

**MINUTES**  
Committee of the Whole  
June 3, 2002

The Penn Manor School Board met as a Committee of the Whole at 7:04 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Dr. Frerichs, Mr. H. Thomas Herr, Mr. C. Willis Herr, Mr. Kline, Mr. Kreider, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, and Mr. Skrocki. Dr. Campbell was absent due to illness. Also in attendance were Millersville University students, Mrs. Rhoades, and Mrs. Warfel.

Mr. Willis Herr asked if there were any Citizen's Comments. Mrs. Deb Patterson, 1261 Letort Road, thanked Mrs. Withum for being her mentor in the Leadership Lancaster program. She also thanked the board for helping with projects. Mrs. Patterson praised the district web page. She stated that she appreciated its ease of usage.

Mrs. Warfel read letters from Mr. Barry Kauffman and Mrs. Sharon Doolittle thanking the board for the Employee Recognition Dinner and the gifts presented them in honor of their retirements.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the May 13, 2002 Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Withum, a second by Mr. Thomas Herr, and a unanimous voice vote, the minutes were approved as printed.

Mr. Stewart reviewed changes made to the Administrator Compensation Plan. He noted that the recently board approved retirement component for Level I administrators was included in the plan. Also included are the necessary upgrade of dates, details relating to the newly approved Executive Secretary position, and an item regarding the length of work year contract for district administrators working a ten-month contract. Mr. Stewart stated that over the summer he would be preparing a retirement package similar to the one recently added for Level I administrators for Level I classified staff. Mr. Stewart asked for board approval for placement of the Administrator Compensation Plan on the June 10 School Board Meeting Agenda. Approval was granted on a

motion by Mrs. Withum, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Skrocki distributed 2002/2003 budget summary information. He stated that adjustments in the budget have been continuing since the May 13 preliminary budget adoption. At that time a 5.52 increase in the budget was anticipated. Mr. Skrocki said that changes in the budget since the May 13 preliminary budget adoption have resulted in the lowering of the proposed tax increase from 5.52% to 4.75%. This would mean an increase of .67 mills, bringing Penn Manor's millage rate to 14.79. The use of \$996,674 from the fund balance is reflected in this rate. Mr. Skrocki said the addition of assessed value from interim real estate tax bills has made this decrease possible as well as revised transportation subsidy estimates. He stated that the budget will continue to be updated with a final number being locked in on June 11. Final budget adoption will take place at a Special Board Meeting scheduled for June 13 at 4:00 p.m. Mr. Skrocki said Penn Manor's aid ratio is going down so subsidy amounts will be lower. He stated that the aid ratio has been coming down over the past several years. In response to questions from board members Mr. Skrocki reviewed how aid ratio was determined.

Mr. Skrocki reviewed the background behind Penn Manor's health care insurance. He stated that Penn Manor is self-funded up to the deductible. Penn Manor has a deductible of \$75,000 with reinsurance paying anything over that amount. The final reinsurance rates for deductibles will be increasing by 11%. Budgeted amount for this item was 25%. Currently CapRisk handles our reinsurance contract. Mr. Skrocki stated he is recommending blending a self-insured pool and an insured specific premium via participation in the proposed Employees Health Care Consortium operated by I.U.13. The 11% increase for reinsurance would be paid as a total premium to an I.U.13 Healthcare Fund to be held for payment of claims and to pay the reinsurance premium for a higher specific deductible for all participants of \$125,000. Mrs. Wert asked if all districts have a deductible of \$75,000. Mr. Skrocki said some districts currently have a deductible of \$60,000, some have a deductible of \$75,000, and the School District of Lancaster has a deductible of \$125,000. He stated that the premium difference between the consortium's current deductible and the insured specific at \$125,000 is approximately \$1,353,529. It is anticipated that, according to history and claim projections, this could save the consortium \$500,000 on an average

year. Mr. Skrocki stated that if there is any money left after the final audit the money will be divided by participating districts. The average surplus distribution for participating districts was reviewed. Penn Manor's share of a potential distribution would be \$38,497.50. This money would be paid to the district via check in September or October. The School District of Lancaster, with a deductible of \$125,000, will not benefit from a surplus or pay a surcharge. Mr. Willis Herr asked if the money will definitely be distributed if there is any left. Mr. Skrocki said surplus money would be distributed each year. The Employees Health Care Consortium concept would be reviewed each year to determine if it is desirable to continue. If on the other hand there were a surcharge, the money would be prorated and the districts would have to pay their fair share. Mrs. Withum asked where the surcharge money would come from. Mr. Skrocki said a separate item for the budget would be requested if needed. The history of insurance claims over the past 3 years and the potential savings to be derived from the pool was reviewed. Skrocki stated he was requesting approval for placement of the by-laws relating to this consortium on the June 10 School Board Meeting Agenda. These by-laws will be available for review at that time. Every participating district must approve the by-laws. Mr. Skrocki stated that the consortium would request quotes for the reinsurance each year. Mr. Kreider asked who would oversee the consortium. Mr. Skrocki stated that a management general underwriter, CapRisk, has been selected for this purpose for the upcoming year. Mr. Anderson asked how much the premiums would be. Mr. Skrocki stated that the premiums would be \$220,000 based on the 11% increase. Mr. Thomas Herr asked if a district is penalized if they have more claims than another district. Mr. Skrocki said this would not happen. He stated that the surplus is shared no matter how many claims a district has. Approval for placement of this item on the June 10 School Board Meeting Agenda was approved on a motion by Mr. Kline, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Stewart reviewed the proposed Elementary Coordinator position. He reviewed the background relating to this position and duties accompanying it. Mr. Stewart stated that the person in this position would not serve in a supervisory role but rather an operational role. They would be managing the elementary operational budget, plan for and schedule elementary district-wide events, schedule and supervise an annual Math Bowl, establish timelines and guidelines for new programs, and assign and reassign students. Mr. Stewart said he was recommending

that Mr. Kevin Peart, Principal of Hambright Elementary School, be assigned this position and the additional duties involved at a stipend of \$2,000. Mrs. Withum asked if all Elementary Principals were assigned extra duties. Mr. Stewart said they were but not with an extra stipend and not duties of this magnitude. This item was approved for placement on the June 10 School Board Meeting Agenda on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Stewart then reviewed the Position Description for Health Room Technicians. He stated that he, earlier in the year, asked principals to do an evaluation of aids in the health room, library, and learning support classes. The principals, as a result of this request, asked the school nurses to evaluate the health room technicians and found that a position description was needed for these individuals as the current one was out-of-date. Mr. Kreider asked if Health Room Technicians were allowed to dispense medications. Mr. Stewart said they could if they do so within the scope of the policy that says that medications coming with a prescription and with a doctor's directive may be dispensed by a Health Room Technician. A Millersville University student asked if there are both a nurse and a Health Room Technician in a building at the same time. Mr. Stewart explained how the nurse and technicians alternate buildings. A university student asked what duties a nurse can perform that a technician cannot. Mr. Stewart reviewed examples. Mr. Stewart asked for approval for placement of this item on the June 10 School Board Meeting Agenda. This item was approved for placement on the agenda on a motion by Dr. Frerichs, a second by Mr. Thomas Herr, and a unanimous voice vote.

Mr. Stewart informed the board that Mr. Skip Reddig resigned from his position as Marching Band Director. Mr. Reddig has served in this capacity for the past 13 years. Mr. Stewart stated that Mr. Reddig did not resign his teaching position. Mr. Reddig's resignation as Marching Band Director has resulted in the need for a Position Description and stipend for this position. Mr. Stewart reviewed the proposed Position Description and stipend. He stated that interviews for this position were held last week and a candidate was selected. A request for approval of this individual will appear on the June 10 board agenda. Mr. Stewart said he was pleased to find someone who is familiar with Penn Manor's band program and can sustain the program quickly. A Memorandum of Understanding has been concluded with PMEA regarding this item. Mr.

Willis Herr asked if the two positions – music teacher and Marching Band Director – could be tied together. Mr. Stewart said the need for a Marching Band Director has arisen because of Mr. Reddig's resignation of that portion of his job. He stated that he hopes the need for this position will only be for a year. When asked how this could be a one year only position Mr. Stewart said he would need to have a resignation from the person filling this position or come to the board with a request for a new music position. Discussion ensued regarding the equality of the stipend for this position to other co-curricular positions. Mr. Stewart stated that it is reflective of other band director positions in the county. Mr. Stewart asked the board for approval to place this item on the June 10 School Board Meeting Agenda. Approval was granted on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

The Committee of the Whole adjourned to Executive Session for the purpose of discussing a personnel matter at 7:52 p.m. on a motion by Mr. Thomas Herr, a second by Mrs. Wert, and a unanimous voice vote.