

**MINUTES**  
Committee of the Whole  
September 11, 2000

The Penn Manor School Board met as a Committee of the Whole on the above date at 7:00 p.m. in the Cafetorium of the Manor Middle School. Present were Mr. Anderson, Dr. Frerichs, Mr. Herr, Ms. Herr, Mr. Kline, Mrs. Wert, and Mrs. Withum. Mr. Fields and Mr. Kreider were absent. Present from the administrative staff were Dr. Campbell, Mr. Stewart, Mrs. Griffis, and Mr. Skrocki. Also in attendance were Miss Mindish and newly elected Student Council Representatives to the board Michelle Fisher and Michael Stone, several Penn Manor residents, 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. There were none at this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the September 28, 2000, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Withum, a second by Mr. Anderson, and a unanimous voice vote, the minutes were approved as printed.

Dr. Campbell introduced Mrs. Jennifer Lecher and Mrs. Danielle Hoffer from the architectural firm of Gilbert Architects. Mrs. Hoffer reviewed the plans for Letort Elementary School, projected costs of the project, the Plancon process, and the proposed Act 34 Hearing. She provided board members with an Act 34 Public Hearing booklet for the renovations and additions to the Ann Letort Elementary School. Act 34 is part of Plancon D which provides the public with an opportunity to see the proposed project and be made aware of the estimated costs. Mrs. Hoffer stated that if the board approves the item on the September School Board Meeting Agenda (Item 13) approving the advertising of the Act 34 Hearing, the ad will be placed on September 14. The meeting is scheduled for October 5 at 7:00 p.m. in the Auditorium of the Manor Middle School at which time the public can see the project and give input to the board. The board must then wait 30 days for additional comments from the public. At the conclusion

of the 30 day waiting period Plancon D & E will be requested from PDE. Mrs. Hoffer reviewed drawings of the proposed Letort renovations and discussed the proposed renovations and additions to the Letort Elementary School. Mr. David Milisock, 102 Spring Meadow Lane, asked if the nature area at Letort would remain. Mrs. Hoffer stated that the nature area is not being touched. Mrs. Wert questioned whether all students would receive art and music weekly since a room will be provided for use by the art and music teachers. Mr. Stewart said that students would receive both art and music each cycle. Mrs. Hoffer stated that the costs of the project have gone up due to numerous factors - increasing construction costs due to high demand, increase in gas costs, the cost of terrazzo flooring, the fact that the roof is in extremely poor condition and requires unexpected additional work, window costs, etc. She also discussed the proposed geothermal well field being used for heating and explained how it functioned. Both Dr. Campbell and Mr. Anderson said they feel good about using the geothermal well field design. Mr. Anderson said he feels the geothermal system will require less maintenance and the financial payback will be quicker. He also stated that he feels the renovations can be paid for out of currently available money. Mrs. Withum questioned the height and quality of the windows. It was determined that the window height from the floor would remain the same as existing windows but the removal of the old unit ventilators will allow teachers to get closer to the windows when they need to be opened. Mrs. Wert asked what the life expectancy of the roof would be. Mrs. Lecher responded that a 20 year roof is being added. Dr. Campbell said that the focal point of the project will be the library. He also stated that classrooms will be upgraded so that each room has more than two outlets for computer usage. Ms. Herr said she is glad to see that common areas - library, gym, etc. - are being enhanced but questioned the use of terrazzo throughout the building. She suggested considering VCT if the cost of terrazzo is too high. Mr. Anderson said that he agrees with looking at another option if the cost of terrazzo is prohibitive and that if this is the case terrazzo can be pulled out and something else substituted. Jill Musser, 253 Rockhill Road, asked if the playground is going to be upgraded and, if so, is the upgrade included in the cost of the renovations. Dr. Campbell said this has not been discussed at this point. Mrs. Musser indicated she would like the upgrade of the playground and the cost of the upgrade to be considered by the board as it would be an expensive item for the PTO to do.

Dr. Campbell reviewed the Behavior Management Policy which he was recommending for placement on the September School Board Meeting agenda for "First Reading." He informed board members that the policy is being recommended by the I.U. and Mr. Harris and stated that it is a standard policy that the I.U. recommends having in place. Mrs. Withum questioned the need for such a policy when there is currently a policy in place dealing with corporal punishment. Dr. Campbell stated that the discipline policy Mrs. Withum was referring to does not deal with special needs students while the Behavior Management Policy meets this need. Dr. Campbell informed board members that corporal punishment is not used in the district. Dr. Frerichs suggested the board review the policy dealing with corporal punishment at another time since it is not used. On a motion by Ms. Herr, a second by Mrs. Withum, and a unanimous voice vote, the Behavior Management Policy was approved for placement for "First Reading" on the September School Board Meeting Agenda.

The September School Board Meeting Agenda was reviewed. Mr. Stewart asked that Item 10-A3 - Co-curricular Resignation be deleted and that Michael Shay be removed from the co-curricular position cited on page 19. He explained that Mr. Shay is a new staff member and he wished to have his name removed as proposed Assistant Frosh Football Coach so he could spend more time in his classroom. Mr. Eric Boxleitner who had planned to resign will remain as Assistant Frosh Football Coach. Ms. Herr asked whether any information had been gathered regarding hiring additional coaches based on the number of students participating in a sport. She cited having three assistant junior varsity coaches and 35 students on the team. Dr. Campbell said he was unable to locate any guidelines regarding this topic. He indicated that, with regard to junior varsity football coaches, when an additional coach was hired for the above cited football team it was determined that there were to be 50 students involved in the program in order to justify another coach. At that time there were 50 students involved. However, in later years when the number dropped below 50 there was no adjustment made. Dr. Campbell said he feels it would not be a good idea to make an adjustment at this time but that he has asked Mr. Stewart to correct the situation at a later date. Ms. Herr suggested starting with one coach and as the numbers indicate additional coaches will be added. Item 7 - Approval to Bid was discussed. Mr. Skrocki said the repairs being made to the bleachers at Marticville Middle School are needed and are of a general nature.

Mr. Stewart reviewed the parameters for the Fields Committee. He informed board members that the Fields Committee is being asked to make recommendations for strategies which will result in improvements to the outdoor athletic facilities available to Penn Manor students and community members. He stated that the parameters for the Fields Committee stress the goal of the committee in relationship to the board. Dr. Campbell stated that as a result of these parameters committee members will know what their expectations and responsibilities are. Ms. Herr said she feels it is good that the board is looking at athletic field concerns again but would like Penn Manor's Facility Department to determine if we have adequate field space for use by school district co-curricular programs, not community teams, and whether or not the fields could be rotated and given the much needed rest if used only by district teams. She said she would like the committee to consider the use of fields at the Willow Street Career and Technology Center. She stated that the southern end residents would not have to travel so far if the Career and Technology Center fields were utilized. Mr. Kline indicated his support of this suggestion. Mrs. Withum asked if we could repair our fields without borrowing money. Mr. Skrocki said we could not repair the fields without borrowing money at this point in time due to the renovations at Letort. Dr. Campbell indicated there are some alternate sources of funding that may evolve.

Mr. Skrocki reviewed real estate credit card payments received for July and August. He reminded board members that individuals using their credit card as a means of paying their real estate bills gave up their discount. Mr. Skrocki said payments received from credit cards amounted to approximately .8% of the total bills sent out. He stated that many individuals using their credit cards as a means of payment this year were the same individuals who paid during the discount period last year. He stated that another large group of individuals using their credit card for payment were the same individuals who paid by installment last year. Mr. Skrocki indicated that he was surprised by those who chose to use this method of payment. He originally anticipated that individuals who paid during the base amount last year would use their credit card but that was not the group that in fact took advantage of the opportunity. When asked if he planned on offering this type of payment again next year Mr. Skrocki indicated he may want to move to a web based credit card payment plan

where the property owner would pay the surcharge levied by Visa/MasterCard.

Dr. Campbell asked that board members let him know if they are interested in attending the School Leadership Conference.

Ms. Herr said she thought the school calendar was beautiful and thanked Mr. Anderson for his efforts in this area. She also stated that a local businessman told her he had already had four coupons used.

Mrs. Wert asked for a discussion regarding the Essay Contest. Dr. Campbell said Mrs. Griffis will coordinate the project and asked that Mrs. Wert get together with her.

Mr. Kline informed fellow board members that Lancaster City School District is putting together a proposal for the Career and Technology Center Joint Operating Committee's consideration regarding a fourth Career and Technology Center site. Lancaster City School District has a building available which they would be willing to rent for this purpose. This proposal will be shared with the Superintendents as well as the Joint Operating Committee. He stated that a concern the Superintendents might have would be the fact that Lancaster City School District will have a huge number of students enrolled with other school districts subsidizing their attendance for several years. Mr. Kline said he would update the board regarding this item at a later date.

The Committee of the Whole adjourned to Executive Session at 8:00 p.m. on a motion by Mr. Anderson, a second by Mr. Kline, and a unanimous voice vote.

September 11, 2000

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Cafetorium of the Manor Middle School. The meeting was called to order by the President, Mr. C. Willis Herr, at 8:15 p.m.

The following members were present: Mr. Donald H. Anderson, Dr. Richard L. Frerichs, Mr. C. Willis Herr, Ms. Sharron M. Herr, Mr. Patrick T. Kline, Mrs. Donna J. Wert, and Mrs. Kelly K. Withum. Mr. P. Wayne Fields and Mr. Jeffrey G. Kreider were absent. Also present were Dr. Gary B. Campbell, Superintendent, Mr. Stephen B. Skrocki, Administrative Assistant for Business, Mr. Donald F. Stewart, Administrative Assistant for Personnel and Planning, and Mrs. Ellen P. Griffis, Administrative Assistant for Curriculum and Instruction.

The meeting was opened with prayer by Dr. Campbell and was followed by the salute to the flag.

Mr. Herr announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, October 9, 2000, in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Herr asked if there were any additions or corrections to the Minutes of the August 7, 2000, School Board Meeting. There were none. It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Dr. Campbell updated those in attendance with regard to the opening of school. He stated that transportation is going well, supplies and books have arrived, and he is pleased with the newly hired teaching staff. Dr. Campbell stated that he, Mrs. Griffis, and Mr. Stewart have been in every school, and most classrooms, in the district. He said things are going well.

Miss Mindish introduced Michelle Fisher and Michael Stone. Michelle is the newly elected senior Student Council representative to the board and

Michael is the newly elected junior Student Council representative to the board.  
Michelle and

2739

Michael then told those in attendance a little bit about themselves and informed those in attendance that Student Council members met and established their goals for the year. Student Council members have been introduced to the high school student body so that everyone knows who to contact if they have any problems. The first day of school went smoothly. The Kick Off Classic went well and the students are adjusting well to the new assistant principals. Parent's Night is scheduled and the students are looking forward to the Homecoming Game and Dance. Mr. Herr welcomed Michelle and Michael on behalf of fellow board members.

Mr. Skrocki informed board members that the Treasurer's Report and Payment of Bills for the month of August was not available due to the presence of the auditors but would accompany the October School Board Meeting Agenda. He stated that the audit is going well and informed board members that the auditors would make a presentation at the November 6 Committee of the Whole Meeting.

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve a trip by the Penn Manor High School marching Unit to Walt Disney World in Orlando, Florida to participate in the Magic Music Days Festival from June 8-11, 2001. The trip will be self-funded. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Ms. Herr to approve the Elementary Principal job description as cited on pages 6-7 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve the Secondary Library Assistant job description as cited on pages 8-9 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Anderson and seconded by Dr. Frerichs to approve for "Final Reading" the Commercial Advertising on School District Property Policy

2740

as cited on pages 10-12 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Ms. Herr to approve the tax exonerations as listed on page 13 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve Madison National Life as the district's Income Protection Carrier effective August 1, 2000 through July 31, 2002 at a rate of .19% of the covered payroll. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Anderson and seconded by Mr. Kline to approve the school breakfast programs at Pequea, Hambright, and Central Manor Elementary Schools effective October 2, 2000. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Anderson and seconded by Mrs. Wert to approve professional engineering services for the design of a geothermal well field as provided by J and P Engineers at a cost not to exceed \$12,000. Payment to come from the Capital Reserve Account. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.



It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve the advertising for bleacher repairs at Marticville Middle School. This motion was passed by a unanimous voice vote.

It was moved by Mrs. Wert and seconded by Mrs. Withum to accept the following bus drivers for the 2000/01 school term.

2741

Jenny Good  
Anne Bill

The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve the assessment appeals as cited on page 14 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kline to accept the individuals cited on pages 15-16 of the agenda for employment or change in status(\*) according to the terms listed. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to accept the resignations as cited on page 17 of the agenda. This motion was passed by a unanimous voice vote.

Item A3 - Co-curricular Resignation was deleted from the agenda.

It was moved by Mrs. Withum and seconded by Mr. Kline to appoint the individuals listed on pages 18-19 as revised to the co-curricular positions cited for the 2000/01 school term with the stipend to be determined. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr,

yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Dr. Frerichs to grant Family Medical Leave/Child Rearing Leave to the individual listed on page 20 of the agenda according to the terms listed. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

2742

It was moved by Mrs. Withum and seconded by Mr. Kline to approve unpaid leave for Mrs. Madelyn Ritz with the leave commencing at the conclusion of her approved Family Medical Leave, January 22, 2000, and concluding with the close of the first semester of the 2000/01 school year. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Kline to approve the individuals listed on page 21 of the agenda as new teacher mentors for the 2000/01 school year. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kline and seconded by Mr. Anderson to approve the individuals listed on page 22 of the agenda 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. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to accept the resignations as cited on page 23 of the agenda. This motion was passed by a unanimous voice vote.

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the individuals cited on page 20 of the agenda for Designated Family Medical Leaves according to the terms listed. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Kline to accept the individuals cited on pages 24-25 for employment or change in status(\*) according to the terms listed. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

**2743**

It was moved by Mrs. Wert and seconded by Mr. Kline to award the bid for pest management to Western Pest Services for a three year period beginning October 1, 2000, at a total cost of \$13,680 per the bid tabulation shown on page 26 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kline to transfer the Rachel Miller Scholarship Account to the Penn Manor School District Education Foundation. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Anderson and seconded by Mr. Kline to approve scheduling of a public hearing (Act 34 Hearing) for the review of all relevant matters relating to the additions and renovations to the Ann Letort Elementary School on Thursday, October 5, 2000, at 7:00 p.m. in the Auditorium of the Manor Middle School per the Notice of Public Hearing cited on page 27 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Anderson and seconded by Mrs. Withum to ap-

prove the following individuals to the positions of track judges, ticket takers, ticket sellers, timers, and scorers for the fall sports season with the stipend to be determined.

Lindsey Good  
Kim Harms  
Jennifer Laundra

The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

2744

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve for "First Reading" the Behavior Management Policy as attached to the addendum. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, absent; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Ms. Herr and seconded by Mrs. Wert to adjourn at 8:50 p.m. This motion was passed by a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary

