

MINUTES
Committee of the Whole
April 2, 2001

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, Mr. Kreider, Mrs. Wert, and Mrs. Withum. Present from the administrative staff were Mr. Stewart, and Mrs. Griffis, Mr. Skrocki. Dr. Campbell was absent. Also in attendance were Penn Manor residents, Mrs. Rhodes, and Dolores Warfel.

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 March 12, 2001, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Withum, a second by Ms. Herr, and a unanimous voice vote, the minutes were approved as printed.

Mr. Stewart introduced Mr. Nett and informed board members that Mr. Nett would be providing them with information regarding out-sourcing versus in-house maintenance. Mr. Nett reviewed the Field Committee's plan with regard to athletic field maintenance. First year costs to implement this plan would be \$110,092.60 with recurring annual costs after the first year amounting to approximately \$53,200. Mr. Nett reviewed out-source costs for Comet Field, the High School, and Manor Middle School fields which included fertilizer, weed control for fields, aeration of fields, fall preparation of baseball and softball fields for spring play at an estimated cost of \$58,250. Mr. Kreider asked if aeration was one of the main factors, along with fertilization, in properly maintaining athletic fields. Mr. Nett stated that aerification is a key factor in field maintenance as fields are compacted by rain and constant tramping such as that done by the band. He stated that fertilization is also important and indicated that the maintenance department has been able to do the fall fertilization but not spring. Mr. Nett said that various booster groups will volunteer to help with fertilization, etc. if Penn Manor is willing cooperate with them. For instance, a youth group is going to supply the labor for spring fertilization with Penn Manor supplying the fertilizer. He also discussed additional aggressive field maintenance for heavily used turf at a cost of \$3,000. Mr.

Nett stated that the above costs could be decreased by modifying the maintenance plan. Mr. Fields asked for additional input regarding a modified out-sourcing plan. Mr. Nett said that modification could be whatever the board wants it to be. He said that even a modified plan would be an upgrade of what the maintenance department is now capable of doing. Mr. Nett stated that the cost to maintain the athletic fields at their current level would be \$7,459. He reviewed contracted lawn services at Manheim Township for those in attendance. Ms. Herr asked if the Fields Committee work was specific to the high school. Mr. Nett said the committee looked at the high school, Comet Field, and Manor Middle School. He stated that 50% of Comet Field is not in athletic fields with much of the area not used for athletic fields still needing mowed. Manor Middle School has five athletic fields with the areas between the fields needing mowed. Ms. Herr asked if we charge people for the use of our athletic fields or if we only charge for the use inside of buildings. The charges involved with the use of Penn Manor buildings is determined by the group or individuals wishing to use the building and whether or not a custodian is working at the time of the event(s). Mr. Stewart and Mr. Kline both stated that improved maintenance of athletic fields was a priority item with the Fields Committee. Mr. Fields stated that it appeared to him that out-sourcing would be more expensive. Discussion ensued regarding costs of out-sourcing versus cost of current service provided by Penn Manor personnel. Mr. Nett explained duties of various Penn Manor personnel and stated that the service of every member of the maintenance department is needed to simply maintain the fields as they are. Should the board opt to go ahead with improved maintenance plans an additional person would be needed for turf maintenance and the maintenance department would still not be over staffed. Mr. Herr asked about the mower being recommended for purchase at a cost of \$43,000. Mr. Nett said it is a tractor with an 18 foot cut. A mower of this size allows for more rapid mowing of the laws by maintenance personnel. Mr. Nett said that over the life expectancy of a piece of machinery (8 years) the purchase price amounts to 10% of the cost of owning the equipment. The largest cost is to pay the operator of the equipment. Ms. Herr stated that she would like a recommendation from the administration with regard to what direction should be taken. Mr. Stewart provided material showing costs, recommendations, and contingencies for proceeding with improving athletic fields. Financing of athletic field improvements was discussed. It was determined that money from the sale of Comet Field could not necessarily be counted on for total financing of these improvements. For instance, the field house would not necessarily come from the sale of the land. It was noted that several of the proposed improvements are either completed or under way and already paid for. The \$20,000 stu-

dy of the football practice field is completed and the \$20,000 study of the Comet Triangle is in place. Both of these items will be paid from the Athletic Capital Fields Account. The bid for the board approved resodding of the football practice field will be opened on April 18. The anticipated \$70,000 will be taken from the Capital Reserve Fund. When the field is resodded junior high football and junior high Comets practices and games will be moved to Manor Middle School. Dr. Frerichs asked what would happen to soccer and LaCrosse, who presently use the same area, when the resodding takes place. Mr. Kline said that those individuals present at the Athletic Fields committee meetings said they would work it out. Dr. Frerichs stated his concern about giving the junior high Comets, a club team, preference with regard to use of Manor Middle School fields over other Penn Manor teams. He stated that he felt the fields should be shared. The proposed architectural study by Gilbert Architects at a cost of \$2,000 for the Comet Field House was discussed. If unable to move ahead with plans for the field house without moving maintenance, a decision on what to do with maintenance would have to be made before moving ahead on Comet Field. Mr. Herr asked if there is anything that could be done to improve Marticville Middle School fields. Mr. Nett said time and money could improve Marticville Middle School fields. Mrs. Withum questioned the advisability of spending money to investigate Marticville fields as well as the fields currently being considered for improvement. Mr. Kline stated that consideration was given to the Comet Field and Manor Middle School athletic fields by the Fields Committee because of their proximity to the high school. Discussion ensued regarding space available for additional fields at Marticville, current use of existing fields at Marticville, parent desire to drive to the southern end for events, and possible use of Marticville fields by the junior high Comets. Mr. Anderson questioned what the field being added at Letort is going to be used for and where the money is coming from. Mr. Stewart said the money is coming from the building fund with usage of that field not yet determined. After discussion, on a motion by Ms. Herr, a second by Mr. Kline, and a unanimous voice vote, the board will give consideration to funding the resodding of the football practice field following bid tabulations in April, \$57,000 to purchase the requested equipment, \$8,000 for a Field Utilization Plan at Manor Middle School, and \$8,000 for a Field Utilization Plan at Comet Field. Mr. Stewart commended Mr. Nett on the study he presented.

Mr. Stewart reviewed 2000/2001 band transportation costs and informed board members that the current budgeted figure for band transportation is \$8,000. He stated that the initial budget for band transportation for 2000/2001 was \$8,000 with \$9,683.50 being billed for various band

transportation to date. The Band Boosters contributed \$1,683.50 to offset the additional costs. Mr. Stewart reviewed event participation canceled this year such as the Loyalty Day Parade, Baltimore Parade, Mount Joy Parade, as well as the elementary and middle school concert trips which are being billed to Mr. Reddig. He also informed board members that there is an anticipated increase in band member participation for next year which would bring the total participants to 95. Mr. Reddig is requesting a budget of \$14,840 for 2001/2002 which would add two away games to the schedule, an extra bus per trip, return the Baltimore Parade, Mount Joy Parade, and Loyalty Day Parade to the schedule and pick up of middle school and elementary concert bus expenses. Mr. Stewart said Mr. Reddig indicated he might need 5 buses next year. Discussion ensued regarding the need for 5 buses versus 4 buses. It was decided to approve 4 buses at this time and add a fifth bus later if necessary. Mr. Stewart indicated he would recommend a band transportation budget of \$10,779 for next year. This would match this year's expenses of \$8,050.00, fund a fall shuttle bus, return the Loyalty Day Parade, add two away football games, and increase the budget by 4%. Elementary and middle school concert bus expenses would continue to come from building budgets. Mr. Stewart said he was requesting approval to change this line item from the current \$8,000 to \$10,779 for 2001/2002. Ms. Herr asked if this is in line with other districts. Mr. Stewart responded that our expenditures are in line with districts who have competitive band programs. Approval for the change in this line item was granted on a motion by Mr. Kline, a second by Ms. Herr, and a unanimous voice vote.

Mr. Skrocki shared enrollment projections as updated by Gilbert Architects March 30, 2001. He stated that the updated figures for enrollment in 2009/2010 now show 173 more students than anticipated two years ago. This figure while an increase in enrollments would be 400 less students than currently enrolled. Mr. Skrocki stated that the administration would like to begin planning for the Eshleman project. He reviewed Facility Study Option 1 which would be full renovations and additions to Eshleman Elementary School (K-6) at a cost of 4.4 million dollars versus Proposed Option 2 which would convert District Offices at Manor Middle School into four classrooms and bring 6th grade students into the middle schools bringing about a middle school configuration of 6-8 at a cost of 3.7 million dollars. Eshleman Elementary would be closed and converted to a District Administration and Receiving/Storage facility with all elementary schools being K-5. Mr. Skrocki stated that a decision regarding Eshleman needed to be made at this time in order to begin design stage so that bidding can occur next year at this time with construction beginning the summer of

2002 if the original time line is to be followed. Mr. Herr agreed that it would be wrong to delay any longer. Mr. Skrocki stated that Dr. Campbell's recommendation was to proceed with Option 1. Dr. Frerichs stated that he felt it is not advisable to put sixth graders in middle schools. Ms. Herr stated she would also oppose bringing sixth graders to the middle school. Mr. Stewart stated that he was asking for permission to begin the planning phase only at this time. Board members indicated their support of option one (full renovations and additions to Eshleman Elementary School - K-6) and approved commencing with the design work for the renovation of Eshleman Elementary School on a motion by Mrs. Withum, a second by Mr. Kline. The item was approved for placement on the April School Board Meeting Agenda by the following vote: Mr. Anderson, yes; Mr. Fields, yes; Dr. Frerichs, yes; Ms. Herr, abstained (due to employment); Mr. Herr, yes; Mr. Kline, yes; Mr. Kreider, yes; Mrs. Wert, yes; Mrs. Withum, yes. Anticipated occupancy by students is scheduled for August 2003.

Mr. Stewart reviewed the fact that Pequea and Hambright PTO's have given fans for classrooms in past years. He stated that the Central Manor PTO would like to give the gift of classroom fans for their building and asked the board's acceptance of the gift so the PTO could proceed with planning. Board members indicated their acceptance of this gift.

Mr. Skrocki then informed board members that the budget web site had been updated as recently as the morning of this meeting. He reviewed information relating to various budget areas found on this site. Currently expenditures are under by 1.3 million dollars and revenue is over by 640 thousand dollars. Mr. Skrocki stated that current information indicates total expenditures of 45 million dollars and revenue of 43.5 million dollars with a 1.4 million dollar short fall and no tax increase. He said he will continue to refine the budget, interims will continue to be received, and he will recommend utilization of the fund balance to balance the budget this year. Preliminary numbers will be available at the April 9 meeting. Staffing will be on the agenda for final approval as will sabbatical requests and retirements. He stated that preliminary budget approval will be in May with the budget continuing to be refined until that time. Mr. Skrocki reviewed Clean and Green and the fact that Penn Manor experienced a loss in revenue as a result of this program. He stated that he expects lost revenue to continue to grow as people become aware of and apply for participation in the program. Mr. Skrocki stated that the state is considering relief for districts who lose money due to Clean and Green. Mr. Skrocki then reviewed delinquent real estate taxes which have been turned over the Lancaster County Tax Claim Bureau for collection. He said 582 properties

are affected in the amount of \$767,000. Mr. Skrocki explained that unpaid utility parcels accounted for a large part of the delinquent taxes. Mr. Skrocki then reviewed the list of Penn Manor's largest tax payers and provided a comparison of millage rates for districts within I.U. 13.

Mr. Herr reviewed board member assignment on the Athletic Wall of Honor Committee. It was determined that Mr. Herr would remain on the committee as board representative.

Mr. Skrocki addressed the authorization limit for change orders for the Le-tort construction project. He indicated that he was recommending that Dr. Campbell review and approve any change order amounting to less than \$10,000 and that the board approve change orders over \$10,000. He asked for approval of this item for placement on the April School Board Meeting Agenda. This item was approved for placement on the April agenda on a motion by Dr. Frerichs, a second by Mrs. Wert, and a unanimous voice vote.

Discussion ensued regarding recent shootings across the country and how Penn Manor was dealing with the affects of them. Mrs. Griffis shared information regarding upcoming in-service programs and Mr. Stewart shared information regarding proactive measures being taken to deal with students who feel they are targets. He stated that the guidance staff will be doing a lot of instruction in this area. Mr. Stewart also indicated that he has held three meeting with bus drivers and support staff regarding safety.

The committee adjourned to Executive Session at 8:59 p.m. on a motion by Dr. Frerichs, a second by Ms. Herr, and a unanimous voice vote.