

MINUTES
Committee of the Whole
February 10, 2003

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. Kline, Mr. Kreider, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Mr. H. Thomas Herr was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, and Mr. Skrocki. Also in attendance were Millersville University students, Penn Manor residents, Mrs. Rhoades, and Mrs. Warfel.

Mr. Willis Herr asked if there were any Citizen's Comments. Mrs. Carole Shellenberger, Penn Manor High School English teacher, invited board members and those in attendance to attend the Penn Manor Read Across America 3rd Annual Read-A-Thon. The Read-A-Thon is being held on Sunday, March 2, from 1:00-4:00 p.m. in the high school library. Dr. Seuss' birthday will be celebrated. Mr. Jarret Serafin, a Millersville University student, stated that he was interested in observing the board meeting and seeing the taxpayers money at work.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the February 3, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Mr. Kreider, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart informed board members that he and Mr. Skrocki would be presenting information relating to the cost of and student participation in co-curricular activities. He stated that this information was being provided as a result of a request from the board. In addition to the two aspects of co-curricular activities being addressed at this meeting Mr. Stewart and Mrs. Skrocki would be addressing the philosophy of co-curricular activities and how to implement the philosophy in March. Mr. Stewart thanked Mr. Roth and Mr. Skrocki for their preparation of the information to be presented. Mr. Skrocki reviewed the general fund athletics expenditure history. He informed those in attendance that the athletic fund is less than 2% of the budget. Mr. Kline stated that when looking at an operating budget of \$46,0000,000 athletic costs would be

1.6% of the budget. Mr. Skrocki provided financial information for the years 1997/1998 to final budget figures for 2002/2003. He stated that accounting requirements have changed since 1997/98 which makes true comparisons difficult. For example, health care costs have been added from 1998/99 to 2002/03. Mr. Skrocki said it is difficult to compare athletic costs due to variations in athletic expenditures from year to year. Examples of these circumstances would be the special purchases made and the cost of a field study done in 2001/02 which make it difficult to compare 2001/02 expenditures with 2002/2003 expenditures. He compared co-curricular expenditures for the 2001/2002 school year (\$660,216.05) and the 2002/2003 school year (\$597,096.00). Mr. Skrocki reviewed the 2001/02 (\$208,499) and 2002/03 (\$219,698) sports coaching salary budgets. He stated that the increase in these figures is due to the 3% salary increase received by coaches and the addition of a junior high track program for boys and girls at a cost of \$4,944. Mr. Skrocki reviewed the number of students who participated in Penn Manor sports during 2001/2002. He stated that 833 students participated in Penn Manor co-curricular activities. If multiple sport athletes are removed there are a total of 635 students who participated in co-curricular activities. Mr. Skrocki then reviewed 2001/02 athletic expenditures by sport. Mr. Willis Herr explained to those in attendance that athletics are a "hot topic" with school boards in Lancaster County. Dr. Frerichs requested that one time costs such as a fields study and special purchase could be removed from the comparison information provided in the future so a more accurate comparison can be made. Mr. Skrocki said he would do that. Mr. Willis Herr asked how our expenditures compare to other districts. Mr. Skrocki said it is impossible to answer that question due to the fact that each district handles athletic costs differently. Mr. Kline thanked Mr. Skrocki for the information provided. Mr. Skrocki stated it is valuable information to know but may not assist the board in drawing any conclusions. Mrs. Wert asked Mr. Skrocki if the information could be kept updated so that the board can review the information each year. Mr. Skrocki said that could be done. He said he would like to change the structure of the account codes which would make analysis easier. Mr. Stewart commended Mr. Skrocki for his efforts in providing this information. He stated that the goal of the presentation was to provide an understanding of the finances of athletics and understanding of participation.

Mr. Skrocki reviewed the Senior Groundskeeper position description being recommended for placement on the February School Board Meeting Agenda. He stated that an additional staff person will be requested effective July 1 to fill this new groundskeeping position. This individual will be added to the Maintenance Department and will work strictly on the maintenance of the athletic fields. The individual would report to the Director of Buildings and Grounds and would supervise other individuals in the fields department. A higher level of qualifications is being asked for making the salary range for this position comparable to individuals in the Maintenance Department - \$32,000-\$35,000. The salary would be funded out of the general fund. Mr. Skrocki reminded board members that the addition of this position was a recommendation made by the Athletic Fields Committee two years ago. Due to renovation projects at Letort and Eshleman a custodian was displaced. Mr. Skrocki stated that he feels this position needs to be posted as soon as possible if it is to become effective July 1. He requested approval for placement of the position description for the Senior Groundskeeper on the February School Board Meeting Agenda. Approval was granted on a motion by Dr. Frerichs, a second by Mrs. Wert, and a unanimous vote of board members in attendance. Mr. Skrocki stated that he will return to the board in March for approval for addition of this position effective July 1.

Mr. Stewart informed board members that each year when the high school does its spring musical a choreographer is often used but not paid by the district. Last year the district paid the individual in this position but the Booster Club reimbursed the district for that cost. Mr. Stewart stated that the high school principal and theater arts people asked for a position for choreographer. He then reviewed the proposed position description and salary plan for this position. Mr. Stewart stated that if this position is approved by the board, a Memorandum of Understanding would be signed by the district and PMEA approving the position until it is added to co-curricular positions cited in the Negotiated Agreement. Mr. Stewart stated that he is asking permission to add the position for the next school year for use in the spring 2004 musical. Mrs. Wert asked how this position differs from a coaching position. Mr. Stewart said coaching positions are not in the Negotiated Agreement. Authorization for placement of the above cited item on the February School Board Meeting Agenda was granted on a motion by Mr. Kline, a second by Mr. Lyon and a unanimous vote.

Mr. Skrocki updated the board with regard to the arbitrage of the \$4,00,000 note taken out for the Letort construction project. He stated that the district did not need to borrow the money but did so to take advantage of the arbitrage. He stated that the hope is that you invest the money at a higher interest rate than you are paying on the note. Mr. Skrocki said the note was paid off in February 2002 with a profit of \$75,619.32 earned. He stated that the interest rates in effect this past year is reflected in the amount of the arbitrage which is less than originally hoped. Mr. Skrocki stated that he is recommending using this money in 2003/2004 to offset the window replacement project at Martic Elementary School and the installation of an elevator at Marticville Middle School.

Mr. Skrocki reviewed tax duplicates for next year. He stated that tax duplicates are the listing of all properties in Penn Manor received from the Lancaster County Board of Assessment. As of July, 2002 the value of real estate in the Penn Manor School District is \$1,760,317,800. He stated that an increase of \$991,000 is anticipated (.06%). These figures indicate more growth in the district than in the previous year. PP&L assessment appeals money was discussed. Mr. Skrocki stated that Penn Manor has assessment appeals every year. This year tax revenues were increased by \$77,647 due to the appeals. Appeals result from a comparison of the sales price of a property to the assessed value of the property. The assessed value of a property should reflect the market value of a property. Mr. Skrocki stated that legal fees and appraiser fees relating to the appeals would amount to approximately \$10,000. Mr. Skrocki said it costs nothing to file the appeal but appraiser fees are paid by the district. These appeals do not affect the seller but do affect the purchaser. Mr. Skrocki stated that Penn Manor is the only school district that makes tax appeals. Mrs. Wert asked why other districts do not do this. Mr. Skrocki stated that he was not certain why they did not appeal assessments but that it pays Penn Manor to do so. Mr. Skrocki reviewed five-year budget projections using the 2002/2003 \$1,000,000 fund balance. He showed a July duplicate projection for 2003/2004 of \$1,758,528,743 which would result in a total millage of 15.9 (and increase of 1 mill). The increase for an average property owner would be \$118.42.

Mr. Stewart said five board members – Mrs. Wert, Mrs. Withum, Mr. Willis Herr, Mr. Lyon, and Dr. Frerichs – attended a breakfast held by

Representative Scott Boyd. Representative Boyd asked Mr. Stewart to provide a list of individuals who would serve as contact individuals for issues, outreach, and student recognition. Mr. Stewart asked if there were two board members who would be willing to serve as contacts for issues. Mrs. Withum and Mrs. Wert agreed to serve in this capacity. Mr. Stewart stated that he sent a thank you note to Representative Boyd. He also sent letters to Representative Katie True and Representative Gib Armstrong indicating that Penn Manor would be willing to host a similar breakfast if they wanted to participate.

Mr. Willis Herr reviewed the February School Board Meeting agenda.

Mrs. Withum informed fellow board members that she attended the Leadership Conference. She stated that the Governor was unable to attend so the Secretary of Education, Vickie Phillips spoke in his place. Mrs. Withum stated that she came away from the conference feeling that every board member should become familiar with No Child Left Behind. She stated that No Child Left Behind is going to have a strong impact on budgets, teacher contracts, and programs. Mrs. Withum asked that Mr. Stewart look into the legality of charging fees for materials involved with a credit class. This request arose from discussion of this topic at the conference. [Mr. Stewart indicated he would check with the district solicitor regarding this topic and return to the board with the solicitor's response.](#) Mr. Kline stated that he also heard this is true of a pay-to-play approach to co-curricular activities.

Mr. Willis Herr stated that he has served on the Athletic Wall of Honor Committee for several years. He asked if another board member would be willing to serve on the committee in his place. Mr. Kline stated that he would be willing to do so.

Mr. Stewart provided board members with a calendar of events scheduled for the remainder of the 2002/2003 school year. He stated that this calendar was being provided in response to a board member request. Board members can now review the calendar and sign up for events they wish to attend. This will help to insure that as many events as possible will be attended by a member of the board.

Discussion ensued regarding rescheduling the April 10 School Board Meeting to April 14 at 4:00 p.m. due to a conflict with the FFA Banquet. It

was agreed to make this change. It was also agreed to have Committee of the Whole Meeting on March 31 at the Career and Technology Center following the tour of the building.

The meeting adjourned at 8:12 p.m. on a motion by Mr. Lyon, a second by Mr. Anderson, and a unanimous voice vote.

February 10, 2003

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 Board President, Mr. C. Willis Herr, at 8:24 p.m.

The following members were present: Mr. Donald H. Anderson, Dr. Richard L. Frerichs, 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. Mr. H. Thomas Herr was absent. 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 a special board meeting would be held on Monday, February 17, 2003, in the Board Room of Manor Middle School at 4:00 p.m. He stated that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, March 10, 2003, in the Board Room of 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 January 13, 2003, 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.

Chris Ichter, Junior Student Council Representative and Melissa Pohlman, Senior Student Council Representative, were not in attendance.

Mr. Stewart introduced Mrs. Carole Fay, Agriculture Coordinator. Mrs. Fay then introduced Andrew Herr, an agriculture student at Penn Manor High School. Mrs. Fay stated that Andrew has achieved more over the past four years than any other Penn Manor agriculture student. She listed his many and varied accomplishments and honors which included his recognition as recipient of the Pennsylvania Star Farmer award. Mr. Willis Herr presented Andrew with a certificate in recognition of this award.

Mr. Stewart informed board members that Charlie Reisinger will receive an Award of Achievement for 2003 from PASBO on March 19th for his entry titled "The Lettergrade Project: Revolutionizing Parent/ Teacher Communication Via the Web." He stated that the PASBO Awards of Achievement program is designed to identify extraordinary school management practices, proposals and publications that lead to the effective use of valuable educational resources. Mr. Reisinger will be recognized for his achievement at the April meeting of the board. Mr. Stewart informed those present that Penn Manor students did well in the Scholastic Art Competition which is on display in the Lancaster Art Museum. Students also did well in the Scholastic Writing Competition. He stated that the Middle School Science Fair will be held on February 11, the basketball team is competing at Warwick against Conestoga Valley in leagues, the wrestling team is section champions, the Brain Buster Team competed successfully against McCaskey on WGAL and is now in the third round of competition, and that the swimming team will be competing for the league title. Mr. Stewart welcomed Millersville University students and reviewed board procedures for them.

It was moved by Mrs. Withum and seconded by Mr. Kline to approve the Treasurer's Reports for the months of January, 2003, as presented and to authorize payment of bills in the amounts of \$54,480.00 dated 12/30/02, \$387,003.43 dated 1/2/03, \$301,158.99 dated 1/8/03, \$80,782.23 dated 1/8/03, \$129,359.97 dated 1/14/03, \$60,773.17 dated 1/17/03, \$436,320.31 dated 1/22/03, \$12,862.93 dated 1/22/02, \$11,390.42 dated 1/23/03 \$464,374.55 dated 1/27/03 \$54,982.42 dated 1/28/03, and \$4,122,610.77 dated 1/30/03 for a total of \$6, 116,099.19 from the General Fund; \$150,850.49 dated 1/8/03, \$36,467.50 dated 1/23/03, \$50,595.21 dated 1/27/03 and \$746.15 dated 1/30/03 for a total of \$238,659.35 from the Cafeteria Fund; \$10,010.10 dated 1/27/03 for a total of \$10,010.10 from the Capital Reserve Fund; \$52,740.00 dated 1/3/03, \$182,176.88 dated 1/8/03, \$218,700.51 dated 1/14/03, and \$83,171.59 dated 1/28/03 for a total of \$536,788.98 from the Eshleman Reserve Fund; and payroll in the amounts of \$575,494.71 dated January 8, 2003, \$591,028.01 dated January 22, 2003, and \$596,256.34 dated February 5, 2003. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes (abstaining from check #73232); Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Anderson to approve the Working From Home While on Approved Leave Policy as cited on pages 8-10 of the agenda for "First Reading." The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 Mr. Kreider to approve the Revised Classified Staff Development Educational Improvement Policy as cited on pages 11—12 of the agenda for "First Reading." The following call vote was taken on this motion.

Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 11-12)

It was moved by Mr. Kreider and seconded by Mr. Kline to approve the 2003/2004 school calendar as cited on page 13 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 13)

It was moved by Mr. Kline and seconded by Dr. Frerichs to approve the Senior Groundskeeper Position Description as cited on pages 14-16 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 14-16)

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the Spring Musical Choreographer Position Description as cited on page 17 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 17)

It was moved by Mrs. Wert and seconded by Mr. Kline to approve ELA Associates to provide consulting services on athletic field maintenance utilization and improvements. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 holding a Special Board Meeting on Monday, February 17, 2003 at 4:00 p.m. in the Board Room of the Manor 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, absent; 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 "Final Reading" of the Discipline of Students With Disabilities Policy as cited on pages 18-23 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 18-23)

It was moved by Mrs. Wert and seconded by Mr. Kline to approve "Final Reading" of the Public Records Policy as cited on pages 24-28 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 24-28)

It was moved by Mr. Lyon and seconded by Mr. Anderson to approve the budget transfers as listed on Penn Manor's web page (<http://www.pennmanor.net/tr/index.html>). The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved Dr. Frerichs and seconded by Mr. Kreider to pay the individuals cited on page 29 of the agenda \$28 each for one hour of curriculum writing in conjunction with PSSA Preparation. The following call vote was taken on this motion. Donald H. Ander-

son, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 29)

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the individual listed below to the position of tutor for the After School Program at Manor Middle School for the 2002/2003 school year at a rate of \$28 per hour.

William Ziegler

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 cited on page 30 of the agenda and on the addendum to the positions of track judges, ticket takers, ticket sellers, timers, and scorers for the winter 2002 sports season. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 30 and the addendum)

It was moved by Mrs. Withum and seconded by Mr. Kreider to approve the individual listed below to the position of Twilight School Instructor for the 2002/2003 school year at a rate of \$28 per hour.

Patrick Harris

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thom-

as Herr, absent; 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. Lyon to approve a web design support contract with I.U. 12 (Lincoln) for the Cisco Systems Web Design Sponsored Curriculum at an annual cost of \$1,690 effective July 15, 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, absent; 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. Lyon to approve a special education supplemental contract with Lancaster-Lebanon I.U.13 for the employment of Wayne Homsher as a part time 1:1 paraeducator for a Penn Manor student for up to 5.5 hours per day, 5 days per week at Lafayette Elementary School starting November 14, 2002 and ending June 2003. The estimated cost is \$10,500. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 accept the individuals listed on pages 31-32 of the agenda and on the addendum 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 31-32 and the addendum)

It was moved by Mr. Anderson and seconded by Mr. Lyon to approve the individuals listed on page 33 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; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 33)

It was moved by Mrs. Wert and seconded by Dr. Frerichs to accept the following co-curricular resignation.

Cheerleading, Freshman.....(effective 9/27/02)...Matthew Null

This motion was passed by a unanimous voice vote.

It was moved by Dr. Frerichs and seconded by Mr. Kline to appoint the individuals listed below to the co-curricular positions cited for the 2002/2003 school term.

Volleyball, Girls Head.....Abby Hafer
Basketball.....(supplemental salary of \$400).....Jeff Churchill
Cheerleading, Freshman.....(effective 10/7/02)...Mary Graby
Track and Field, Assistant.....Deron Gue

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Lyon to grant Family Medical and Designated Family Medical Leaves to the individuals cited on page 34 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 34)

It was moved by Mrs. Wert and seconded by Mr. Anderson to approve a sabbatical leave for restoration of health for the second

semester of the 2002/2003 school year at half pay for the individual listed below.

Bruce Conrad

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 spring athletic coaching contracts cited on page 35 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 35)

It was moved by Mrs. Withum and seconded by Dr. Frerichs to accept the following resignations.

Hardy, Harold - part-time custodian/Martic - effective 1/24/03

Rueppel, David - custodian/Manor Middle - second shift - Effective 1/14/03

This motion was passed by a unanimous voice vote.

It was moved by Mrs. Wert and seconded by Mr. Kline to acknowledge review and approval of Plancon Part J, Project Accounting Based on Final Costs, by the Pennsylvania Department of Education for the Letort Elementary School Project at a reimbursable percentage of 37.34% of the project cost. The total reimbursement due to the school district is \$889,278.23 and will be received the week of February 24, 2003. The following call vote was taken on this

motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 grant approval to the Lancaster County Tax Collection Bureau to prosecute the individuals listed on pages 36-54 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; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 36-54)

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the tax exonerations cited on page 55 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 55)

It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve the individuals listed on page 56 of the agenda to the positions of track judges, ticket takers, ticket sellers, timers, and scorers for the spring sports season. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 56)

It was moved by Mrs. Wert and seconded by Mr. Anderson to approve the appointment of the firm of TROUT, EBERSOLE AND GROFF as auditor for the school district for the 2002/2003 fiscal audit. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Kreider and seconded by Dr. Frerichs to approve a Purchase of Service Agreement with the Commissioners of the County of Lancaster, Pennsylvania on behalf of the Lancaster County Drug and Alcohol Commission in the amount of \$15,000 for a period from 9/30/02 to 6/30/03. Penn Manor School District will be reimbursed for the \$15,000 of expenses. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Lyon to approve a contract with Cingular Wireless as cited on pages 57-58 of the agenda for district cell phones for the period of July 1, 2003 to June 30, 2004. Penn Manor School District will contract for the 4000 minutes per month plan. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 57-58)

It was moved by Mrs. Withum and seconded by Dr. Frerichs to approve a contract with D & E Communications for T-1 lines for the period of July 1, 2003 to June 30, 2006 at the following locations at the costs specified:

Marticville Middle School	\$682.24/month
Manor Middle School	\$473.70/month
Conestoga Elementary School	\$473.70/month

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Lyon to approve a dial tone contract with D & E Communications for the

period of July 1, 2003 to June 30, 2008 at all district buildings except Martic Elementary School and Marticville Middle School (Commonwealth Telephone territory). The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Wert to approve the submission of a non-reimbursable project {PDE-3074(A)} to the Department of Education. This submission is for the Marticville Middle School elevator project. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, abstained.

The meeting adjourned at 9:14 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