

MINUTES
Committee of the Whole
November 13, 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, Ms. Herr, Mr. Herr, Mr. Kline, Mrs. Wert, and Mrs. Withum. Mr. Kreider was absent. Present from the administrative staff were Dr. Campbell, Mrs. Griffis, Mr. Stewart, and Mr. Skrocki. Also in attendance were Millersville University students, Penn Manor residents, and Dolores Warfel.

The meeting was called to order at 7:06 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 November 6, 2000, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Kline, a second by Mrs. Withum, and a unanimous voice vote, the minutes were approved as printed.

Mrs. Griffis informed board members that she had been contacted by the Lancaster County Conservancy with regard to a grant they had received. Mrs. Griffis, Mrs. Anne Kinderwater Carroll, Mr. Paul Young, and Mrs. Barbara Rathbone-Frank met with the director of the Lancaster County Conservancy. The Conservancy would like to partner with the Science Departments in Penn Manor, Conestoga Valley, Hempfield and Warwick School Districts in an attempt to find ways to make use of the the Conservancy's fourteen preserve sites throughout Lancaster County. They would like to make these sites available for educational study. Six of these fourteen sites are located in the Penn Manor School District. The Conservancy would like to provide professional development regarding the sites, support instructional use of the preserves through financial and educational resources, and supplement other environmental programs. The Conservancy has developed standards and curriculum for the Science Departments. They want to develop site studies of the preserves water quality, land composition, and biological factors and create a web site making the findings from

the studies available to students and community members. This grant is designed to reach students in grades 7-12. Mrs. Griffis stated that our science teachers are developing programs that match the goals of the grant. She informed those in attendance that individuals from Penn Manor will be visiting designated preserves with the director of the Conservancy. Mrs. Griffis stated that Mr. Paul Young and Mr. Matthew Null will begin purchasing needed materials and equipment for site study if the Digital Grasslands Grant is accepted. They will solicit funding from the Conservancy as needed. In the spring of 2001 high school students will begin using Conservancy sites, middle schools students - either entire classes or clubs - will begin environmental studies, and Manor Middle School 8th grade students will participate in Service Learning.

Mr. Herr then conducted a review of the November School Board Meeting Agenda. Ms. Herr questioned whether the 4:00 p.m. meeting scheduled for November 20, 2000, was needed. After discussion, it was decided to cancel the November 20 meeting and begin the December 4, 2000, Committee of the Whole Meeting at 6:00 p.m. - an hour earlier than previously scheduled.

Dr. Campbell reviewed the proposed revisions to the Affidavit of Guardianship - 202-AG-2 and the reasons behind this revision. He stated that he is concerned about students who are attending Penn Manor Schools but don't live in the district. Dr. Campbell stated that the guidelines dealing with affidavit students have been relaxed over the past several years from those originally used. The relaxing of these guidelines has resulted in the process being simply a matter of a paper being signed by an individual, other than a parent, who the student will be living with stating that the individual will be taking care of the student. Dr. Campbell strongly recommended tightening the procedure. He stated that Penn Manor currently has approximately 30 affidavit students with nearly every reason being cited seen as a valid reason. The question is whether the reasons cited are true. Dr. Campbell said there are several ways to help insure that the student was attending Penn Manor for the reasons stated. 1) Require that the student reside in Penn Manor all of the time, not just during the week or during the school year. If there are questions about whether or not this is true, visits and/or observations could be made by the Attendance Officer. 2) Yearly renewal of the affidavit. Discussion ensued regarding the item questioning whether or not the individual taking care of the student was

going to claim them on their income tax. Dr. Frerichs stated that he would like to see copies of income tax returns be a condition of the affidavit. Dr. Campbell said we can ask for this but it is difficult to require. He stated that he would have a question regarding the accuracy of the request, however, if a parent would refuse to supply the information. Dr. Campbell stated that it is very flattering that students want to attend Penn Manor. But, he stated, we need to be sure that the facts stated on the affidavit are accurate. Of primary concern is when the new affidavit process should begin. Dr. Campbell recommended that a letter be sent to all affidavit families on or about February 1 with a copy of the revised guidelines. The letter would explain that we have had problems with the current process and that effective with the beginning of the 2001/2002 school year the new guidelines will be put into place and enforced. This forewarning will give parents time to make appropriate arrangements if necessary. Mr. Stewart provided a confidential tally of current affidavit students, the school they are assigned to, their garde level, and information regarding the reasons the student is seeking an education at Penn Manor as an affidavit student. Dr. Campbell said the guidelines would be brought back to the board for approval at an upcoming board meeting.

Ms. Herr shared information regarding the PSBA Fall County Meeting of Lancaster County Legislative Chairpersons she recently held at the Manor Middle School. She stated that she was pleased with the attendance this year. There were board members from other districts, business managers, and a superintendent who attended. Ms. Herr stated that five items were chosen to be submitted to PSBA as Lancaster County's items of interest. She reviewed these items for board members.

Dr. Frerichs asked Mrs. Cindy Rhoades to update the board with regard to the Penn Manor Education Foundation. Mrs. Rhoades said the Foundation has been contacted by an individual who wants to set up a scholarship to be used for a senior pursuing religious studies. She stated that another individual has contacted the Foundation who might wish to leave money to the Foundation to be used for education programs such as the venture grants. Mr. Herr asked Dr. Frerichs to congratulate the Foundation on the progress they are making.

The board adjourned to Executive Session at 7:40 p.m. on a motion by Mr. Kline, a second by Dr. Frerichs, and a unanimous voice vote.

November 13, 2000

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Auditorium of the Manor Middle School. The meeting was called to order by the President, Mr. C. Willis Herr, at 8:20 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, Mrs. Donna J. Wert, and Mrs. Kelly K. Withum. Mr. Jeffrey G. Kreider 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. Herr 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, December 4, 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.

Miss Janice Mindish, High School Principal, recognized Andrew E. Dumm, Penn Manor's National Merit Commended Student. She then reviewed Andrew's academic and athletic accomplishments. Mr. Herr congratulated Andrew for this recognition and applauded his successes at Penn Manor. He then presented Andrew with a resolution and gift from the board.

The 2000 Essay Contest winners were then recognized. Mrs. Wert informed those in attendance that this year's topic was "My Favorite Teacher." She stated that the teacher being written about could not be a student's current teacher. Principals submitted essay finalists from their building to the board. The board then selected the finalists from this

group of essays. Board members then called forward those individuals receiving an honorable mention at the elementary level, first and second place winners at the elementary, middle, and high school. Each individual being recognized read their essay to those in attendance. Individuals receiving an Honorable Mention received a framed Certificate of Recognition. First and second place winners received a framed certificate and a \$25 gift certificate from Border's Book Store. The following is a list of the students who were recognized and the name of the teacher about whom the essay was written.

Talia Mylin - wrote about Mrs. Peg McKain
 Rebekah Rosenberg - wrote about Mrs. Lori Orihuel
 Ashley Nguyen - wrote about Mrs. Stephanie Fonticoba
 Brandon McCormick - wrote about Mrs. Nancy Kaufhold
 Allison Kepner - wrote about Mrs. Jennifer Sugra
 Ian Groh - wrote about Mrs. Vickie Usciak
 Katie Maisel - wrote about Mrs. JoLynn Drexel
 Philip Gruber - wrote about Mrs. Lorraine McCann - 2nd Place/Elem.
 Robbie Brown - wrote about Mrs. Charlotte Horton - 1st Place/Elem.
 Julie Houck - wrote about Mrs. Tammy Maly - 2nd Place/Middle School
 Claudia Hess - wrote about Mrs. Beth Rosenberg - 1st Place/Mid. School
 Khalid Abuhakmeh - wrote about Mr. Harry Frey
 Stephanie McConnell-wrote about Mrs. Joyce Hibshman-2nd Place/H.S.
 Brandon Clare - wrote about Mr. John Young - 1st Place/High School

Mrs. Wert thanked both students and principals for their efforts in the Essay Contest. Mr. Herr extended his thanks to not only the students and principals but also to the parents, teachers, and the committee who worked made the contest a success.

Dr. Campbell stated that observing the students being recognized tonight, both as our National Merit Scholar and Essay Contest winners, reinforced the fact that his decision made 30 years ago to enter education was the right one. He said he hoped the Millersville University students in attendance at tonight's meeting heard the words "fair", "fun", "challenging", "friendly", "smiling", "creative", and "exciting" as these are the characteristics that will help them be successful in the field of education.

Michelle Fisher, Student Council representative, informed those

in attendance that the Student Council recently held its first fund

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raiser - "Penny Wars." She stated that the senior class was the winner with a collection of \$600. The senior class will get half the money with the remainder going toward getting the student body something for Christmas. Michael Stone, Student Council representative, reminded those in attendance of the play - "Done to Death" - scheduled for November 16, 17, and 18 and early dismissal on November 17 for Senior Project presentations. Michael stated that 37 different colleges were on the high school complex on November 13 at which time they made presentations regarding their institutions. He also stated that the National Honor Society Induction Ceremony was held. Michael thanked the board for allowing he and Bonnie Anderson to attend the PSBA Legislative Conference. Bonnie Anderson then reviewed events that took place at the conference including how student representatives in other districts are involved in meetings with the board.

It was moved by Dr. Frerichs and seconded by Mr. Fields to approve the Treasurer's Report for the month of October, 2000, as presented and to authorize payment of bills in the amount of \$343,219.13 dated October 3, 2000, \$34,453.35 dated October 4, 2000, \$284,835.95 dated October 4, 2000, \$3,025.40 dated October 6, 2000, \$6,316.54 dated October 10, 2000, \$410,780.99 dated October 18, 2000, \$161,596.41 dated October 20, 2000, \$511,559.98 dated October 24, 2000, \$117,554.85 dated October 28, 2000, and \$81,091.32 dated October 30, 2000 for a total of \$1,954,433.92 from the General Fund; \$52,408.66 dated September 11, 2000, \$61,926.65 dated September 18, 2000, \$20,701.59 dated October 2, 2000, and \$103,995.80 dated October 16, 2000, for a total of \$239,032.70 from the Cafeteria Fund; \$119,703.11 dated October 6, 2000, and \$1,548.38 dated October 26, 2000, for a total of \$121,251.49 from the Capital Reserve Fund; and payroll in the amounts of \$538,059.70 dated October 4, 2000, \$554,637.43 dated October 18, 2000, and \$547,426.13 dated November 1, 2000. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; 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. Anderson to transfer \$1,629,241 from the General Fund to the Capital Reserve Account. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; 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. Fields and seconded by Mr. Kline to approve the auditor's Annual Report for the fiscal year ended June 30, 2000. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; 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 revised guidelines for nomination of candidates to the Distinguished Alumni Wall of Honor. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; 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 Dr. Frerichs to approve the tax exonerations listed on page 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, 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 Mr. Kline to approve the budget transfers as 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, 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 actions of the Judicial Review Committee as listed on pages 7-8 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, 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 approve the appointment of the individuals listed below to the co-curricular positions cited for the 2000/01 school term with the stipend to be determined.

Head Softball Coach.....Helen Fausnaught
 (pending receipt of appropriate documentation)
 Auditorium Technical Supervisor for Spring Musical and PM
 Entertainment.....John Skworch

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; 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 accept the individuals listed on page 9 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, 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. Fields to approve the individuals listed on page 10 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, 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 grant Designated Family Medical Leave to the individual listed on page 11 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, yes; C. Willis Herr, yes; Patrick T.

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

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It was moved by Dr. Frerichs and seconded by Ms. Herr to accept the individuals listed on pages 12-13 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, 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. Fields to grant Designated Family Medical Leave to the individuals listed on page 11 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, 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 accept the following resignations:

Carpenter, Davonna - Health Room Tech/Conestoga - effective 11/10/00

Conrad, Samuel - Custodian/Conestoga - effective 10/20/00

Wittensoldner, Mark - Custodian/Conestoga - effective 10/6/00

This motion was passed by a unanimous voice vote.

It was moved by Mrs. Withum and seconded by Ms. Herr to approve the following regular transportation contracts for the 2000/01 school year:

Eschbach Bus Service (180 Days)	\$1,483,274.24
Eschbach Bus Service (Activity Run #1)	\$4,509.46
Eschbach Bus Service (Activity Run #2)	\$13,522.68

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

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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. Withum to approve the following Special Education Supplemental Contracts with Lancaster-Lebanon I.U.13:

Employment of a part time 1:1 paraeducator for a student for 5.5 hours a day, 5 days a week during the 2000/01 school year at an estimated cost of \$8,700.

Employment of a Job Trainer for 2 days a week during the 2000/01 school year at an estimated cost of \$12,500.

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; 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 Dr. Frerichs to approve the individuals listed on page 14 of the agenda as PSAT Monitors for the 2000/01 school year and also recommend approval for payment of all individuals acting in this capacity at a per test rate of \$60.00 per person. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; 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. Fields and seconded by Ms. Herr to grant approval to the Lancaster County Tax Collection Bureau to prosecute the individuals listed on pages 15-27 of the agenda for failure to file an earned income tax return for the year(s) noted. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; 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. Anderson to accept the following bus drivers for the 2000/01 school year.

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Tanya Newcomb
Kelly Redmond

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; 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.

The meeting adjourned at 9:25 p.m. on a motion by Mr. Anderson, a second by Mrs. Withum, and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary

