

MINUTES
Committee of the Whole
October 9, 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, Mr. Fields, Dr. Frerichs, Mr. Herr, Mr. Kline, Mr. Kreider, Mrs. Wert, and Mrs. Withum. Ms. Herr was absent. Present from the administrative staff were Dr. Campbell, Mrs. Griffis, Mr. Stewart, and Mr. Skrocki. Also in attendance were several Penn Manor residents, Millersville University students, and Dolores Warfel.

The meeting was called 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 October 2, 2000, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mrs. Withum, and a unanimous voice vote, the minutes were approved as printed.

Mr. Herr reviewed the October School Board Meeting Agenda. Board members were informed that the leases cited in Item 5 - Termination of Leases were being terminated for several reasons. The lease of land at Letort was being terminated because of the impending construction. The lease at Comet Field was being terminated due to athletic fields under consideration. Mrs. Withum asked about the discrepancies in various co-curricular salaries cited in Item 6 - Approval of 2000/01 Co-curricular Salaries. Dr. Campbell said there are various discrepancies due to the fact that at one time the co-curricular salaries were part of the Negotiated Agreement and various factors were considered such as, the length of the season, the number of students involved, the years a coach was involved in the sport, and safety. Co-curricular salaries have been removed from the Negotiated Agreement. Dr. Campbell stated that the head football coach and the head soccer coach are the highest paying co-curricular positions. Discussion ensued regarding the individual being granted Child Rearing Leave in Item 12A3 - Child Rearing Leave and the length of the anticipated leave. It was determined that this item would be discussed in Executive Session as it dealt with personnel.

Dr. Campbell then reviewed the board meeting process for Millersville University students in attendance. He explained that the Committee of the Whole is a working session and the School Board Meeting is a voting session. Dr. Campbell also reviewed the membership of the board in attendance - both voting and non-voting members - as well as the selection process for voting board members. Mr. Anderson questioned Item 10 - Purchasing Cards. He wondered how many cards would be used. Mr. Skrocki said we currently have two district business cards at a cost of \$40 per card. He stated that the proposed cards would cost \$30 per card with these cards being made available to the eight members of the maintenance department. These individuals often make daily purchases. Mr. Skrocki stated that the use of these business cards will streamline the number of invoices worked upon. He said that the next step would be to look at offering business cards to other departments (Family and Consumer Science and Agriculture Departments for example) with a potential of having 30-40 cards in use in the district. Mr. Anderson agreed with the use of the proposed cards but said he would like to look at other companies at the end of the first year of use. He indicated he did not agree with paying \$30-\$40 per card as there are companies that do not charge for their cards. Mr. Skrocki said the matter can be looked into. He indicated that Fulton Bank may even be willing to offer the cards at no charge.

Dr. Campbell updated the board with regard to an I.U. class housed at Marticville Middle School. Students in the class at Marticville are labeled students with a learning disability. These disabilities can either be severe or non-severe. The more severe the disability the smaller the class. There are currently nine students in the class - 1 Penn Manor, 1 Solanco, and 7 from the School District of Lancaster. He reviewed the "fair share" concept for those in attendance stating that Penn Manor has met and gone beyond the number of classes they are obligated to take. Penn Manor is in a cluster of I.U. schools which includes Lampeter-Strasburg, Pequea Valley, and the School District of Lancaster. The School District of Lancaster does not have all of the classes they should have. They said they did not have room for an additional middle school class so Penn Manor housed the class at Marticville since there was room in that building. Dr. Campbell stated he believes Lancaster City has space for a class. It was agreed that the class being discussed would be taken for one year only even though traditionally there is a three year obligation when taking a class. The class at Marticville is not working out. The class is having a negative impact on the building. Dr. Campbell stated that the situation at Marticville has deteriorated to the point where he would like to ask the class to leave. Dr. Frerichs asked what would happen to the Penn Manor student currently in this

class. Dr. Campbell said the Penn Manor student would come to the I.U. class at Manor Middle School. Mr. Herr asked what procedure is required to get rid of a class. Dr. Campbell said the I.U. need only be told that the class is not working out and Penn Manor wishes to have it moved. He stated that he feels the class should be moved in the best interest of Penn Manor students.

Dr. Campbell informed board members that he attended an I.U. meeting regarding the waiver of state mandates. Mr. Skrocki updated the board with regard to several projects being looked at by the I.U. Joint Purchasing Committee which will be brought to the board for waivers in the near future. These items deal with e-commerce electronic bidding, purchasing via e-schoolmall.com which would allow purchases to be placed at the teacher level, and a change in the threshold for bidding which is currently \$10,000. Anything in excess of \$10,000 must now be approved by the board, advertised, bid awarded, etc. This process could cost \$2,000 for a \$10,000 item. The proposed change will raise the threshold to \$20,000. Mrs. Wert asked if a \$20,000 threshold was high enough or if it should be raised. Mr. Skrocki said he felt that \$20,000 was a reasonable threshold.

Dr. Campbell informed board members that he spoke with Mr. Wolfgang regarding the breakfast program. Dr. Campbell stated that he has asked Mr. Wolfgang to run a pilot breakfast program at Martic Elementary School for a three week period which consists of more wholesome breakfast items to determine how the change in menu impacts on participation and sales. Dr. Campbell reminded those in attendance that Penn Manor is reimbursed on the lunch program by serving breakfast in the buildings. He stated that it benefits the district to have a successful breakfast program. He stated that eliminating less wholesome menu items from the breakfast program could cause the cafeteria to not be self-supporting and, therefore, cause the program to need support from the General Fund which could impact on educational programs. Dr. Campbell asked Mrs. Withum to work with him in developing a menu. He stated that he will get back to the board in December regarding this item. Mr. Herr stated that he feels decisions regarding this matter should be made by the administration.

Dr. Campbell reviewed the I.U. Facility Study. He stated that he asked Mr. Skrocki to review the study. Mr. Skrocki reviewed the fact that the annual total cost to districts for 2000-01 is \$760,075. This cost will increase by approximately \$200,000 to \$971,331 for the 2001/02 school year. Penn Manor pays \$42,000 per year to the I.U. as their share of this cost. Mr. Skrocki stated there will be little to no impact on district costs due to the

increase. Dr. Campbell stated that the biggest reason for the increase is that the I.U. needs space due to renovations. The I.U. owns some of the buildings housing their programs which promotes lower costs. They will have to rent the Clipper Building for example during the 2001/02 school year which will contribute greatly toward the increase. Dr. Campbell questioned the feasibility of the I.U. building a complex in which to house their programs. Mr. Skrocki said he felt it would be cost prohibitive. He also said the I.U. needed space immediately and therefore did not have time to build a facility.

Dr. Frerichs updated the board with regard to Penn Manor Education Foundation venture grants. Mrs. Rhoades, Development and Public Relations Coordinator, said 50 grants were received from members of the teaching staff. She stated that all of the grants had merit with 18 of them being selected to receive money for their venture grant submission. Four additional teachers might receive money from the Artist in Residence program and two others may get funding from local hospitals.

Mr. Herr stated that he substituted for Mr. Kline at the Athletic Fields Committee Meeting and he was impressed. Mr. Herr said Mr. Stewart ran the meeting very well. Groups prioritized what the district needs to do. He said that due to these discussions he became aware of the fact that the field house at Comet Field is totally inadequate for student use. He said he is not as educated as he should be about Penn Manor fields. He proposed that board members take a tour of the fields - particularly Comet Field. He asked if there was a particular day when board members could meet at 3:00 p.m. to see first hand the condition of the field house and the athletic fields. It was decided that board members who were able to would meet at 3:00 p.m. on Wednesday, October 11, to review the fields and the field house. Dr. Campbell said any members who are unable to meet to review the facilities on Wednesday should let him know and he will arrange to meet them at a convenient time. Dr. Campbell discussed the fact that money has been given to the district for a scoreboard but stated he is concerned about putting it up at this time and then finding it located at an inappropriate field if fields are rearranged when the fields are upgraded. Mr. Kline invited board members who might be interested to attend the next meeting of the Fields Committee.

The board adjourned to Executive Session at 7:50 p.m. on a motion by Mr. Anderson, a second by Dr. Frerichs, and a unanimous voice vote.

October 9, 2000

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room of the Manor Middle School. The meeting was called to order by the President, Mr. C. Willis Herr, at 8:21 p.m.

The following members were present: Mr. Donald H. Anderson, Mr. P. Wayne Fields, Dr. Richard L. Frerichs, Mr. C. Willis Herr, Mr. Patrick T. Kline, Mr. Jeffrey G. Kreider, Mrs. Donna J. Wert, and Mrs. Kelly K. Withum. Ms. Sharron M. Herr was 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 Mr. Skrocki 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, November 13, 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 September 11 and September 29, 2000, School Board Meetings. There were none. It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Dr. Campbell reported that Penn Manor athletes have had a successful fall season. He reminded those in attendance of the upcoming school play and stated that National Honor Society initiations are coming up. He informed board members that Mr. Arlen Mummau was scheduled to have gall bladder surgery. Dr. Campbell stated that the district is in good shape. He stated that he is looking forward to continued productivity during the remainder of the school year.

Michelle Fisher, Student Council representative, informed those in attendance that the Student Council had its first meeting and council members are getting to know each other. She said council members discussed potential fund raisers. They will be having a fund raiser but at this point are undecided as to what it will be. Michael Stone, Student Council representative, informed the board that homecoming was a success and that the homecoming dance went well. He also informed board members that the high school had a pep rally and it got the students excited about sports. Michael thanked board members for paying for the attendance of two students and an advisor at the PSBA Leadership Conference in Hershey. He stated that Jason Hottenstein will be the advisor when he and another student attend the conference.

It was moved by Mrs. Wert and seconded by Mr. Anderson to approve the Treasurer's Reports for the months of August and September, 2000, as presented and to authorize payment of bills in the amount of \$12,840.30 dated July 25, 2000, \$471,842.08 dated August 4, 2000, \$72,465.46 dated August 8, 2000, \$259,398.70 dated August 9, 2000, \$78,531.41 dated August 14, 2000, \$48,662.81 dated August 1, 2000, \$187,135.93 dated August 22, 2000, \$342,915.87 dated August 23, 2000, and \$11,074.37 dated August 30, 2000 for a total of \$1,484,867.02 for the month of August and \$106,754.21 dated August 31, 2000, \$224,199.72 dated September 5, 2000, \$2,798.16 dated August 9, 2000, \$274,908.25 dated September 6, 2000, \$166,405.88 dated September 18, 2000, \$121,872.94 dated September 19, 2000, \$448,115.19 dated September 20, 2000, \$34,761.06 dated September 26, 2000, and \$449,035.66 dated September 29, 2000 for a total of \$1,828,851.07 for the month of September from the General Fund; \$5,734.98 dated August 7, 2000 and \$40,686.06 dated August 18, 2000 for a total of \$46,421.04 for the month of August from the Cafeteria Fund; \$4,350.00 dated September 29, 2000 for a total of \$4,350.00 for the month of September from the Construction Fund; \$4,558.85 dated August 3, 2000, \$2,800.00 dated August 10, 2000, and \$501.00 dated August 31, 2000 for a total of \$7,859.85 for the month of August and \$559.66 dated September 20, 2000 for a total of \$559.66 for the month of September from the Capital Reserve Fund; \$2,798.16 dated August 9, 2000, \$613.90 dated August 10, 2000, \$2,185.52 dated August 28, 2000, and \$1,803.99 dated August 31, 2000 for a total of \$7,401.57 for the month of August and \$2,950.00 dated September 7, 2000, \$26,060.51 dated September 8, 2000, \$40,869.27 dated September 15, 2000, \$4,100.00 dated September 21, 2000, and \$5,977.09 dated September 28, 2000 for a total of \$79,956.87 for the month of September from the Health Care Fund;

and payroll in the amounts of \$482,851.41 dated August 23, 2000, \$519,778.38 dated September 6, 2000, and \$572,560.07 dated September 20, 2000. The following call vote was taken on this motion: Donald H. Anderson, yes;

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P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Dr. Frerichs to approve a Junior High School Track Program effective with the 2000/01 school year with the understanding that it meet the criteria as described in Administrative Guideline 123-AG-3 - Addition or Deletion of a Co-curricular Activity. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kline and seconded by Mr. Fields to approve change order #1 with B. R. Kreider & Son, Inc. for the high school track project in the amount of \$6,645 . Rettew Associates will pay \$1,500 or provide in-kind services worth \$1,500 toward the change order. Payment to come from the Capital Reserve Fund. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve "Final Reading" of the Behavior Management Policy as cited on pages 5 and 6 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve the tax exonerations as listed on page 7 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Wert to approve the final budget transfers for 1999/00 listed on Penn Manor's web page

(<http://www.pmsd.k12.pa.us/tr/tr.html>). The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

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It was moved by Mr. Kline and seconded by Mr. Kreider to approve the termination of the farm lease agreements at the following locations on the dates specified.

Comet Field - Effective 12/1/00

Letort Elementary School - Effective 11/1/00

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

It was moved by Mrs. Wert and seconded by Dr. Frerichs to approve the 2000/01 co-curricular salaries as listed on pages 8-10 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Fields to approve the Request for Section 1504 (Act 80) Exception for the 2000/01 school year as listed on pages 11-14 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kreider to approve the actions of the Judicial Review Committee as listed on page 15 of the agenda. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kline and seconded by Mr. Fields to approve the following financial institution for the deposit of funds during the 2000/01 fis-

cal year.

Farmers First Bank

The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr,

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

It was moved by Mrs. Withum and seconded by Mr. Fields to approve entering into an agreement with Fulton Bank for their VISA business card program effective 10/10/00 at no cost to the district for the first year and \$30 annually per user thereafter. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Fields and seconded by Mr. Kline to accept the following bus drivers for the 2000/01 school year.

Susan Bower
Hope Frantz

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

It was moved by Mr. Anderson and seconded by Dr. Frerichs to approve the individuals listed on page 16 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, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kline to accept the individuals listed on page 17 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, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mrs. Withum to grant Child Rearing Leave to the individual listed on page 18 of the agenda according to the terms listed. The following call vote was taken on this motion: Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C.

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

It was moved by Dr. Frerichs and seconded by Mr. Kline to accept the following resignation.

Valentine, Heather - building aide/Pequea - effective 8/28/00

This motion was passed by a unanimous voice vote.

It was moved by Mr. Kline and seconded by Mrs. Withum to accept the individuals cited on pages 19 and 20 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, yes; Richard L. Frerichs, yes; Sharron M. Herr, absent; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kreider and seconded by Mr. Fields to adjourn at 8:44 p.m. This motion was passed by a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary
