

**Minutes**  
Committee of the Whole  
July 12, 2010

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 Executive Session adjourned at 6:55 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. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Ms. Wert. Present from the administrative staff were Mr. Johnston, Dr. Leichter, and Ms. Pollock. Also in attendance were: Mrs. Wall, Mr. Reisinger, reporter Rory Heslin, graduate students from Millersville, 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, August 9, 2010, at 7:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs announced that an Executive Session will be held on Thursday, July 15, 2010 at 5:30 p.m. in the Board Room for the discussion of negotiations.

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

Ms. Wert highlighted the sessions of the PSBA Summer Institute she recently attended.

Dr. Frerichs announced that Mr. Hoke and Dr. Leichter will be serving on a committee to discuss the credit union in a district building. Dr. Frerichs announced the dates for the Athletic Wall of Honor and the District Opening Day for teachers.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the June 7, 2010, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichter presented a proposed schedule for educational topics for the 2010-2011 Board Workshops, and presentations for the Committee of the Whole Meetings. He said all workshops will begin no later than 5:30 p.m. for a one-hour timeframe.

Dr. Frerichs presented a proposed revised meeting schedule for Board meetings beginning in January 2011. Discussion ensued on this topic. Dr. Leichter will present the revised Board meeting calendar in August for approval.

Dr. Leichter presented for a first reading Policy #237 – Student Electronic Devices. He highlighted various points of the policy. Dr. Frerichs asked the college students attending the meeting questions relating to the use of electronic devices in the college classroom setting. Approval for placement of this item on the July 12, 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, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Ms. Pollock reported that she is on the Steering Committee for the Millersville Borough 250 Anniversary Celebration. She presented the Millersville 250 Calendar of Events. She asked for a waiver of custodial fees for the program at Manor Middle School in May 2011. Questions were asked by board members. Approval for placement of this item on the July 12, 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, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Frerichs announced that the PSBA Legislative Policy Council will be held on October 13 and 14, 2010 in Hershey. He asked which board members plan to attend and would be interested in serving on the Policy Council. Mr. Schlotzhauer, Mr. Rintz, Mr. Long and Dr. Frerichs expressed an interest. Dr. Frerichs will contact these board members for the Policy Council representation.

Dr. Frerichs asked the Board if there were any changes to the Retreat Update he distributed. There were no changes.

Ms. Pollock presented an AP Environmental Science textbook for the Textbook Committee and interested board members to review.

The Committee of the Whole adjourned at 7:58 p.m. on a motion by Mr. Long, a second by Mr. DeLuca, and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary

MINUTES  
Penn Manor Board of School Directors  
July 12, 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 8:00 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, August 9, 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, Mrs. Friedman, 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 were: Mrs. Wall, Mr. Reisinger, reporter Rory Heslin, graduate students from Millersville, 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 7, 2010. Hearing none, on a motion by Mr. Long, a second by Mr. DeLuca and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided information about the 2010 Senior Awards, the District Facility Survey, and some district history. He also provided an update on the Central Manor construction.

Mr. Johnston reviewed the treasurer's report for May 2010. Mr. Johnston presented for payment the June 2010 bills. It was moved by Mr. Straub and seconded by Mr. Hoke to approve to authorize payment of bills in the amounts of \$9,909,309.16 from the General Fund; \$148,315.80 from the Cafeteria Fund; \$67,012.79 from the Capital Reserve Fund; \$166,110.40 from the Technology Capital Reserve Fund; \$88,080.90 from the 2006 Construction Fund; \$840.58 from the Athletic Fund; \$39,379.73 from the Student Activity Fund and payroll in the amounts of \$852,910.63 dated 6/9/10, and \$883,237.68 dated 6/23/10. The following roll call vote was taken on this motion: Joseph DeLuca, yes; Richard L. Frerichs, yes, abstained from check #4427; Johnna Friedman, yes; Franklin Hoke, yes; J. Kenneth Long, yes, abstained from check #4396; Carlton Rintz, yes; Kirk Schlotzhauer, yes, Christopher Straub, yes, and Donna J. Wert, yes.

The School Board Meeting Agenda was reviewed.

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

- A.     “First Reading” Student Personal Electronic Devices Policy #237 – The committee is recommending the approval of the “First Reading” of the Student Electronic Devices Policy #237 (see pages 8 – 10).

- C. Waiver of Custodial Fees – The committee is recommending a waiver of custodial fees for Millersville 250 Presentation on May 21, 2011 at Manor Middle School.

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

It was moved by Mr. DeLuca and seconded by Mr. Schlotzhauer 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, 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:**

- B. PSBA 2010 Legislative Policy Council – The committee is recommending the following as voting delegates for the PSBA 2010 School Legislative Policy Council.
- 1.
  - 2.
  - 3.

**Items 3 A - T:**

**Consent Agenda for Administrative Actions**

- A. Disposal of Assets – The administrative staff is recommending approval of the disposal of the technology equipment listed (see pages 11 – 12).

*Explanation: The technology department is recommending disposal of the items on the attached list. None of the items on the list are in working condition. There is no resale value for the items. Apple Inc. will remove the items at no charge to the school district.*

- B. Disposal of Vehicles – The administrative staff is recommending approval of the disposal of the following vehicles via sealed bid.

1996 Chevrolet VIN# XXXXXXXXXXXX140064

1999 Chevrolet VIN# XXXXXXXXXXXX029483

2000 Chevrolet VIN# XXXXXXXXXXXX517840

*Explanation: The district would like to dispose of three trucks formerly used by the maintenance department. Sealed bids will be accepted through August 2, 2010.*

- C. Conrad Siegel Actuaries Contract – The administrative staff is recommending the approval of contract with Conrad Siegel Actuaries for actuarial services required under GASB 45 in the amount not to exceed \$8,050 based upon group size and complexity as negotiated by the Pennsylvania Trust.

*Explanation: GASB 45 required the district to provide a valuation of post employment benefits as part of the annual financial statement presentation.*

- D. Acceptance of Gift – The administrative staff is recommending the board accept a donation from The Ressler Mill Foundation for 360 copies of dictionaries to be used for 3<sup>rd</sup> grade classrooms.
- E. Employee Assistance Program – The administrative staff is recommending WellSpan Employee Assistance Program to serve as the district's employee assistance program

provider effective 7/1/2010 through 6/30/2011 at a rate of \$17 per covered employee per year.

*Explanation: The district implemented an employee assistance program in 2007. The district is recommending continuation of the services of WellSpan. The indicated rate represents no increase over the original agreement.*

- F. School District Physician – The administrative staff is recommending approval Dr. John Ichter as the School District’s Physician for the 2010-2011 school year at the rate of \$4,000 (see page 13).

*Explanation: Dr. Ichter has agreed to continue his service. There will be no rate increase again this year.*

- G. Tuition Students – The administrative staff is recommending the approval of the following tuition students for the 2010-2011 school year.

Eryn McCoy – grade 10  
Emily McCoy – grade 10

- H. National School Lunch and School Breakfast Program – The administrative staff is recommending approval of the National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2010 to June 30, 2011.

*Explanation: Annual application is made to PDE to register the school district as a participant in the National School Lunch and School Breakfast Program.*

- I. Food Service Agreement with IU 13 – The administrative staff is recommending approval of program between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2010. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

*Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the IU13.*

- J. Food Service Agreement with LCCTC – The administrative staff is recommending approval of program between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2010. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

*Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the LCCTC.*

- K. Signing of Student Activity Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Fund account:

Phil Gale	Dana Edwards
Eric Howe	Scott Keddie
Jason D’Amico	Richard Eby
Krista Cox	Chris Santaniello
Douglas Eby	J. Kenneth Long
Christopher Johnston	Richard L. Frerichs
Judy Duke	Carlton L Rintz

*Explanation: Annual resolution to re- authorize the signers for the Student Activity Fund accounts. All checks are processed in the business office after required authorization by representatives of the student organizations and building administration. All checks require two signatures.*

- L. Signing of Student Activity Athletic Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Athletic Fund account:

Phil Gale	Judy Duke
Krista Cox	Chris Johnston
Eric Howe	J. Kenneth Long
Jason D’Amico	Richard L. Frerichs
Douglas Eby	Carlton L. Rintz
Jeff Roth	

*Explanation: Annual resolution to re-authorize the signers for the Student Activity Athletic Fund accounts. All checks are processed in the business office after required authorization by the Athletic Department. All checks require two signatures.*

- M. Western PA School for the Deaf Transportation Contract – The administrative staff is recommending approval of the contract for services to transport students to the Western PA School for the Deaf for 2010-2011. Annual cost is \$4,250 per child.

*Explanation: Students receiving instruction at the Western PA School for the Deaf require transportation to the school’s location in Pittsburgh. Students are transported by the IU13 to a WPSD location in Camp Hill. This contract is to get the students from Camp Hill to Pittsburgh and back. Transportation from the student’s home to Camp Hill and back is billed through the IU13 transportation program.*

- N. Ratification of Art Supplies Bid Award – The administrative staff is recommending ratification of the Art Supplies bids as cited for 2010-2011 (see page 14).

- O. 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/>).

- P. Approval of Trane Company Service Contract – Penn Manor High School – The administrative staff is recommending approval of an extended service agreement with Trane company for two centrifugal chillers, cooling tower and water treatment at Penn

Manor High School effective July 1, 2010, through June 30, 2013, at the costs listed below:

2010-2011	\$16,234
2011-2012	\$16,883
2012-2013	\$17,558

*Explanation: The Trane contract replaces an expiring contract and represents a 4.00% increase.*

- Q. Health Care Reinsurance Contract – The administrative staff is recommending ratification of a contract with Highmark for health care reinsurance for the 2010-2011 year at the rates listed below:

Specific reinsurance \$19.53 per employee per month (\$200,000 deductible, 2 year rate guarantee). Aggregate reinsurance \$2.23 per employee per month (\$7,386,600 attachment point).

*Explanation: The health care consortium approved this contract at its last meeting. Reinsurance provides an insured safety net for the district even though the district is self-insured for medical claims. Reinsurance limits the district's total liability. Highmark would reimburse the district if any claim exceeds the amounts listed above.*

- R. Ratification of Change Order – Manor Middle School and Pequea Elementary School Caulking and Expansion Joint Project – The administrative staff is recommending ratification of a change order with Houck Services for the Manor Middle School and Pequea Elementary School caulking and expansion joint project in the net amount of \$1,972.00 as per the breakdown below.

Window Sill Brick Flashing Detail	\$7,922.00	ADD
Credit of 153 Lineal Feet	\$(3,910.00)	DEDUCT
Unused Recaulking and Repointing	\$(2,040.00)	DEDUCT

Payment to be made from the Capital Reserve Fund

*Explanation: Upon demolition of the existing brick surrounding the windows at Pequea, it was discovered that the originally installed flashing was terminated 2 inches from the face of the brick. This allowed the water to drain into the building. New counter-flashings were installed under the brick along the east side of the building to correct this problem. The windows on the west side of Pequea have a different type of flashing detail that was not completed. The \$3,910.00 credit was for this amount. The original contract specified an amount of repointing and caulking. The actual amounts replaced were below the estimated quantities and the credits are for the unused amounts.*

- S. 2010-2011 Fuel Oil and Motor Fuels Bid – The administrative staff is recommending ratification for the awarding of the Fuel Oil and Motor Fuels Bid as per the attached (see page 15).

- T. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 16).

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

**Items 4 A - G: Consent Agenda for Personnel**

- A. 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 page 17).
- B. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.  
 Karlene Acker – learning support aide, effective June 24, 2010  
 Justin Baylor – teacher, effective August 24, 2010  
 Barbara Gareis-Still – nurse, effective June 10, 2010  
 Stephen Skrocki – CFO, effective August 15, 2010  
 Lynn Stoltzfus – health room tech, effective June 10, 2010  
 Lisa Vilani – learning support aide, effective June 10, 2010
- C. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed per the effective date.  
 Corliss Kirsch – custodian, effective May 19, 2010
- D. Leave – The administrative staff is recommending granting the designated family medical leave to the individual listed according to the terms listed.  
 Ruth S. Frey – April 20, 2010 – June 10, 2010

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A - D:** 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, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

- E. Summer Weight Room – The administrative staff is recommending approval of the following individual to provide coverage for the summer weight room for the summer of 2010 at the rate cited below.  
 Jon Zajac – 88 scheduled summer weight room hours at \$23.20 per hour

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 4 E:** It was moved by Mr. Long and seconded by Mr. DeLuca to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, no;



Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, no; Christopher Straub, yes, and Donna J. Wert, yes.

- F. Team Training Hours – The administrative staff is recommending approval of the following individual to provide up to 100 hours of weight room athletic team training for the 2010-2011 school year at the rate cited below.

Jon Zajac – up to 100 weight room athletic team training hours at \$23.20 per hour

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 4 F:** It was moved by Ms. Wert and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, no; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, no; Christopher Straub, yes, and Donna J. Wert, yes.

- G. Speed Training Hours – The administrative staff is recommending approval of the following individual to provide up to 30 hours of speed training for the 2010-2011 school year at the rate cited below.

Jon Zajac – up to 30 speed training hours at \$23.20 per hour

**MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEM 4 G:** It was moved by Mr. DeLuca and seconded by Mr. Long to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, no; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, no; Christopher Straub, yes, and Donna J. Wert, yes.

The meeting adjourned at 8:21 p.m. on a motion by Mr. Long, and seconded by Ms. Wert and a unanimous voice vote.

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Dr. Richard Frerichs, President

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Paula E. Howard, Secretary