district administration obtain feedback from the community regarding the Hambright options.

Penn Manor High School students Stef Friedman, Natasha Fletcher, Jennifer Rote and Taylor Gamber presented information about the Penn Manor Serteen Club. In the 2009-2010 school year the club raised and donated \$5,347.88 and totaled 995 volunteer hours. They also provided a list of fall events and upcoming winter and spring events for the Serteen Club.

Mr. John Bonawitz from Brown Schultz Sheridan and Fritz provided an overview of the district's annual financial statements for the year ending June 30, 2010. Mr. Bonawitz reported that the district had a clean audit and is in compliance with federal program requirements. He also commended Mrs. Duke and Mr. Johnston for their work in preparation for the audit. Questions were asked by board members. Approval for placement of this item on the board agenda was approved on a motion by Mr. Straub 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Mrs. Wert, yes.

Mr. Coleman provided an update on the Central Manor renovation project. Mr. Coleman presented pictures of the new classroom addition. He said, pending an inspection approval, the new addition is scheduled to be occupied the weekend of November 13.

Mr. Johnston provided bid results for the high school soffit replacement project. He is recommending the bid to Donald E. Reisinger, Inc. Approval for placement of this item on the November 8, 2010 board agenda was approved on a motion by Mrs. Wert, 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichliter provided an update on the number of Penn Manor teachers receiving principal certification through the partnership with Alvernia College. He also stated that the University of Pennsylvania is interested in a professional development literacy course with Penn Manor. Dr. Leichliter will pursue more information about this course.

The Committee of the Whole adjourned at 8:05 p.m. on a motion by Mr. Long, 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
November 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 8:06 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, December 6, 2010, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

The following members were present: Dr. Frerichs, Mrs. Friedman, Mrs. Green, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Ms. Wert. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Also in attendance: Teri Hay, Jen Kroesen, Lucy Gillichbaur and Mrs. Howard.

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

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the November 1, 2010. 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 announced that senior Ben Clark recently participated in the Siemens Competition in Math, Science & Technology at Massachusetts Institute of Technology and was awarded a \$3,000 scholarship. He and 5 other regional winners will compete in the national competition in Washington, D.C.

Mr. Johnston reviewed the treasurer's report for September 2010. Mr. Johnston presented for payment the October 2010 bills. It was moved by Mr. Hoke and seconded by Mr. Long to approve to authorize payment of bills in the amounts of \$2,171,531.14 from the General Fund; \$133,957.10 from the Cafeteria Fund; \$81,002.93 from the Capital Reserve Fund; \$1,372,002.73 from the 2006 Construction Fund; \$12,322.09 from the Student Activity Fund and payroll in the amounts of \$832,345.22 dated 10/13/10 and \$831,309.91 dated 10/27/10. 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, absent; Kirk Schlotzhauer, yes, Christopher Straub, yes, and Donna J. Wert, yes.

The School Board Meeting Agenda was reviewed.

Items 2 A – B:

Consent Agenda for Committee of the Whole Meeting

- A. Acceptance of Local Auditor's Report – The committee is recommending acceptance of the 2009-2010 local audit as presented.
- B. Awarding of Bid Approval of Contract and Notice to Proceed for High School Soffit Replacement Project – The committee is recommending awarding of bid approval and execution of contract agreement and issuance of a notice to proceed as per the bid

tabulation for the high school soffit replacement project to Donald E. Reisinger, Inc. in the amount of \$69,150 (see bid tabulation). Payment to be made from the Capital Reserve fund.

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

It was moved by Mr. Schlotzhauer and seconded by Mr. Long 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.

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/>).
- B. Central Manor Change Orders, Warfel Construction Company – The administrative staff is recommending approval for the change orders totaling \$248,419.00 for Warfel Construction as summarized on the attachment (see page 4).
- C. Central Manor Change Order, Greg Vietri, Inc – the administrative staff is recommending approval for the change orders totaling \$6,122.00 for Greg Vietri, Inc. as summarized on the attachment (see page 4).
- D. Transportation Contracts – The administrative staff is recommending approval of the following transportation contracts for the 2010-2011 school year:
- | | |
|--------------------------------------|----------------|
| Eschbach Bus Service (181 Days) | \$2,059,723.20 |
| Eschbach Fuel Surcharge | \$27,117.74 |
| Eschbach Bus Service (Late Run 001A) | \$14,691.52 |
| Eschbach Bus Service (Late Run 001B) | \$10,975.07 |
| Schultz Transportation (181 Days) | \$433,498.12 |
| Schultz Fuel Surcharge | \$5,308.09 |

Explanation: The contract figures have been calculated based upon updated routing and student information. The contracts have been reviewed by the district solicitor.

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

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.

Items 4 A – D:

Consent Agenda for Personnel

- A. Employment – The administrative staff is recommending the board accept the individuals listed for employment according to the conditions listed (see page 5).
- 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.

Kijuan D. Felder

Tracy L. Stewart

- C. Special Education Employment – The administrative staff is recommending approval for Amy Spina to transition from special education consultant (209 day employee) to a high school learning support teacher (190 day employee) to commence at the semester change in January 2011.

Explanation: The Special Education Consultant position is being eliminated at the end of the first semester. This position was funded by ARRA IDEA stimulus money. The new assignment is intended to support efforts to address high school learning support caseloads.

- D. Supplemental Reading and Writing Instruction – The administrative staff is recommending approval of Anne Marie Hull for six hours per week to provide one to one supplemental reading and writing instruction for a learning support student at Letort at the professional rate. (\$32 per hour for the 2010-11 school year)

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

The meeting adjourned at 8:16 p.m. on a motion by Mrs. Freidman, and seconded by Mr. Hoke and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary