

PENNS MANOR AREA SCHOOL DISTRICT  
BOARD OF EDUCATION

MINUTES OF MEETING OF July 14, 2011

The regular meeting of the Penns Manor Area School Board of Education on July 14, 2011 was called to order by President Robert Packer at 7:00 p.m. On roll call the following members were present: Mr. Beilchick, Mr. Dick, Mrs. Dudeck, Mr. Hardesty, Mr. Oakes, Mr. Packer, Mr. Sutila and Mr. Thornton. Mrs. Eckenrode was excused. The following administrators were present: Mr. Kakabar, Mrs. Davis, Mr. Kudlawiec and Mr. Johnston. Mr. Grimaldi was excused. Also present was Mr. Ronald Saffron, Esquire.

**APPROVAL OF AGENDA**

Motion by Mr. Sutila, seconded by Mr. Dick to approve the agenda as altered. Add under C. Buildings & Grounds Committee: Motion to approve Paul Phillips as designated fresh water system operator. The agenda was approved as altered.

**CITIZENS' REMARKS TO BOARD**

Rachel Harvilla spoke to the board about a student returning to school in August. The board responded that they would look into the matter and discuss it at the August meeting.

**MINUTES OF ALL MEETINGS**

Minutes of all meetings were approved as printed.

**BUSINESS REPORT**

Motion by Mr. Sutila, seconded by Mr. Beilchick to approve the financial report as printed. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**PRESENTATION OF BILLS**

A. General Account - \$139,986.96 (2010-11) & \$27,090.77 (2011-12)

B. Athletic Account - \$7,170.56 (2010-11) & \$2,370.00 (2011-12)

Motion by Mr. Dick, seconded by Mr. Hardesty, to authorize payment of bills. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**PROGRAMS UPDATE**

None

**OLD BUSINESS**

None

**COMMITTEE REPORTS**

**Athletic Committee**

**Approve Volunteer**

Motion by Mrs. Dudeck, seconded by Mr. Beilchick, to approve Tom Huber as a volunteer assistant coach for Cross Country and Track and Field for the 2011-12 school year. Clearances are on file in the district office. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Football Coaching Positions**

Motion by Mrs. Dudeck, seconded by Mr. Dick, to approve the following to the vacant football coaching positions:

- a) Assistant Varsity Coach 1 – Bob Paronish at the contracted salary of \$4,257.91.
- b) Jr. High Head Coach – Steve Vrana at the contracted salary of \$3,406.33.
- c) Jr. High Assistant Coach 1– Bob McCombs at the contracted salary of \$2,980.54.
- d) Jr. High Assistant Coach 2 – Aaron Packer at the contracted salary of \$2,980.54.

Clearances are on file in the district office. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Abstained	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Resignation of Coach**

Motion by Mrs. Dudeck, seconded by Mr. Beilchick, to accept the resignation of Jennifer Witherow as Girls’ Assistant Varsity Volleyball Coach, and to grant administration approval to post and advertise, if necessary, for this position. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Budget & Finance Committee**

**School Meal Prices**

Motion by Mr. Beilchick, seconded by Mrs. Dudeck, to approve the following increases to the school meal prices:

- a) Elementary and High School breakfast; \$.85 to \$1.00
- b) Elementary lunch; \$1.55 to \$1.80
- c) High School lunch; \$1.75 to \$2.00
- d) Adult breakfast; \$1.50 to \$1.75
- e) Adult lunch; \$3.00 to \$3.50

On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Approval of Resource Persons**

Motion by Mr. Beilchick, seconded by Mr. Dick, to approve Mark Long and Stephen Repik as community resource persons under the Carl Perkins Grant for the 2011-12 school year. The hourly rates are as follows: Mark Long at \$9 per hour for 1,015 hours; and Stephen Repik at \$11 per hour for 1,100 hours. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Summer Tutoring Positions**

Motion by Mr. Beilchick seconded by Mr. Sutila, to grant permission to the administration to post for the vacant summer tutoring positions for the Elementary Jump Start Program. The program will be held August 15-19 and 22-26, from 8:00 AM to 12:00 noon. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**High School Library Copier**

Motion by Mr. Beilchick, seconded by Mrs. Dudeck, to approve the five year lease quote from Copy Tech for a Copystar CS-305 copier for the high school library. The monthly lease cost is \$65.92 plus \$.011 per copy. This includes all maintenance. (travel, labor, parts & toner). On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Fuel Consortium Purchase**

Motion by Mr. Beilchick, seconded by Mr. Sutila, to approve the fuel consortium purchase agreements for gasoline, diesel and heating fuel as presented for fiscal year 2011-12 and to authorize the appropriate board officers to execute the agreements. A copy of the agreements will be kept on file in the district office. The fuel consortium bids for fiscal year 2011-12 were approved by the board at a special meeting held on June 27, 2011. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**403(b) Retirement Savings Plan**

Motion by Mr. Beilchick, seconded by Mr. Dick, to adopt the resolution incorporated into this motion in its entirety approving the 403(b) amendment and restatement of the Penns Manor Area School District’s 403(b) Retirement Savings Plan as presented. A copy of the resolution will be made part of the minutes and will be kept on file in the district office. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Bills Paid**

Motion by Mr. Beilchick, seconded by Mr. Hardesty, to affirm bills paid to the end of June as presented to the board. The list of bills are included in **enclosure 3**. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Building & Grounds Committee**

Motion by Mr. Beilchick, seconded by Mr. Hardesty to approve Paul Phillips as the designated fresh water system operator for the Penns Manor Area School District at the fee of \$100.00 per month. This will be effective as of July 15, 2011. On roll call the members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Curriculum Committee**

**Penn Highlands Community College**

Motion by Mr. Sutila, seconded by Mr. Hardesty, to approve a dual enrollment agreement with Penn Highlands Community College for the 2011-12 school year, and to authorize the appropriate board officers to execute the agreement on behalf of the district. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Mount Aloysius College**

Motion by Mr. Sutila, seconded by Mr. Oakes, to approve a dual enrollment agreement with Mount Aloysius College for the 2011-12 school year, and to authorize the appropriate board officers to execute the agreement on behalf of the district. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Elementary Reading Curriculum Leader**

Motion by Mr. Sutila, seconded by Mr. Dick, to approve Alyce Zuchelli as the Elementary Reading Curriculum Leader commencing with the 2011-12 school year at the contracted salary of \$1,259.22. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Cyber Academy**

Motion by Mr. Sutila, seconded by Mr. Hardesty, to grant the administration the permission to study the creation of a cyber academy in an effort to lower cyber charter school expenses for the district. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Canton’s Driving School - enclosure**

Motion by Mr. Sutila, seconded by Mr. Beilchick, to approve a one year contract with Canton’s Driving School, Inc. for the 2011-12 school year as presented, and to authorize the appropriate board officers to execute the agreement on behalf of the district. A copy of the contract will be kept on file in the district office. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	No
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Negotiations Committee**

Nothing at this time

**Transportation Committee**

Nothing at this time

**CORRESPONDENCE**

None

**NEW BUSINESS**

**Revision of Policy #204 - Pupil Attendance**

Motion by Mr. Dick, seconded by Mr. Hardesty, to approve the revision of District Policy #204 – Pupil Attendance, as presented. A copy of the revised policy will be added to the district’s policy manual. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Revision of Policy #307 – Employment of District Staff**

Motion by Mr. Beilchick, seconded by Mr. Sutila, to approve the revision of District Policy #307 – Employment of District Staff as presented. A copy of the revised policy will be added to the district’s policy manual. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**PSBA Voting Delegate**

Motion by Mr. Dick, seconded by Mr. Sutila, to appoint Joette Dudeck as the PSBA voting delegate for the Penns Manor Area School District. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Abstained
Mr. Sutila	Yes	Motion Carried	

**Substitutes**

Motion by Mrs. Dudeck, seconded by Mr. Sutila, to grant permission to the administration to advertise for substitutes in all areas for the 2011-12 school year. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Lifetouch Photography**

Motion by Mr. Dick, seconded by Mr. Sutila, to approve a two year contract with Lifetouch Photography as presented, and to authorize the appropriate board officers to execute the agreement on behalf of the district. A copy of the contract will be kept on file in the district office. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Resignation**

Motion by Mrs. Dudeck, seconded by Mr. Beilchick, to accept the resignation of Alyce Zuchelli as the Jr. High Magazine Sale Coordinator and grant permission to the administration to post and advertise, if necessary, for this position. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

**Unpaid Leave of Absence**

Motion by Mr. Sutila, seconded by Mr. Hardesty, to approve the request of Bethany Cessna, for leave without pay under the provisions of Article IX, UNPAID LEAVES OF ABSENCE, Section A, of the current collective bargaining agreement (the “collective bargaining agreement”) with a commencement date of August 31, 2011, and with an anticipated return to work date of December 1, 2011, provided, however, that such unpaid leave shall not exceed twelve (12) months as provided for under Article IX, Section A of the collective bargaining agreement, and with the understanding that the employee intends to utilize sick leave as provided for by the collective bargaining agreement, and subject to the requirements and conditions pertaining thereto as set forth in the collective bargaining agreement. And to grant the administration permission to advertise for a long-term substitute if necessary. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

### **Rescind Motion**

Motion by Mr. Sutila, seconded by Mr. Thornton, to grant the request of Tom Graham to rescind his letter of resignation dated February 28, 2011, for the purpose of retirement. On roll call the following members voted:

Mrs. Eckenrode	Excused	Mr. Thornton	Yes
Mr. Hardesty	Yes	Mr. Beilchick	Yes
Mr. Oakes	Yes	Mr. Dick	Yes
Mr. Packer	Yes	Mrs. Dudeck	Yes
Mr. Sutila	Yes	Motion Carried	

### **REQUEST FOR FIELD TRIPS OR CONFERENCES**

A Field trips/conferences that have been approved by the administration:

#### FIELD TRIPS

1) Jerry Hughes; 10 9<sup>th</sup>-12<sup>th</sup> grade students; Western PA FFA Leadership conference; Jennerstown, PA; July 7-8, 2011; FFA to pay all costs; District \$0.

#### WORKSHOPS/CONFERENCES

2) Jerry Hughes, PAAE Summer Conference; Sayre-Athens High School, Sayre, PA; July 12-14, 2011; District \$837.87.

### **REPORTS**

#### **Superintendent**

Mr. Kakabar reported on the following:

- Meetings and activities attended after the June Meeting
- State Budget update from Harrisburg
- Impact of Budget cuts to school districts across the state
- Act 1 Tax Exceptions
- Special Education Contingency Funds – we will receive an additional \$99,187.45 in subsidy for 2010-2011.

#### **Director of Student Services**

No report

#### **High School Principal**

No report

#### **Elementary Principal**

No report

**Cafeteria financial - enclosure 4**

**Athletic financial - enclosure 5**

**High School Activity account**

**NEXT REGULAR SCHEDULED MEETING**

August 11, 2011 - Board meeting at 7:00 p.m. in the District boardroom.

**WORKSHOPS/COMMITTEE MEETINGS, OR OTHER SCHEDULED MEETINGS**

August 4, 2011 - Committee meeting at 7:00 p.m. in the district boardroom.

MEETING RECESSED AT 7:28 p.m.

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David S. Kudlawiec, Board Secretary