

MINUTES
Committee of the Whole
September 9, 2002

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. H. Thomas Herr, Mr. Kline, Mr. Kreider, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Present from the administrative staff were Mr. Stewart, Mr. Skrocki, and Mrs. Griffis. Also in attendance were Penn Manor residents, Mrs. Rhoades, and Mrs. Warfel.

Mr. Willis Herr asked if there were any Citizen's Comments. Mrs. Johnna Friedman, 1034 Shadowstone Drive, addressed the board regarding her concern, and the concern of others with the length of the 2002/2003 school year. She questioned having school start prior to Labor Day and end as late as June 10. She also wondered why the calendar was not on Penn Manor's web site. Discussion ensued regarding the scheduling of vacation days, possibly changing graduation to an earlier date so seniors can get out sooner in June, and reviewing the need to start school prior to Labor Day if students continue to get out later in June. Mr. Stewart stated that the school calendar is designed to meet the needs of the constituents. He stated that Penn Manor's calendar has snow days built into it where not all districts do so. Districts not building snow days into their calendar would tack snow days onto the end of the school year. Mr. Stewart stated that Penn Manor early dismissals are linked to parent conference nights and not in-service; however, there are in-service days that lengthen the school year built into the calendar. He stated he has met with Miss Mindish, High School Principal, regarding moving graduation from June 10 to June 6. He said this could be done since Penn Manor would still meet state requirements for attendance due to the number of minutes and days they would be in attendance. Mr. Stewart said he will be returning to the board with a proposal to have seniors graduate on June 6. He also indicated that he would make an effort to distribute future proposed calendars in broader circles. Mr. Stewart reviewed the fact that the 2003/2004 calendar would add one contractual day and one student day. He stated he would come to the board with a proposal for the additional day when he addresses the change in graduation date to June 6 with them.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the August 26, 2002, Committee of the

Whole Meeting. Hearing none, on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote, the minutes were approved as printed.

Mrs. Griffis updated the board with regard to cyber school attendance by Penn Manor students. She indicated that, as of August, there were no students enrolled in the Einstein Academy, 5 students enrolled in the PA Virtual Charter School and 1 student enrolled in the 21st Century Charter School. Mrs. Griffis stated that payments to the Levin Legal Group for our participation in the litigation to date has amounted to \$2,161.70. The subsidy deduction for April was \$36,315.79 and for July was \$14,518.81. Mrs. Griffis reminded board members that \$250,000 was budgeted for charter school costs for 2002/2003. Taking into consideration the decreased current cyber school enrollment, a projected cost for 2002/2003 would be \$50,000. Mrs. Griffis said districts have to provide cyber schools with reasonable access to their facilities for administration of PSSA tests, must make special education payments to charter schools, and must provide assistance to cyber schools in delivery of special education services. The cyber schools must provide the districts with a copy of their charter, a copy of their charter application, annual reports, and a list of all students from the district enrolled in their school. School districts must provide cyber schools with student records within 10 days of receipt of a student's enrollment form. School districts have seven days to confirm the residency of a student, the cyber school then has seven days to investigate and respond to the district's findings. The district has seven days to advise the cyber school of their agreement or disagreement with the cyber's response. The district may file an appeal but must continue to pay disputed invoices until the appeal is settled. If the district wins their appeal, the cyber school has 30 days to refund the subsidy in question. Mrs. Griffis stated that parents also have responsibilities to the district. They must notify school districts within 15 days of their child's enrollment in a cyber school using a newly devised PDE form. Parent must also notify the district when their child withdraws from a cyber school.

Mr. Stewart requested approval to waive tuition for a Penn Manor senior due to hardships. He stated that the mother provided both legal and medical documentation of the hardships. The high school principal and counselor have reviewed the request and are in agreement with it. Mr. Stewart asked for approval to place the tuition waiver on the September School Board Meeting Agenda. Approval was granted on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote.

Mrs. Stewart reminded board members of the 6:00 p.m. meeting scheduled for September 30 at which time interviews will be held for services for a school solicitor. Mr. Willis Herr reminded board members that only one applicant would be interviewed at that time. Mr. Stewart reminded the board that the applicant would be interviewed in full committee per their previous decision. He asked board members if one hour would be enough time to allot for the interviews. Board members indicated that was satisfactory. Mr. Stewart asked what format the board wanted to follow for the interview. Dr. Frerichs asked if there would be a set list of questions. Mr. Willis Herr stated that he was in favor of the open question format. Mr. Stewart stated he didn't know what information the board would want that is not already included in the Request for Proposal. He stated that he would work with Mr. Skrocki and Mrs. Griffis to prepare specific questions. Mr. Stewart asked board members to contact him prior to the September 30 meeting if they have any requests he can assist them with. Mr. Anderson asked how much has been paid for legal services over the last several years. Mr. Skrocki indicated he would provide the board with a history of solicitor fees. Mr. Willis Herr asked if it would be appropriate to have the solicitor review the status of current issues. Mr. Stewart said he will ask them to update the board with regard to prominent cases.

Mr. Stewart provided an update of enrollment figures. He reminded the board that enrollment projections which were provided for the construction of the Letort and Eshleman projects indicated decreased enrollment figures. At that time an enrollment of 5,228 was projected for 2002/2003. However, 5,365 students are currently enrolled for the 2002/2003 school year. Mr. Stewart stated that some of the increase in enrollment is due to the fact that students have returned to Penn Manor from home schooling and cyber schools, first time home buyers are buying homes in Penn Manor, and a better job is being done of keeping students in school. Mr. Stewart said the high school picked up 73 students. Mr. Willis Herr asked if class size in the elementary schools is being affected by the increased enrollment. Mr. Stewart said elementary class sizes are still acceptable. He stated that the largest class size in the elementary schools consists of 27 students.

Mr. Willis Herr reviewed the September School Board Meeting Agenda.

Mr. Willis Herr stated that he was very impressed with the newspaper article relating to Mr. Stewart's employment as Superintendent and urged any board member who had not seen it to do so.

Mr. Stewart reviewed the fact that he was to search out agencies to do a study regarding Penn Manor real estate. He stated that he has contacted two agencies. Both agencies will be submitting proposals. He asked that board members email him any questions they would like him to add to the proposal. Mr. Stewart stated that he would return to the board with regard to this topic as soon as the proposals are received from the agencies.

Mr. Stewart asked the board for permission to request an extension of the grant received for athletic field improvements. The board directed Mr. Stewart to contact the state with regard to an extension of this grant. Mr. Stewart indicated that Gib Armstrong would take the request to the appropriate agency to help streamline its acceptance.

Dr. Frerichs asked if the high school summer school was open to students outside of the district during the summer of 2002. Mr. Stewart stated that summer school was open to only Penn Manor students during this past summer. The possibility of opening it to students outside of Penn Manor is being considered.

The Committee of the Whole adjourned to Executive Session for the purpose of discussing a real estate matter at 7:35 p.m. on a motion by Mr. Thomas Herr, a second by Mr. Anderson, and a unanimous voice vote.

September 9, 2002

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the All-Purpose Room of the Letort Elementary 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. H. Thomas Herr, Mr. C. Willis Herr, Mr. Patrick T. Kline, Mr. Jeffrey G. Kreider, Mr. Jeffrey E. Lyon, Mrs. Donna J. Wert, and Mrs. Kelly K. Withum. Also present were Mr. Donald F. Stewart, Superintendent, Mrs. Ellen P. Griffis, Administrative Assistant for Curriculum and Instruction, and Mr. Stephen B. Skrocki, Administrative Assistant for Business.

The meeting was opened with prayer by Mr. Jeffrey E. Lyon and was followed by the salute to the flag.

Mr. Willis 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 7, 2002, in the Board Room at Manor Middle School at 8:15 p.m.

Mr. Willis 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 12, 2002, School Board Meeting. There were none. It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart informed those in attendance that the Class of 2002 wished to gift the Penn Manor School district with a sign for Comet Field. Board members indicated their appreciation of the gift

and acknowledged its receipt. Mr. Stewart reminded board members that the Lampeter Fair would be held from September 25-27. He stated that Twilight School opened on September 3 with 16 students being enrolled. The Twilight School is staffed entirely by Penn Manor teachers. Mr. Stewart stated that the Disaster Drill would be held at the high school on Sunday, September 22. He informed the board that a Tragedy Response Team is being formed. An organizational meeting has been held and the team will be meeting again in October. The Lancaster County Tragic Event Stress Reduction Team will attend the next meeting. Mr. Stewart informed the board that a third kindergarten session has been added at Martic. He also informed those in attendance that fall play tryouts are coming up. The fall play will be Rally 'Round the Flag Boys. Mrs. Griffis invited those in attendance to visit the stand at the Lampeter Fair where she will be making funnel cakes. She reported on professional development activities currently taking place. She said nine sessions of a K-6 literacy development program will take place over the next several months. Mrs. Kamen and Mrs. Wimer will be the presenters. Forty-eight teachers and administrators have signed up for the program. Mrs. Griffis stated that parent literacy sessions will be run in every school. Forty teachers, guidance counselors, and CSS teachers are involved. She stated that the goal is to hold 2-5 sessions during the school year for preschool students and parents. Mrs. Griffis stated that the program is being expanded from being held at several elementary schools last year to all seven elementary schools this year. She stated that a middle school CSS program is also under way. The teachers will focus on students referred to them by the elementary schools. Students who scored below basic in reading and math are being targeted for the program. The board was informed of the fact that the first day of "All School Reading" was held and was very successful.

It was moved by Mrs. Withum and seconded by Mr. Kreider to approve the Treasurer's Report for the month of August, 2002, as presented and to authorize payment of bills in the amounts of \$271,674.24 dated 8/7/02, \$143,542.23 dated 8/12/02, \$438,191.47 dated 8/14/02, \$856.94 dated 8/10/02, \$2,685.65

dated 8/13/02, \$194,420.89 dated 8/19/02, \$390,573.90 dated 8/21/02, \$24,880.00 dated 8/21/02, \$66,022.62 dated 8/27/02, \$100.00 dated 8/27/02, \$84,522.33 dated 8/28/02, \$202,675.66 dated 8/29/02 and \$211,894.25 dated 9/3/02, for a total of \$2,032,040.18 from the General Fund; \$66,262.74 dated 8/30/02, for a total of \$66,262.74 from the Cafeteria Fund; \$11,467.28 dated 8/1/02, \$224.00 dated 8/22/02, and \$71,502.55 dated 8/30/02, for a total of \$83,193.93 from the Capital Reserve Fund, \$58,455.00 dated 8/1/02, \$9,015.00 dated 8/2/02, \$2,958.00 dated 8/22/02, and \$33,181.20 dated 8/30/02, for a total of \$103,609.20 from the Eshleman Reserve Fund; \$500.00 dated 8/22/02, for a total of \$500.00 from the Athletic Reserve Fund; and payroll in the amounts of \$547,683.56 dated August 21, \$559,072.88 dated September 4, 2002. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Kline to approve the elevation of the bowling team to club status effective with the 2002/2003 school year. No funding is being provided. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, no.

It was moved by Dr. Frerichs and seconded by Mr. Thomas Herr to approve the waiver of senior tuition for a student based on hardships. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Kreider to approve the tax exonerations cited on page 7 of the agenda. The following call vote was taken on this motion. Donald H. Anderson,

yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 7)

It was moved by Mr. Lyon and seconded by Mrs. Withum to approve the acceptance of the Strategic Plan for 2002/2008 for submission to the Pennsylvania Department of Education. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve the "Final Reading" of the English As A Second Language/ Bilingual Program Policy as cited on pages 8-10 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 8-10)

It was moved by Mrs. Withum and seconded by Dr. Frerichs to approve the "Final Reading" of the Integrated Pest Management Policy as cited on pages 11-14 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 11-14)

It was moved by Mr. Anderson and seconded by Mr. Kline to approve Mr. Edward Nett, Director of Buildings and Grounds, receiving a one-time stipend in the amount of \$5,000 for serving as Clerk of the Works for the Letort Elementary School Project. Payment to be made from the Capital Reserve Account. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Kline to approve Mr. Randy Wolfgang, Director of Support Staff, receiving a stipend of \$1,000 for serving as district Integrated Pest Management Coordinator. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Thomas Herr to approve the individuals listed below to the position of Advisor for the Middle School Technology Student Association for the middle school cited for the 2002/2003 school year at a salary of \$740.

Janice Adams – Manor Middle School
Steve Evans – Marticville Middle School

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kline and seconded by Mr. Thomas Herr to approve the individuals listed below to the positions of track judges, ticket takers, ticket sellers, timers, and scorers for the fall sports season.

Kim Garvey
Beth Mitchell

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; 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 below to the position of detention monitors for the 2002/2003 school year. There will be a grand total of two hours per week at a rate of \$26.28 per hour which the individuals listed below will divide during the 2002/2003 school year.

Lisa Bitler	Scott Keddie
Doug Eby	Craig Wille
Gerard Egan	Cheryl Youtz

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Thomas Herr to accept the resignations of the following individuals:

Heslin, Cindy – Emotional Support Aide/High School – effective 8/20/02

Paisley, Wendel – secondary professional employee – effective 8/21/02

Schneider, Carol – cafeteria/Hambright – effective 8/30/02

This motion was passed by a unanimous voice vote.

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve the individuals listed on page 15 of the agenda for substitute teaching within the school district until such time that either the 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; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes;

Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 15)

It was moved by Dr. Frerichs and seconded by Mr. Lyon to accept the individuals listed on pages 16-17 of the agenda (as amended) for employment or change in status(*) according to the conditions listed. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 16-17)

It was moved by Mrs. Withum and seconded by Mr. Lyon to accept the following co-curricular resignation:

Miller, Kerri – Assistant Field Hockey Coach

This motion was passed by a unanimous voice vote.

It was moved by Mrs. Withum and seconded by Mr. Anderson to appoint the individuals listed on page 18 of the agenda to the co-curricular positions cited for the 2002/2003 school term. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 18)

It was moved by Dr. Frerichs and seconded by Mr. Lyon to grant Family medical/Child Rearing Leave to the individual cited on page 19 of the agenda according to the terms listed. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 19)

It was moved by Mrs. Wert and seconded by Dr. Frerichs to approve the individual cited below to prepare 9 IEP documents (2

hours per document) at a rate of \$28 per hour for a total of \$504. This approval is being granted as a one-time authorization required due to an emergency situation.

Jodie Henderson

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mrs. Wert to approve the revised fee schedule as cited on page 20 of the agenda for professional employees found in Article XIV, Part E, #4(a) of the Negotiated Agreement titled Cost Coverage and for classified staff. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 20)

It was moved by Mrs. Withum and seconded by Mr. Kline to approve the individuals listed on page 21 of the agenda to the position of Twilight School Instructor for the 2002/2003 school year at a cost of \$28 per hour. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 21)

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve Madison National Life as the district's income protection carrier effective 8/1/02 through 7/31/04 at a rate of .19% of covered payroll. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider,

yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve the addition of Mrs. Anne Carroll, Mr. Dana Edwards, and Mr. Philip Gale as an authorized signer for the Student Activity Fund Account with PLGIT. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the individuals listed on page 22 of the agenda (as amended) as Mentors for the 2002/2003 school year. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

The meeting adjourned at 8:30 p.m. on a motion by Mrs. Withum, a second by Mr. Kreider, and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary