

MINUTES  
Committee of the Whole  
March 3, 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. H. Thomas 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. 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. There were none at this time.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the February 10, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Kline, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mrs. Griffis updated the board with regard to the No Child Left Behind Act of 2002. She stated that the NCLB Act amends and reauthorizes the Elementary and Secondary Education Act of 1965 and encompasses Title 1. Title one funding is for disadvantaged schools. Penn Manor received \$160,000 in Title 1 funding for the 2002/2003 school year. Hambright, Martic, Pequea, Central Manor, and Conestoga Elementary Schools received funding from Title 1. Mrs. Griffis stated that the standards portion of the Elementary and Secondary Education Act of 1965 remains the same in No Child Left Behind. She reviewed annual testing requirements which states that all public school students will be required to take state administered test in reading and math in grades 3-8 by 2005. Students are currently tested in grades 3, 5 and 8. Additional existing of grades 4, 6, and 7 will require additional expense for the district due to purchasing of tests for these grades. The tests must be aligned with state standards. In addition by the 2007/2008 school year states must assess science annually. Penn Manor is now field testing science in grades 4, 7, and 10. In addition, a sample of 4<sup>th</sup> and 8<sup>th</sup> graders must participate in National Assessment of Educational Progress testing in reading and math every year. Students to be tested are selected by NAEP and the test is

administered by NAEP. Parents are sent a letter indicating their child might be tested. Mrs. Griffis stated that results of the testing are never received by the school district. Central Manor, Eshleman, Letort and Manor were or will be tested in grades 4 and 8. She stated that testing mandates are far ahead of knowledge and practice about testing. At the present rate, Mrs. Griffis quoted an article stating that it will take students 100 years to meet the proficiency level set by NAEP. Mrs. Griffis reviewed the academic progress portion of NCLB which is based primarily on performance on state assessments. States set a minimum proficiency level and must bring all students to that level within 12 years. Academic progress must be reported by subgroups including gender, low income, major racial or ethnic subgroups, students with disabilities, and ESL students. Mrs. Griffis said each school/district must reduce the number of students below proficient in each subgroup by 10% from the previous year. Each subgroup and overall student population must meet proficient level. Mr. Kline asked if a student who did not meet the proficient level could be kept from graduating. Mrs. Griffis said they could not. Mrs. Griffis said Penn Manor received \$10,270 this year for moving students from below proficient to the proficient level. Consequences for not making academic progress were reviewed. Mrs. Griffis indicated that if a school is identified for improvement and it hasn't made progress for two consecutive years the school would be required to develop a plan to strengthen academic achievement. If a school fails to make adequate yearly improvement two years in a row, students would be offered the opportunity to attend other public schools not cited as academic improvement schools. If a school fails to make academic progress three years in a row, low income students must be offered supplemental educational services including private tutoring outside the regular school day. After 4 years of not meeting academic yearly improvement a school would be subject to corrective action. Should this occur, a district must take one or more of the following actions: seek an outside expert evaluation, develop a new curriculum, replace staff, or modify the school schedule. Mrs. Withum indicated that should a district fall into this category and replace staff members in a particular building, the original staff members would have to remain employed by the district. After six years of no academic yearly improvement a school would have to be restructured. Restructuring could include the following: charter school, replace principal and most staff, manage by another entity, or the stated could takeover. Mrs. Griffis said NCLB states that districts must show an annual report card for the 2002/2003 school year. She stated that Mrs.

Rhoades is working on Penn Manor's report card. Student achievement data must be broken down by subgroups. School-by-school data will be reported by districts. Discussion ensued regarding the fact that the state is questioning whether or not the Standard and Poore Report is a good use of funds. Mrs. Griffis discussed teacher qualifications under NCLB which she stated is a huge item of this act. She said teachers working in a public school by the end of 2005/2006 must be "highly qualified." The teacher must be proficient in his/her subject matter. Mrs. Griffis informed board members that there are currently 6 teachers at the middle school who are teaching on an elementary certificate. These individuals will have to pass a test and be certified at the middle school level to teach their current subject. She stated that all the teachers are in the progress of assuring their required certification. Dr. Frerichs said new teachers will have to pass a test in their content area and have a 3.0 average. The Reading First portion of NCLB was reviewed. This replaced Read to Succeed and is the literacy initiative of NCLB. The purpose of Reading First is to help states and school districts set up research based reading programs for early literacy. It targets schools with disadvantaged students - 19% free and reduced lunch. Penn Manor has an average of 14% of its students receiving free and reduced lunches. The state median is 32%. There is \$900 million in federal funds available. It will be given to the districts with the highest or second highest % of poverty in the state and the highest and second highest number of poor children in the state. Mrs. Griffis stated that funding from NCLF will target resources for school districts with the highest concentration of poor children. Funding also gives greater flexibility in spending of federal money. Mrs. Griffis said NCLF is a source of controversy and debate which leaves many areas such as how you calculate academic yearly improvement, how a student would choose a public school to attend if a school they attended did not attain academic yearly improvement, exactly what determines a highly qualified teacher, disaggregated groups' progress, unfounded mandates, timelines involved with NCLB, and areas surrounding testing requirements in question. Mrs. Griffis then reviewed the percentage of schools needing improvement in various states and the wide variations among the states. Board members thanked Mrs. Griffis for her presentation and asked that she keep them informed with regard to NCLB.

Mr. Stewart welcomed the Millersville University students in attendance and updated them with regard to board meeting procedures. He updated board members with regard to funeral services for the Penn Manor

student killed in a sledding accident. He stated that Reverend Steve Cote, a member of the Crisis Response Team, has been working with the family and will be officiating at the services. Mr. Stewart informed those in attendance that a fund has been set up to support the family. He stated that Mrs. Griffis would be presenting at the upcoming ASCD Conference being held in San Francisco.

Mr. Stewart presented a review of athletic participation. He stated that this topic was being revisited as a result of a request to look at Penn Manor athletic programs made by board members at the board retreat. Mr. Stewart provided a list of essential questions relating to co-curricular program expansion. He said these are questions, when answered, that he feels will assist him in providing valuable information to the board when coming to them with a request for the addition of a club or sport. As a result of the information provided board members regarding requests for expansion of the co-curricular program, Mr. Stewart said the board can then draw their own conclusions about whether or not the requested expansion is appropriate. Mr. Kline asked if any of the essential questions cited were answered by previous procedures for adding a club or team. Mr. Stewart said they were. Dr. Frerichs stated that these questions should be asked when adding anything – not just a co-curricular program. Mr. Stewart stated that he believes the topic of adding sports programs is a topic being addressed by many Pennsylvania schools districts. Mr. Stewart reviewed the status of requests for the addition of Girls' Lacrosse, Bowling, and Girls' Junior High Volleyball in Lancaster-Lebanon League Schools. He stated that Penn Manor will continue to be faced with the issue of adding co-curricular programs in the future and the possibility of each request causing a debate. Mr. Stewart stated that even though the board would like to develop a philosophy regarding this topic he did not feel a philosophy could be developed at this meeting that would answer all the questions surrounding this topic. Mr. Kline said he thinks the board should move forward with this issue. He stated that a lot of time has been spent on the subject and if all board members can't agree on the subject a consensus should be reached so that the board can move ahead. Mr. Willis Herr stated that he feels it has been determined that Penn Manor does not overspend on athletics. Mr. Kline stated that he feels the review of athletic programs, students participating in them, and the costs involved has been very worthwhile. He indicated that he feels the numbers show that the board has voted in a responsible manner when adding teams over the past several years. The addition of new teams

allowed for the addition of participants who are new to the athletic program as they do not participate in any other sport. Mr. Kline stated that 1 out of every 4 Penn Manor secondary students participates in athletics. Overall, 1.3% of the budget is spent on athletics. Mr. Kline stated that the board has discussed topics from pay to play, to no more growth, to responsible growth, to building a football stadium and he feels the majority of the board is somewhere in the middle. He reviewed national and Penn Manor statistics relating to athletics and conclusions that can be reached. Discussion ensued regarding pay to play and the legality of it. Discussion ensued regarding collection of an activity fee. Mr. Kline reviewed the fact that booster clubs contribute approximately \$110,000 per year to Penn Manor athletic programs. He questioned whether the booster clubs would not want to continue contributing if athletes had to pay to play or pay an activity fee. Mr. Stewart said George Brubaker does not recommend pay to play. He stated that the board wants to hold the line on costs but they need to consider whether money spent on athletics is a good investment in the community. Mrs. Withum raised a concern with the availability of athletic fields if teams are continually added and the impact on the budget if new fields are needed. Discussion ensued regarding collection of fees for non co-curricular programs at the high school. Mr. Stewart said it is illegal to charge fees for programs or courses required for graduation. It was determined that fees are collected for instance in art and shop where a project is actually taken home by a student. He stated that provisions are in place to pay these fees for students who are unable to do so.

Mr. Skrocki reviewed individual building level budgets. He informed board members that these budgets are on the web page. He visited a building site and reviewed the information to be found there. Web site budgets are updated on a daily basis. He reminded board members that there is a "0" increase in building level budgets planned for 2003/2004. Building level budgets represent less than 3% of the total budget. Mr. Skrocki stated that department level budgets are also posted by department on the web page. A \$64,000 increase is expected in the special education budget due to nursing services being provided for an elementary student. Mr. Skrocki stated that the special education budget does not include I.U. costs.

Mr. Skrocki reviewed the second draft of the Long Range Maintenance/Capital Improvement Proposal. He informed board mem-

bers that the list remains the same as originally presented except for the addition of a phone system upgrade at Conestoga as a priority 1 item and the addition of phone system upgrades at Hambright and Pequea as priority 2 items. The estimated cost of priority 1 items is \$103,500 with funding to come from the Capital Reserve Fund. Mr. Skrocki reviewed the phone system to be purchased (PBX) and housed at Manor Middle School. He stated that each staff member will have an individual extension with voice mail. He stated that long distance savings will be minimal but each teacher will now have be able to return calls to parents from their room. Calls coming into a teacher's room during the school day will go into voice mail so classes will not be interrupted. Mr. Skrocki stated that phone numbers for each building will remain the same. Mr. Kreider questioned the priority 4 item relating to air conditioning of classrooms at Conestoga. Mr. Skrocki said this is not being considered but was put on the list because it was a request from the building administrator. Mr. Tom Herr asked if that was true of all priority 4 items. Mr. Skrocki said other priority 4 items could move up on the list in future years but air conditioning elementary buildings is an item that is not being considered. Mr. Skrocki stated that items on this proposed list have no impact on the General Fund Budget. He stated the General Reserve Fund currently has a balance of \$400,000. After money from the Letort project is added the balance next year will be \$1.2 million.

Mr. Stewart reviewed staffing request for 2003/2004. He referred board members to confidential information that was sent to them. Mr. Stewart explained to those in attendance that this information was being considered confidential because it refers to specific professional staff members. He stated that course selection at the high school and middle school scheduling could affect the staffing requests. He stated that the list could be altered depending on final budget figures. Mr. Stewart stated that preliminary requests are working on the assumption that kindergarten numbers will remain stable. He reminded the board that Penn Manor is involved with a wrap around program with the YWCA. The hope is that this will draw more students into Penn Manor's kindergarten program. Mr. Stewart reviewed the new positions proposed at the secondary level for 2003/2004 and the reason for each request. He explained that the request for a middle school emotional support teacher is a result of Penn Manor providing an Emotional Support Class run by the district beginning with the 2003/2004 school year. He stated that Penn Manor currently has 6 students who are served in Emotional

Support Classes run by the I.U. He stated that the goal is to have Penn Manor students served in Penn Manor classes in Penn Manor Schools. Mr. Stewart stated that the administration believes it is best to serve families in their home school district. Employment of emotional support aides is also being requested to assist in the Emotional Support Class. Mr. Stewart reviewed clerical positions being requested as well as requests for a senior groundskeeper to take care of the athletic fields and a part-time custodian at Eshleman who is needed due to the renovations to the building. Mrs. Wert asked if students who would attend the Emotional Support Class would have to have an IEP. Mr. Stewart said they would. He stated that there are students in the Learning Support classrooms who would benefit from behavior management techniques used in an Emotional Support classroom. Discussion ensued regarding the cost to add another team at the middle school. Mrs. Withum questioned the possibility of realigning middle school students so available classroom space at Marticville Middle School could be used. Mr. Stewart said that has been looked into and could be done but reminded board members that it is not a popular solution. He said he would be willing to provide additional information regarding possible realignment. Mr. Stewart asked for approval to place the proposed new positions on the March School Board Meeting Agenda. After discussion it was determined that the positions could be placed on the agenda to advertise for potential staffing. Mr. Skrocki then reviewed the proposed reorganization of the business office which would include a future request for creation of an assistant business manager position. He said no new full time employees would be involved as reassignment of job responsibilities with current employees would eliminate the need for any new hires. He stated he will return to the board regarding the creation of assistant business manager position and a salary for that position at a later date. Mr. Skrocki reviewed proposed position descriptions for an assistant business manager and the accountant position. He asked for board approval to place these positions descriptions on the March School Board Meeting Agenda. Approval to place the new positions for 2002/2004 on the March Agenda for approval to advertise for potential staffing as well as the assistant business manager and accountant position descriptions was granted on a motion by Mr. Kline, a second by Mrs. Wert, and a unanimous voice vote.

The meeting adjourned to Executive Session at 8:59 p.m. on a motion by Mr. Kline, a second by Mr. Lyon, and a unanimous voice vote.