

MINUTES
Committee of the Whole
April 3, 2000

The Penn Manor School Board met as a Committee of the Whole on the above date at 7:00 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Dr. Frerichs, Mr. Herr, Mr. Kline, Mr. Kreider, and Mrs. Withum. Ms. Herr, Mrs. Wert, and Mr. Fields were not present. Present from the administrative staff were Mr. Skrocki and Mr. Stewart. Dr. Campbell was not present. Also in attendance were Penn Manor residents, Millersville University students, and Dolores Warfel.

The meeting was called to order at 7:05 p.m. by Mr. Herr.

Mr. Herr asked if there were any Citizen's Comments. Mr. Gary Butzer, 1812 Heritage Avenue, addressed the board with regard to the proposed middle school track team and his concern with where they will practice. He stated that the track is not in condition to be used for meets with all home meets currently being scheduled as away meets. Mr. Butzer asked where the board was with regard to athletic field recommendations made two years ago which dealt with the track condition. He wondered what is going to be done with the track. Mr. Skrocki informed him that the board has approved the employment of an engineer to look at specifications for the track. The project is being put out for bid in April. Mr. Butzer stated he is concerned with the track being done by football season. He asked the costs involved. Mr. Skrocki estimated a cost of \$225,000 for a total reconstruction including drainage. Mr. Butzer then reviewed his involvement with the grant previously applied for and turned down for track construction. He stated that he felt we did not move early enough to get this kind of grant. Mr. Butzer asked for a long range look at athletic fields so that such grants can be applied for on a timely basis. He also asked that we look at Dodge Regupol, the firm involved with the initial grant, when soliciting bids. Mr. Kline asked if the grant being discussed was a one time opportunity. Mr. Skrocki indicated that it was. He stated we are going forward with work on the track without the grant due to its condition. Mr. Herr thanked Mr. Butzer for his efforts in obtaining the grant and for his comments.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the March 13, 2000, Committee of the Whole

Meeting. Hearing none, on a motion by Mr. Anderson, a second by Mrs. Withum, and a unanimous voice vote, he directed that the Minutes would stand approved as distributed.

Mr. Skrocki distributed information regarding a senior volunteer program. He discussed programs in place at Elizabethtown and Fleetwood School Districts whereby senior citizens (60 years of age or older) who are in need of property tax payment assistance could come into the district and earn a specified hourly tax credit for the hours worked. These individuals would be considered volunteers - not employees. The district would pay for the required criminal history checks and TB tests. The volunteers would keep a record of their hours worked. Mr. Anderson asked if individual principals or administrators would be responsible for the person in their building with someone internally coordinating the program. Mr. Skrocki indicated that the building principals/administrators would be responsible for the volunteers in their building and would also approve the volunteers record of hours worked (possibly time sheet). He stated that coordination of the program could possibly be part of the public relations persons responsibilities. The volunteer would receive a specified credit per hour for each hour worked which would be set aside towards a rebate (a maximum amount would be determined by the district) on the next fiscal year's property tax bill. Senior citizens who do not need property tax payment assistance may volunteer their services and earn credits to be passed on to a named beneficiary for that credit amount. Mr. Skrocki stated that both districts currently involved with this type of program feel it is working well, is an excellent public relations tool, and an excellent way to help senior citizens who are in need of property tax payment assistance. Potential legal concerns such as whether the senior citizens would be considered employees or volunteers and charges of discrimination by younger residents were discussed. Mr. Skrocki stated that Elizabethtown implemented their program in 1994. It began in January on a six month trial basis and was so successful that it has been continued since that time. He stated that Conestoga Valley is looking at implementing this program after they look at the legal issue of whether the seniors are employees or volunteers. If it is determined that the seniors are to be considered employees Mr. Skrocki's recommendation will be to not proceed with the program. Mr. Skrocki recommended the soon to be hired public relations person investigate this matter further and provide a recommendation to the board. Discussion ensued regarding types of jobs to be done by the volunteers. Mr. Skrocki indicated they could do any job currently done by aides. He stated that Elizabethtown came up with a job description listing what the volunteers could be used for. He stated that Elizabethtown has

25 people currently involved in the program. They normally have 25-50 volunteers in any given year. Fleetwood has approximately the same number of participants in their program. Mr. Kreider questioned whether these jobs proved beneficial to the district or were just “busy” work. Mr. Skrocki said he feels the volunteers could do jobs that would benefit the district. Mrs. Elaine Gerlach updated the board with regard to the Alumni Association’s volunteer activities in the district. Mrs. Withum said she would like to pursue this project. Mr. Skrocki said he would like to check with the solicitor regarding the employee versus volunteer status and then return to the board with that information at the May School Board Meeting.

Mr. Stewart shared information regarding the location of scheduled board meetings. He stated that, beginning in September, he is recommending that board meetings be located at Manor Middle School. He said this recommendation is being made to determine if not rotating the meetings has a negative impact on Penn Manor constituents and informed the board that consideration is being given to using more technology at meetings and to putting meetings on video. This would require meeting in one location - either the high school or Manor Middle. Mr. Stewart stated that he would like approval of this item for placement on the April School Board Meeting Agenda. Mrs. Withum stated her strong feelings regarding the need to rotate meetings throughout the district. She stated that if the meetings are always held in the northern end of the district it is too far for people from the southern end to drive, elderly people don’t like to drive in the dark, the board heard loud and clear resident desires for community schools at recent meetings, people feel more comfortable in their own schools, and stated she feels the board needs to be accessible to everyone. She moved that this item not be put on the next board meeting agenda. There was no second for this motion. Dr. Frerichs asked if it would be possible to rotate meetings if additional technology were involved. Mr. Stewart stated that video taping of meetings is under consideration but that would require meetings in a specific location - either Manor Middle or the high school. Mr. Anderson asked what other districts do - rotate or not rotate meetings? Mr. Herr said the majority of other districts meet in one location. He stated he understands Mrs. Withum’s desire but there are times when people don’t know where meetings are located and acoustics are a major concern at several locations. Mrs. Withum suggested that if we are going to use technology we rotate meetings at least every other month. Mr. Kline said he is hearing that meeting in one location would be for a four month trial basis and asked Mrs. Withum if she would be in favor of meetings being on cable. Mrs. Withum stated that “tuning in” is not

“sharing in.” She stated that she feels board members are elected officials and they should go to the residents. Mr. Stewart said that when having a meeting where controversy is present scheduling meetings regularly in the Manor Middle School Board Room would allow those meetings to be easily moved to the cafetorium. Mr. Gary Butzer, 1812 Heritage Avenue, asked if both meetings (Committee of the Whole and Board Meetings) were to be video taped. Mr. Stewart said he understands that the potential is for all meetings to be video taped. Dr. Frerichs made a motion that the 2000-2001 Scheduled Meetings as attached to the agenda be approved for placement on the April School Board Meeting Agenda. Mr. Kline seconded this motion. Mr. Anderson, Dr. Frerichs, Mr. Herr, Mr. Kline and Mr. Kreider voted in favor of this motion. Mrs. Withum voted “no” to this motion.

Mr. Skrocki then stated he would answer questions the board might have with regard to individual budget information sent them with their agenda. He reminded board members that a budget work session is scheduled for Monday, April 17, at 6:00 p.m. A meeting is also scheduled for 6:00 p.m. on Monday, April 24, if needed. Dr. Frerichs asked that the calendar be revised to include budget meetings. Mr. Anderson observed that the debt service stays constant for ten years and then decreases in 2009/10. Dr. Frerichs questioned why equipment replacement costs dropped and why repairs and maintenance service costs dropped \$20,000 in the Maintenance Budget. Mr. Skrocki stated that Mr. Nett prepared the budget and that it shows actual expenditures for 2000/01 since he felt it was misbudgeted this year. Mr. Herr questioned the gasoline figures. Mr. Skrocki said the bids were delayed due to the price of oil. They went out two weeks ago. He stated they are waiting to see what pricing comes in at since prices are based on costs 6-12 month out. They are however expecting a 25% increase. If the increase is more than 25%, the bid can be repeated and awarded in July or August. Discussion ensued regarding the fact that the cost of gasoline to Penn Manor’s transportation contractors is determined by state formula which is based on the CPI. Mr. Skrocki stated that all our tanks will be filled at the end of June in order to take advantage of current lower prices. Dr. Frerichs asked if the Drug Free Schools Budget comes from federal Drug Free Schools money. Mr. Skrocki said everything in the Drug Free Schools budget is federal Drug Free Schools money. He reviewed carryover money from Drug Free Schools and said there is no district expense involved in this budget. He stated that there would also be no district expense to the Title I, II, VI and IDEA budgets. Mr. Skrocki then shared a budget summary of revenues, expenditures, and the fund balance. He stated that at this point a 4.5% tax

increase, the lowest in 9 years, would be necessary. This figure could change by approximately 1% between now and the May agenda. The \$400,000 being transferred for Eshleman renovation and the elimination of per capita and occupation taxes is included in the 4.5% tax increase figure. He stated that there could be a zero increase if the transfer of \$400,000 and elimination of per capita and occupation taxes were factored out. Mr. Kline stated that Penn Manor tax payers have been saved \$38,000 by eliminating per capita and occupation taxes. Mr. Skrocki stated that Penn Manor has seen a tremendous growth in their tax base due to utilities coming onto the tax roles this year. He stated that money will be set aside for pending current appeals due to these assessments. These figures are not reflected in next year's budget but will appear on the audit report as a Reserved Fund Balance. The fund balance was discussed with Mr. Skrocki stating it is an excess of revenues over expenditures which provides for emergencies. The auditors recommend Penn Manor have 12-14% in this account. Mr. Skrocki stated that 8.8% is budgeted for next year with potential utility assessment refunds coming from this fund. The Capital Reserve Fund was discussed with Mr. Skrocki stating that money from this fund can be used for building projects and/or the purchase of equipment. He stated that money can be transferred into this account from the General Fund and money was transferred for the past three years. He stated that it is planned to transfer money to the Capital Reserve Fund again this year. Letort Elementary renovations will be able to be done in cash from this account. Mr. Anderson questioned why we need to increase taxes if we are able to save \$1,000,000 each year for the next three years. Mr. Skrocki said we could come in with a zero increase but have not done so in order to keep a fund balance, which the auditors recommend. Mr. Anderson recommended working toward that goal. Mr. Skrocki stated that many unknown variables - health care costs for instance - are being worked with. Mr. Skrocki recommended transferring money to the Capital Reserve Fund this year and having a lower increase next year. Mr. Herr said the board traditionally comes in with a lean budget with nothing put in that could be considered "fat." Mr. Anderson stated his concern that \$90,000,000 in debt is a lot of money and it scares him. He stated he would like to make sure that reins are kept on this. He feels the board must be prudent about what they are doing at least for the next several years. Mr. Skrocki stated that the preliminary budget booklet will be distributed for the April 10 meeting for the board's review and reminded the board that the numbers presented this evening are as of April 3 and will be continually updated. Mr. Anderson commended Mr. Skrocki for doing a great job with the budget.

Mr. Kline then shared information regarding the Lancaster County Career & Technology Center with fellow board members. He stated that Penn Manor had three District VICA winners - Kurt Harnish, a first place winner; Justin Weaver, a third place winner; and Zeth Leaman, a third place winner. Mr. Kline distributed cards which were being sent to these winners and asked board members to sign them. Mr. Kline then reviewed the Career & Technology Center budget, asked board members to complete their ballot and return it to Mrs. Warfel, and recommended the board approve placement of this item on the April School Board Meeting Agenda. He stated that Penn Manor's net amount is going up by \$126,000 due to the fact that our percentage of students attending increased. Penn Manor's share of the budget will be \$809,928 based on Penn Manor's ADM. Mr. Kline stated that Penn Manor has the highest number of students participating in the Career & Technology Center. He also stated that he was very impressed with what he saw at the Career & Technology Center. Mr. Skrocki informed board members that Penn Manor could receive a refund if the Career & Technology Center under expends their budget. He stated that typically Penn Manor has received a refund. On a motion by Mrs. Withum, a second by Dr. Frerichs and a unanimous voice vote this item was approved for placement on the April School Board Meeting Agenda.

Mr. Stewart then requested that the board approve the selection of textbooks for four different classes and the placement of this item on the April School Board Meeting Agenda. He provided the textbooks for board members to review, reviewed the books requested, the cost involved, the number of books to be purchased, and the number of potential students per class. Mr. Stewart stated that this expenditure is already in the high school budget. On a motion by Mr. Anderson, a second by Mrs. Withum, and a unanimous voice vote this item was approved for placement on the April School Board Meeting Agenda.

Mr. Stewart then reviewed past information shared with the board regarding possible reassignment of Woods Edge students. He reminded board members that he had indicated at the last meeting that if kindergarten numbers are disproportionally distributed and a school was not closed he would be requesting board approval of reassignment of these students with parents being sent a letter before the end of April informing them of the reassignment and inviting them to visit Central Manor. Mr. Stewart stated that kindergarten numbers are disproportionally distributed and a school is not being closed; thus, he is asking the board to approve reassignment of these students for placement on the April School Board Meeting Agenda. He stated that he anticipates two hardship

requests for their child to remain at Hambright and reviewed the anticipated requests. On a motion by Dr. Frerichs, a second by Mr. Kreider, and a unanimous voice vote the board approved placement of this item on the April School Board Meeting Agenda.

Mr. Stewart then shared information from Mr. Mummau regarding the request for a middle school track team. Mr. Mummau, as Athletic Director, stated his support for the program indicating that skills taught in track cross over to other sports. Mr. Stewart said the intent is for nothing to be done with a middle school track program this year with it becoming a club program for two years until 2003 when it becomes a competing program. Mr. Mummau stated the program would cost approximately \$7,721 when it becomes a competing program. Until that time, no funding will be required from the board with the Track Boosters, All Athletic Boosters, and Coaches' Association providing any funding needed. Mr. Herman, Head Track Coach, would use volunteer coaches for this program. Transportation is already in place via the girls' soccer program. Mr. Herr referred board members to a memo distributed for Ms. Herr regarding this topic and asked board members if it was okay to have Ms. Herr's comments read into the Minutes. Board members indicated their approval and Mrs. Warfel read the memo, which is attached, to those in attendance. Mr. Herr said Ms. Herr's memo touched on several subjects. He indicated he would like to go on record in support of sports programs as he feels they are important. He stated that athletics keep some students in school. Mr. Herr said he feels student athletes need to be developed in the middle school but not at a huge expense. Mr. Herr said he has been told that track and field trains athletes for almost every sport. He also indicated that athletic fields and the track need to be investigated. Mr. Herr said he would hate to say we are not going to spend money on sports any more than he would say we are not going to spend money on the play, etc. as he feels we need well rounded students. Mrs. Withum asked where the cut off is going to be with regard to sports. She reminded the board that the request for a Lacrosse team was recently turned down and indicated she feels we have a well rounded sports program already. Dr. Frerichs stated that adding a Lacrosse team would have meant adding a totally new team to the athletic program. He stated that adding a middle school track and field team would be adding a team to an existing program. Mrs. Withum stated that she feels Mr. Mummau's suggested cost is naive. Mrs. Withum also questioned if we are in compliance with Title 9 if we don't have an equal number of girls' and boys' teams. Mr. Stewart said we are okay in this area because girls can play a boys sport if they want (i.e., baseball, wrestling, etc.). Mr. Stewart asked the board for permission to initiate a

club track program at the middle school level. He stated that the students would come to the high school and practice with the high school track team. Mr. Kline indicated it seems like we are a follower as far as a middle school track team goes since other schools already have programs. He indicated he would like to go on record as being for academics, for girls sports and for equality of girls sports teams. He sees the recommendation of a middle school track team as one for both girls and boys that sounds well thought out. Mr. Kline asked Mr. Stewart for his comments. Mr. Stewart said that if the board makes a decision to add a sport to its athletic program this is a good one to add because it is already part of our program. He stated that if Lacrosse had been added it would have been a new sport. Mr. Stewart stated that track is available to both boys and girls and offers opportunities for different types of athletes to compete. Dr. Frerichs said everybody runs when participating on the track and field team. He also stated that since Ms. Herr used a parent handbook from 1996 some of the numbers are incorrect. Mr. Anderson asked if Mr. Skrocki agreed with the figures presented by Mr. Mummau with regard to his estimated cost of the program. Mr. Skrocki indicated that he feels the cost estimate is reasonable with a possible 5% deviation either way. Mrs. Withum questioned how we would respond to other requests for middle school teams? Denny Withum, Pittsburgh, said he is a baseball coach and if the board approves the expense for a team they need to look at the fact that students are willing to study as well as live for sports. He stated that it is important that students agree to maintain a certain grade level. Mr. Anderson asked how many other schools have a junior high program. Mr. Stewart stated that five of six teams currently participating in high school level track have a middle school team with the sixth team now beginning a junior high team. Dr. Frerichs asked that Mr. Mummau update his list of Penn Manor senior high school and junior high sports in the Lancaster-Lebanon League as several sports are missing. Mr. Stewart reiterated that, if approved, he would reaffirm with Mr. Mummau that the board will allocate no funds for the middle school track and field program the two years it is a club. Dr. Frerichs made a motion that this item be approved for placement on the April School Board Meeting Agenda. Mr. Kline seconded the motion. Mr. Anderson, Dr. Frerichs, Mr. Herr, Mr. Kline, and Mr. Kreider voted in favor of this motion. Mrs. Withum voted "no".

Mr. Stewart made a request for an additional peer helper at both Manor Middle and Marticville Middle Schools. He reviewed the fact that Mrs. Sandra Brown (Manor Middle) and Mrs. Justine Hauber (Marticville Middle) are currently running the programs at their buildings and stated the administration is asking for a co-sponsor for each building. Mr.

Stewart said he feels the money would be well spent as it would aid in our attempt to identify students who are at risk both at home and in school. He asked that the board approve this item for placement on the April School Board Meeting Agenda. On a motion by Mr. Herr, a second by Mrs. Withum, and a unanimous voice vote this item was approved for placement on the April School Board Meeting Agenda.

Mr. Skrocki reviewed a letter from Chief Roach of the Millersville Borough Police Department requesting permission to park out of service vehicles on Penn Manor property. Chief Roach asked to utilize Comet Field year round and the high school, Hambright, Eshleman, and Central Manor only during the summer. If the vehicle is not removed within 48 hours, it would be the responsibility of the police department to have the vehicle removed at no expense to the land owner. Mr. Skrocki said that Chief Roach estimated there might be ten vehicles in a year which would require the use of Penn Manor facilities. Mr. Skrocki recommended trying this on a three month trial basis. Board members questioned who would be responsible if damage was done to either Penn Manor property, vehicles parked there, or someone who might be fooling around a vehicle and be injured. Mr. Skrocki said an agreement would have to be reached but suggested that in the spirit of participation with our neighbor borough it be approved. After discussion, it was determined that Mr. Skrocki would contact our solicitor and see if we need a formal contract. Absent any issues from the solicitor, Mr. Skrocki recommended implementing this agreement on a three month trial basis. He will report back to the board at the April 10 meeting.

Mrs. Withum reviewed a request from Lancaster-Lebanon IU13 that Penn Manor pass a resolution concerning intermediate unit membership. This resolution would request that the Pennsylvania School Code be amended to require most intermediate units to have one director from each school district on the Unit Board of Directors. Mrs. Withum said that of the 22 districts in Penn Manor's I.U. there are 20 districts who are voting members - two are non voting. The non voting status rotates on a yearly basis. On July 1, 2002 Penn Manor will be a non voting member. I.U.13 has the largest voting membership. Mrs. Withum recommended that the board support this resolution. On a motion by Mrs. Withum, a second by Mr. Kline, and a unanimous voice vote this item was approved for placement on the April School Board Meeting Agenda.

Mr. Stewart informed the board that the administration was requesting approval for submission of a revised Section 1504 (Act 80) Request due to the necessary extension of our last day of school (June 5) because of the

use of a snow day. This Act 80 exception would allow seniors to graduate on June 2 and exempt them from attending school on June 5 with the remainder of the Penn Manor student body. On a motion by Dr. Frerichs, a second by Mrs. Withum and a unanimous voice vote this item was approved for placement on the April School Board Meeting Agenda.

Mr. Skrocki updated the board with regard to credit card, Visa/Master Card, collection of real estate taxes. He stated an agreement has been reached with Visa/Master Card for a one year contract effective July and August at 2.05% of taxes collected. Mr. Skrocki said a web site is being looked into for next year (hopefully effective 7/01) which will allow taxpayers access to that site for payment of taxes. Mr. Skrocki said this capability may be county wide, taxpayers could be surcharged with this system, there will be no cost to the district, and taxes could be collected year round.

Mr. Skrocki proposed the electronic distribution of the Treasurer's Report for board members as well as taxpayers via the web site. He demonstrated the retrieval of this information for those in attendance. Mr. Skrocki cited the cost of paper which is going up 20% next year, time spent copying the agenda, and efficiency as reasons for this change. Mr. Skrocki said that the possibility of distributing bills via the same system is under development. However, for the April agenda bills will be attached. After discussion it was decided that the minutes for both Committee of the Whole Meetings and Board Meetings will also be available to board members and residents on the web page. Hard copies of items appearing on the web will be on file in the office. Dr. Frerichs suggested having a computer available at the meeting sites in case of questions from the board or those in attendance. Mr. Stewart stated that this type of access is not available in certain buildings - Eshleman and Central Manor for instance and stated this may be another reason to give consideration to a central location for board meetings. Mr. Skrocki said the district could provide paper for board members if printing documents becomes extensive.

Mr. Anderson shared an editorial that appeared in the New Era entitled Penn Manor steps forward and back again on taxes.

Mr. Stewart said Penn Manor's Quiz Bowl Team captured fifth place. They beat Hempfield (the third seeded team) and were defeated by Manheim Township who finally won. Mr. Stewart also shared the fact that Tara Saunders, an Eshleman student, won the Lancaster Newspaper Spelling Bee and will now go to Washington, DC to compete.

Mr. Herr stated that he would like to see students recognized for their accomplishments. He indicated he would like to see Cameron Hollinger and Tara Saunders recognized by the board. It was suggested that a standard Letter of Recognition be developed for presentation to students.

The Committee of the Whole adjourned at 9:17 p.m. on a motion by Mr. Herr, a second by Mrs. Withum, and a unanimous voice vote.