

MINUTES  
Committee of the Whole  
April 14, 2003

The Penn Manor School Board met as a Committee of the Whole at 4:07 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 (arriving at 4:15 p.m.), Mr. Lyon, Mrs. Wert, and Mrs. Withum (arriving at 4:24 p.m.). Present from the administrative staff were Mr. Stewart, Mr. Skrocki, and Mrs. Griffis. Also in attendance was Mr. Reisinger for his presentation and members of the Technology Team, Mrs. Warfel, Mrs. Howard, Mrs. Rhoades, and Mr. Johnston.

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 March 31, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Thomas Herr, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart informed everyone in attendance that Mr. Reisinger received an Award of Achievement from PASBO for Penn Manor's Lettergrade program. Penn Manor has been recognized for the past three years. Mr. Stewart commended Mr. Reisinger and the Technology Team on their achievement. He then introduced Mr. Reisinger and the Technology Team. Mr. Reisinger reviewed the history of Penn Manor's recognition by PASBO. He stated that prior to his recognition for the Lettergrade Program, Mr. Skrocki was recognized for the Budget Web Cast and Mr. Johnston was recognized for the Budget Web Site. Mr. Reisinger then introduced members of the Technology Team and commended them for the expertise they bring to Penn Manor and all of their efforts. Mr. Reisinger showed a video of the individuals involved in this year's competition. He reviewed the Lettergrade program for those in attendance. Mr. Willis Herr thanked Mr. Reisinger and the Technology Team members for their efforts.

Mr. Reisinger provided information regarding the Technology and Data Processing Budgets. He reviewed the following projects: attendance being

done via Lettergrade at the elementary level, use of on line elementary report cards next year, on line reporting of Act 48 information to the state, the fact that Microsoft Office will be used throughout the entire district by this summer, in-house building of PC's which resulted in a savings to the district of \$78,000 over two years, installation of an anti SPAM system which has detected approximately 12,000 junk messages per month and the reasons for blocking SPAM messages before they reach computers, iBook professional development pilot where seven teachers received training and are now ready to offer training to other teachers, NASA Video Conference which was held where students spoke with a scientist who is a specialist on Mars weather, and the community computer discount program availability with CyberWarehouse whereby a 10% discount is available to only Penn Manor community or staff members. He presented Mrs. Tina Shank and Mr. Dave Solon who won the "Best in Class" iCademy 2003 Award in the Instructional Technology Category in the National MEC competition. This is a national competition that is held every year. Mrs. Shank and Mr. Solon produced a video entitled How to Thread a Sewing Machine. Mrs. Shank reviewed various instructional uses for the video and stated that it has proved to be a valuable teaching tool. Mr. Reisinger then introduced Mrs. Cindy Cargas, a fourth grade elementary teacher at Pequea Elementary School, and Mr. Sean McKnight, teacher of a high school Video Production class, who along with their students cooperatively produced a multimedia video on the life cycle of the Monarch Butterfly. Each student involved will receive a copy of the video. Mrs. Cargas informed those in attendance that her fourth grade science class accumulated research information via the use of journals, digital photos and videotape. She said the Monarch Butterflies were observed closely from the larva stage to their appearance as a Monarch. The information obtained by the fourth grade students was then given to Mr. McKnight's students who created a video and website of the transformation. Mrs. Cargas thanked Mrs. Shelby Testerman for her assistance. Mr. McKnight said the fourth grade students visited the high school and had lunch in the cafeteria. He said the elementary and secondary students worked well together and should be commended for their efforts. He reviewed the process used to make the video and introduced three of the four high school students who helped produce the video. Mr. Reisinger stated all the students involved in the project did an exceptional job. Mr. Reisinger said the video was presented at the PA Education Technology Conference and was well received. Mr. Reisinger then reviewed the following upcoming projects:

elementary report cards with Lettergrade replacing scantron sheets, addition of possibly 20 iBooks per building, four new middle school computer labs, continuation of iBook professional development, upgrading of the high school network core switch, continuation of the Align data base, use of Moodle which is internet based classrooms that will save the district \$10,000-\$20,000 and will be run in-house, and anti-virus software migration. Mr. Reisinger provided a technology budget summary. He stated the 2003/2004 budgeted amount has not changed much from the 2002/2003 budgeted amount due to cost savings ventures. Mr. Reisinger stated that 50% of the budget is for computers and hardware costs. The Data Processing budget declined over last year due to Erate. Erate is a federal program that has been in effect for the past five years that gives a refund on telecommunication charges. Mr. Reisinger reviewed various cost cutting ventures in place in addition to Erate such as the Millersville University alliance, Beta programs such as Lettergrade, custom system builds, and the expertise of the technology staff. Future issues cited by Mr. Reisinger were the replacement of the AS400 in the next year or two at a cost of \$40,000, a new Technology Strategic Plan that is due in April 2004, converging of network bandwidths, professional development, and continuing security measures.

Mr. Skrocki introduced Trish Herr, auditor from Trout Ebersole and Groff who was in attendance. Mr. Skrocki provided a summary of personnel related budgets. He reviewed the preliminary budget web page relating to this topic. Health care related costs reflect 15% of the total budget. They are made up of hospitalization care insurance, dental insurance, life insurance, and income protection. Hospitalization costs for 2003/2004 will reflect an \$816,000 increase (27%). Mr. Skrocki stated that all districts are faced with a high increase for medical benefits due to inflation rates in the medical area. He reviewed Penn Manor's health care plan and how it operates stating that Penn Manor's plan is self-insured. He stated that being self-insured is more cost effective than being fully insured. Health Guard is the third party administrator (TPA). A Point of Service Plan is the only plan offered. Mr. Skrocki reviewed how the POS Plan works. Mr. Skrocki said the district purchases reinsurance coverage to protect against "shock claims." Penn Manor has a prescription plan that is administered by AdvancePCS. Mr. Skrocki said Penn Manor has 528 employees/retirees covered by health care insurance (1175 covered members). He reviewed the employee contributions and the coverage levels available. Mr. Skrocki stated that medical inflation is approximately

5 times greater than the CPI. He also stated that reinsurance rates have increased 20% over the last 3 years and are expected to increase 37% next year. Retiree expenses were reviewed. Mr. Skrocki reviewed the Laser concept of trying to contain health care claims as proposed by the reinsurance company. He informed board members that the district saves money due to consortium purchasing power and reviewed the late enrollment restriction, the elimination of the indemnity plan, and the review of utilization that is conducted to insure that claims are paid in accordance with the contract. Mr. Skrocki said the cafeteria fund reimburses the general fund for its actual claims. Mr. Skrocki said there is little hope for cost control of hospitalization costs other than a redesign of the plan that can only be done with contract negotiations. Mr. Kline stated that the board appreciates everything that is being done to minimize these costs. Board members indicated that since our current Negotiated Agreement was completed prior to the escalation in health care costs they would be interested in a knowing how our costs compare to districts that have negotiated contracts since the escalation of health care costs. Mr. Skrocki then reviewed the dental program that is administered by Delta Dental and is also self-insured. The district pays Delta Dental (the third party administrator) 12.5% of claims paid as an administrative fee. Mr. Skrocki stated that 45% of the claims filed are from within the Delta Dental network. The cafeteria fund reimburses the general fund for its claims. He reviewed the upcoming budget stating there will be an increase of approximately \$20,000 in this budget over last year. Coverage levels, upcoming budget and cost control features were reviewed. Mr. Skrocki said there would be no administrative fee increase. He stated that costs in the dental area are not going through the roof like medical costs. The life insurance coverage provided by Penn Manor was reviewed. Life insurance is fully insured with the district fully paying the \$25,753 premium costs. Coverage levels, the current policy relating to life insurance, and upcoming budget and cost containment features were reviewed. Mr. Skrocki said the broker, Whalen Insurance, anticipates an increase in premiums of approximately 20% due to recent claims. The cafeteria fund reimburses the general fund for its premium share. Mr. Skrocki reviewed income protection that is fully insured with the premium fully paid by the district. He reviewed coverage levels including the fact that sick days must be used first, there is a 5 day unpaid waiting period, with eligibility after that time for 2/3 of the individuals salary up to \$77,318. He stated that income protection approves 2 years of coverage for sickness and 5 years of coverage for

accidents. New employees who have not had an opportunity to accumulate sick days benefit from income protection. Upcoming budget and cost containment features were reviewed. Mr. Skrocki said no premium increase is expected and claims are audited internally prior to submission. The cafeteria fund reimburses the general fund for its premium share. Mr. Skrocki then reviewed the social security benefit. He stated that Penn Manor's expense is tied directly to payroll. The district pays IRS 6.2% for social security and 1.45% for Medicare. Employees have an equal deduction from their paycheck. He reviewed cost containment features which included the implementation of a Section 125 Plan that is administered by AFLAC, employee pre-tax health care premium contributions and flexible medical and child care accounts. He stated that the pre-tax component reduces the employee and district's social security liability with an annual social security savings of approximately \$20,000. Mr. Skrocki reviewed retirement benefits that tied payroll amounts for employees working a minimum of 3 hours per day and the PSERS rate for the school district. He stated that the district expense for retirement would increase 251% or \$668,025 for the 2003/2004 budget year. The district received one half of the payment amount to PSERS as a subsidy from the State. He stated that the PSERS employer rate is one of the biggest financial issues facing school districts. Mr. Skrocki reviewed the history of the PSERS employer rate. He stated that this increase has no connection with instruction. Projected rates and expense for the district through 2006/2007 were reviewed. Employees also pay for this benefit with the rate being 6.5% prior to 1983 and 7.5% after 1983. The employee deduction is not subject to federal withholding tax. It has no impact on the district share. Mr. Skrocki said the district has no opportunity for cost containment in this area. Mr. Skrocki reviewed conditions of retirement for Penn Manor employees. The unemployment compensation benefit was reviewed. Penn Manor is self-insured for coverage. This coverage is mandated by the Department of Labor and Industry. Mr. Skrocki stated that employees have .02% of their gross earnings deducted from their paycheck for contribution to the State fund. This fund has no bearing on the district account. He reviewed the cost containment feature of monitoring and audits of the quarterly reports from the Department of Labor and Industry. Appeals are filed when appropriate. Mr. Skrocki reviewed the workers compensation benefit. Penn Manor is self-insured and part of the Lancaster-Lebanon Public Schools Workers' Compensation Fund. Workers Compensation coverage is mandated by the Department of Labor and Industry. Employees do not

contribute for the coverage. Mr. Skrocki reviewed the current policy relating to Workers' Compensation and upcoming budget and cost containment features. He stated that costs in this area have been escalating over the past three years after three years of flat increases. The broker, Arthur J. Gallagher & Co., expects approximately a 20% increase due to current market conditions. Mr. Skrocki reviewed the retirement bonus benefit that is defined in the Negotiated Agreement. \$32,000 is budgeted for this category in the 2003/2004 budget. This amount assumes there will be 8 retirees with 32 years of service and reflects an \$8,000 reduction from 2002/2003. Mr. Skrocki reviewed the condition of this bonus as covered in the Negotiated Agreement. He stated that the district has no opportunity for cost containment other than through contract negotiations. The unused sick leave benefit was reviewed. This benefit is defined in the Negotiated Agreement for teachers and states that unused sick and/or personal days are reimbursed at a rate of \$50 per day upon retirement. The teacher must be employed for at least 15 years and must retire at the conclusion of the school year to be eligible for the retirement bonus. Classified staff members are reimbursed \$15 per day for unused days upon retirement and administrators are reimbursed at 60% of the daily teacher substitute rate in their final year of service (10 year minimum). Mr. Skrocki stated that the 2003/2004 budgeted amount of \$100,000 assumes 10 retirees with 200 unused sick days. This amount is the same as the amount budgeted for 2002/2003. He stated that the district has no opportunity for cost containment other than through contract negotiations. The cafeteria fund reimburses the general fund for its share. Mr. Skrocki stated that the two biggest costs driving personnel related budgets are health care insurance and retirement. Mr. Skrocki reminded those in attendance that information relating to his presentation can be found on the Penn Manor budget web page. He stated that salaries would be looked at during the preliminary budget presentation. Discussion ensued regarding the possibility of the State doing anything about retirement costs.

Mr. Stewart reviewed a request he received for board political action. After discussion it was determined that the board would like Mr. Stewart to send the letter in question to local legislators with the addition of a statement relating to the utilization of the district's fund balance. This item was approved for placement on the April School Board Meeting Agenda on a motion by Mr. Kline, a second by Mr. Lyon, and a unanimous voice vote. Mr. Stewart informed board members that he receives

requests similar to the one cited on numerous occasions and asked the board how they wanted him to proceed with these requests. Mrs. Withum and Dr. Frerichs supported writing letter to legislators so they are informed as the board's position on specific topics. After discussion, it was decided that Mr. Stewart would email board members requests that he receives and they can get back to him as to whether or not they wish him to respond. If a majority of the board wishes Mr. Stewart to respond he will proceed.

Dr. Frerichs updated the board with regard to the Penn Manor Education Foundation. He informed those in attendance that 16 Venture grants were awarded for a total of more than \$14,000. He stated that the grants awarded are listed in the spring issue of Above and Beyond.

Mr. Skrocki reviewed debt service information as provided on the web page. He reviewed the debt service as a percentage of the budget since 1986/1987 when it was 2%+ of the budget to 2003/2004 when it is expected to be 14% of the budget. Mr. Skrocki said there is a \$200,000 increase in debt service anticipated next year. Mr. Skrocki stated that debt service is a fixed cost. He said he anticipates the debt service remaining static for the next 8-9 years. The history of the district's bond financing since 1986 and the savings resulting from these financings was reviewed. Mr. Skrocki stated that interest payments on bonds go to bond holders. He stated that bond issues could only be refinanced at the call date of a bond for most issues. Six bond issues and their call features were reviewed. Penn Manor has taken advantage of refunding every bond issue they can take advantage of.

Mr. Skrocki informed board members that delinquent real estate taxes must be turned over to the Lancaster County Tax Claim Bureau for collection the first Monday in April. He stated that 344 claims were turned over amounting to \$453,000. This amount is down from last year which means Penn Manor had a successful year collecting taxes. The Tax Claim Bureau will collect the taxes and take a 5% commission of the amount collected. Mr. Skrocki stated that the district would like to collect these taxes but Penn Manor is required by law to have the Tax Claim Bureau do the collection. Mr. Skrocki said Mr. Peart, the individual in charge of taxes for Penn Manor, calls taxpayers owing over \$2,000 and encourages them to pay prior to the lien date. Board members questioned what happens to a property owner who does not pay their

delinquent taxes. Mr. Skrocki said if the property owner doesn't set up a payment plan by next summer the property will be put up for Sheriff's Sale.

Mr. Skrocki stated that there are indications the tax refund proposed in the Governor's budget (30% reduction in taxes) would not be administered by school districts in the first year. He said there is a possibility that instead of a reduction in the tax rate taxpayers will have to apply to the State for a refund. Mr. Skrocki reviewed preliminary budget information as cited on the web page. He said he feels the budget update he was providing tonight will get better before the final budget is adopted. A worst case scenario is being provided at this point. He said state subsidy is factored in at zero. Other items are factored in at worst case scenarios. Mr. Skrocki reviewed Professional Development Leaves for 2003/2004. He stated that the figure budgeted is for 8 leaves (\$159,736) but only 7 leaves were approved (\$139,769). Mr. Skrocki stated that a 15-16% tax increase would be possible for 2004/2005 if Penn Manor had to use their entire fund balance to balance next year's budget. This would occur if the Governor's budget were to force Penn Manor into a 0% tax increase. Mr. Kline said being forced to have a 0% increase due to the amount of your fund balance would be an incentive for districts to spend their fund balance down. Mrs. Wert suggested writing to our legislators indicating that the board is not supportive of districts being put in a position to have to spend down their fund balance. Mr. Kline asked where the fund balance would be at the end of this year. Mr. Skrocki said he would provide that information at the May board meeting when the current fiscal year estimates are better formulated. He stated that if Penn Manor uses 1.5 million dollars of their fund balance to balance the budget he would not expect the 4.81% tax increase anticipated at this time. Mr. Skrocki said his recommendation would be to use the 1.5 million dollars from the fund balance. He stated that more accurate data would be provided in May along with five year projections. These projections will help with planning for the next five years. Mr. Skrocki reviewed the fund balance history for Penn Manor School District from June 30, 1991 to the present. He said the budget web site will continue to be updated and reminded board members that the preliminary budget would be adopted in May with final adoption of the 2003/2004 budget in June. Mr. Stewart complimented Mr. Skrocki on the budget information provided to the board. He stated that he feels the community is comfortable with Penn Manor's tax range that places them in the middle of the pack but would



prefer to be in the lower portion of the pack. He stated that the administration is working hard to reduce Penn Manor's tax level. He encouraged the board to watch actions taking place in Harrisburg and those of other local school districts. He stated that he feels Penn Manor is in a better position than some of our other local districts that have not established a sound fund balance to deal with upcoming budget issues. Mr. Skrocki reviewed current millage rates in effect since 1990/1991 both in Penn Manor and other local districts. Penn Manor has the third lowest cumulative tax payment amounts in the county since 1990/1991.

Mr. Skrocki reviewed the status of PP&L assessment appeals. He reminded board members that the assessment involved for the two PP&L properties amounted to 23.4 million dollars in assessed value. The appeals were presented before a Lancaster County judge. The judge lowered the assessment amount to 7.4 million dollars between the two properties. This required Penn Manor to make a \$400,000 refund to PP&L in addition to payment of a large amount of legal and appraisal fees. Penn Manor appealed the judge's decision to the Commonwealth Court. Mr. Skrocki informed board members that two weeks ago the appeal went before three judges of the Commonwealth Court. At that time each side presented an oral argument. Mr. Skrocki said it could be up to one year before Penn Manor hears the result of that appeal. He stated that the next step is to receive a written decision from the three judges. Mr. Skrocki reviewed possible results of the judge's decision. He stated that no matter which side wins, the decision could be appealed to the State Supreme Court. He stated that he feels either side would proceed with an appeal to the Supreme Court. The Supreme Court does not have to hear the case. If the Supreme Court opts not to hear the case, the ruling of the Commonwealth Court would stand. Mr. Skrocki stated that the main issue of the case is the methodology PP&L used to come up with their assessment figures. Penn Manor is challenging that methodology. Mr. Skrocki said he would continue to keep the board updated regarding this matter.

Mr. Stewart reviewed Comet Field security lighting. He stated that during Spring Fling portable generators will be rented at a cost of \$400-\$600 per year. PP&L has approached the district regarding the provision of security lighting at Comet Field. This lighting is not to be used for athletics but strictly for security and utility. He reviewed the planned lighting stating it would involve telephone poles costing approximately \$300 each plus additional wiring cost. Labor costs would be provided by

PP&L. The total cost to the district would be between \$3,000-\$4,000. Mr. Stewart stated that he gave PP&L permission to stake out sites next week. Lights originally donated to the Junior Comets will be used. Mr. Stewart stated that installation of this lighting would provide booster groups with outlets for their concession stands. He stated that he anticipates returning to the board at the May School Board Meeting for acceptance of the gift.

Mr. Stewart informed board members that he was recommending approval for employment of Mr. Quay Hanna for the 2003/2004 school year for a period of 600 hours at a rate of \$35 per hour. This is an hourly increase of \$3 per hour. Mr. Stewart said payment of Mr. Hanna's salary would be taken from Title I funds that are provided due to having Camp Snyder in the Penn Manor School District. Mr. Hanna would be treated as an employee but would not receive benefits. He reminded the board that Mr. Hanna currently runs a program and club at the high school geared toward acceptance and tolerance of other people.

Mr. Stewart addressed the board regarding the recognition of club athletes via receipt of Penn Manor athletic letters. He stated that Lacrosse and Bowling representatives have asked if their athletes could receive Penn Manor athletic letters. This recommendation is supported by coaches, the Athletic Director and the High School Principal. Mr. Stewart asked for approval of this item for placement on the April School Board Meeting Agenda. Approval was granted on a motion by Mr. Kline, a second by Mrs. Wert, and a unanimous voice vote. Mr. Stewart then reviewed a memo from PIAA regarding a request for an extension until the Board of Control Meeting in August to the schools who are considering requesting the league to initiate the sports of girls Lacrosse and Bowling.

The meeting adjourned to Executive Session at 6:57 p.m. on a motion by Mr. Kline, a second by Mr. Anderson, and a unanimous voice vote.

April 14, 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 8:15 p.m.

The following members were present: Mr. Donald H. Anderson, Dr. Richard L. Frerichs, Mr. C. Willis Herr, Mr. H. Thomas 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, Mr. Stephen B. Skrocki, Administrative Assistant for Business, and Mrs. Ellen Griffis, Administrative Assistant for Curriculum and Planning.

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, May 12, 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. Mr. Michael Weidinger, 146 Victoria Road, addressed the board regarding concerns he has with the Inter-municipality Agreement for a Feasibility Study of easement options at Comet Field that was approved by the board. He stated his concerns with the possibility of a road crossing Comet Field which would serve as completion of the Millersville bypass previously discussed. He stated that should this happen, the issues involved would be greater than the addition of one small road. Mr. Weidinger thanked the board for listening to his concerns.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the March 10, 2003, School Board Meeting. There were none. It was moved by Mr. Kreider and Secon-

ded by Mr. Kline to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Chris Ichter, Junior Student Council Representative, informed those in attendance that Reggie Dobbs spoke to high school students on April 2 regarding critical decisions they would be making. His presentation was well received. Chris stated that spring sports have started and the Spring Concert will be held on May 7 at 7:30 p.m. Julie Pohlman, Senior Student Council Representative, updated board members regarding her attendance at the Leadership Conference. She stated that as a result of this attendance every school represented at the conference would be doing a project. Penn Manor is going to do a book drive for Children's Hospital during the 2003/2004 school year. Students attending the conference in 2004/2005 will then initiate a new project. Julie said the program is designed for the attendance of sophomores but seniors attended as well because it was felt they would benefit from the conference. Julie said it was a great experience for those who attended.

Mr. Stewart recognized Penn Manor students for their academic and athletic achievements. He also informed those in attendance that Janice Mindish, High School Principal, received her doctorate and can now be referred to as Dr. Mindish. The doctorate will be conferred in May. Mr. Stewart informed board members that a Penn Manor Elementary Gifted Teacher, Linda Deal, had a book entitled Boredom Solutions published, reviewed the copy of a letter sent to Dr. Mindish by Barbara Rathbone-Frank - a high school teacher - regarding her attendance at the National Science Teachers Association and her appreciation for being able to attend. Mr. Stewart stated that the floor in the Eshleman Elementary School all-purpose room was being poured on April 15 and steel was scheduled for setting at the site on April 17.

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve the Treasurer's Report for the month of March as presented and to authorize payment of bills in the amounts of \$357,554.26

dated 3/3/03, \$314,520.37 dated 3/5/03, \$116,415.02 dated 3/6/03, \$2,332.33 dated 3/7/03, \$94,223.15 dated 3/10/03, \$72,696.47 dated 3/12/03, \$54,911.69 dated 3/13/03, \$199,127.80 dated 3/18/03, \$36,042.25 dated 3/18/03, \$502,365.02 dated 3/19/03, \$112,748.33 dated 3/25/03, \$180.00 dated 3/28/03, and \$109,743.60 dated 3/31/03 for a total of \$1,972,860.29 from the General Fund; \$69,256.62 dated 3/13/03 and \$62,545.98 dated 3/31/03 for a total of \$131,802.60 from the Cafeteria Fund; \$5,112.00 dated 3/12/03 for a total of \$5,112.00 from the 1996 Construction Fund; \$17,386.67 dated 3/18/03 for a total of \$17,386.67 from the Capital Reserve Fund; \$202,553.83 dated 3/7/03, \$4,851.57 dated 3/18/03, \$168,394.12 dated 3/31/03 for a total of \$375,799.52 from the Eshleman Reserve Fund; and payroll in the amounts of \$609,181.19 dated March 19, 2003, and \$622,214.78 dated April 2, 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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the addition of a 7th Grade Boys and Girls Basketball Program effective with the 2003/2004 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve the textbooks to be purchased from the 2002/2003 budget and textbooks being obtained via PSSA money as cited on page 9 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 9)

It was moved by Mr. Anderson and seconded by Mr. Thomas Herr to approve the following Eshleman change orders:

\$1,399 – installation of acoustical ceiling in room A113

\$1,526 – installation of drywall ceiling in the reception area

Payment to be made from the Eshleman 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kline and seconded by Mrs. Wert to approve the nomination of Mrs. Kelly Withum to the position of I.U.13 Board Representative effective July 1, 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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Kreider to accept the gift of a concession stand to be paid for and constructed by the Junior Comets. 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the employment of Mr. Quay Hanna as a special consultant for 600 hours during the 2003/2004 school year at a rate of \$35 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Thomas Herr to approve recognition of club athletes with Penn Manor co-

curricular letters. 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Anderson to approve the Vacation Schedules for eligible classified staff as cited on pages 10-11 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 10-11)

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the budget transfers as listed on Penn Manor's web page (<http://www.pmsd.k12.pa.us./tr/tr.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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kreider and seconded by Mr. Thomas Herr to approve the tax exonerations as listed on page 12 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 12)

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the individual listed below to the position of track judge, ticket taker, ticket seller, timer, and scorer for the spring 2003 sports season.

Doug Eby

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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the actions of the Judicial Review Committee as cited on page 13 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, abstained; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 13)

It was moved by Mr. Thomas Herr and seconded by Mr. Anderson to award the bid for Eshleman furniture to the vendors cited on pages 14-15 of the agenda. Payment to be made from the Eshleman 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 14-15)

It was moved by Mr. Kreider and seconded by Mr. Lyon to approve the list of Committee of the Whole and School Board Meeting dates for the period of September 8, 2003 to September 14, 2004 as cited on pages 16-18 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 16-18)

It was moved by Mrs. Wert and seconded by Mr. Lyon to approve the following Mandate Waiver Application Resolution for the Lancaster county Academy.

The Board of Directors of the Penn Manor School District having determined that approval of the attached mandate waiver application {Article XIX-C – Disruptive Students Programs – Section 1901-C(1) and (5) Definition of a Disrupt-



ive Student} by the Pennsylvania Department of Education will enable the school district to improve its instructional program and operate in a more effective, efficient, and economical manner, hereby resolves at its regularly scheduled meeting of April 14, 2003, to adopt the attached application, and directs the school district administration to submit the application to the Department. (see pages 19-22)

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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve the following Mandate Waiver Application Resolution for the Lancaster County Academy.

The Board of Directors of the Penn Manor School District, having determined that approval of the attached mandate waiver application {Article XIX-C Disruptive Students Programs - Section 1901-C(1)} by the Pennsylvania Department of Education will enable the school district to improve its instructional program and operate in a more effective, efficient, and economical manner, hereby resolves at its regularly scheduled meeting of April 14, 2003, to adopt the attached application, and directs the school district administration to submit the application to the Department. (see pages 23-25)

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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kreider and seconded by Mr. Wert to approve the individuals listed below to the position of instructor for

the Summer Jump Start Reading Program to be run August 4-15, 2003 at the Conestoga Elementary School at a rate of \$29 per hour.

Kris Kenna  
Beth Mader  
Mark Schettler  
Jennifer Statler

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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Anderson and seconded by Mr. Lyon to accept the gift of \$1,000 worth of weight room equipment from the Boys' Volleyball Boosters. 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Lyon to approve the contract with Gilbert Architects cited on pages 26-27 of the agenda for additional services for an auditorium sound booth. Payment to be made from the Penn Manor School District 1996 Construction 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; Donna J. Wert, yes; and Kelly K. Withum, abstained. (see pages 26-27)

It was moved by Mr. Thomas Herr and seconded by Mr. Kreider to approve the individual cited below to the position of early literacy instructor at a rate of \$28 per hour.

Jennifer Groff

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; 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 as ESL teachers per the conditions cited.

Williams, Amy - three hours per day - elementary schools to be determined - \$28 per hour - effective 4/16/03

Horning, Jane - two hours per day - Letort Elementary School - \$28 per hour - effective 4/16/03

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; 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 on page 28 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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 28)

It was moved by Mr. Lyon and seconded by Mr. Kline to grant Family Medical, Intermittent Family Medical, or Designated Family Medical Leaves to the individuals listed on page 29 of the agenda according to the terms cited. 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 29)

It was moved by Dr. Frerichs and seconded by Mr. Lyon to accept the resignations listed on page 30 of the agenda per the effective dates cited. 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 30)

It was moved by Mrs. Wert and seconded by Dr. Frerichs to approve the retirement of individuals listed on page 31 of the agenda at the close of the 2002/2003 school year subject to the conditions listed in the Negotiated Agreement. (see page 31)

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

Peer Helper.....effective April 18, 2003.....Amy Spina

This motion was passed by a unanimous voice vote.

It was moved by Mr. Anderson and seconded by Mrs. Withum to approve the appointment of the individuals listed below to the co-curricular position listed for the 2002/2003 school term according to the terms cited.

Peer Helper.....effective April 18, 2003.....Erica Repsch  
Choreographer.....(\$1,300).....Melanie Jenkins  
(Penn Manor to be reimbursed by Penn Manor Productions)  
Spring Weight Room.....(\$720).....Russ McDonnell  
Spring Weight Room.....(\$450).....Frank Dell'Estate  
Spring Weight Room.....(\$169).....Deb Meckley

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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Lyon to accept the individuals listed on page 32 of the agenda 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 32)

It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve Dr. Roger Gibbon as provider of Dental Hygiene Services for grades K-6 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the individuals listed on page 33 of the agenda to the position of instructor for the 2003 high school and middle school Summer School Programs at a cost of \$28 per hour from June 23 to July 1 and then \$29 per hour from July 1 to the end of the program. 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 33)

It was moved by Mrs. Wert and seconded by Mr. Kline to award the bid for the Marticville Middle School Elevator project to the vendors cited on the bid tabulations attached to the minutes. 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Kline to approve advertising for the bid for carpet replacement in the library and office of Hambright Elementary 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Anderson to approve the employment of Mr. Dennis Coleman as Director of Buildings and Grounds effective June 1, 2003 at a starting salary of \$69,000 which will increase to \$71,000 effective September 1, 2003 contingent upon the successful completion of a probationary period. 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Kline to grant authorization to advertise for the bid for athletic supplies and equipment for 2003/2004. 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Lyon to ratify the submission of delinquent real estate taxes to the Lancaster County Tax Claim Bureau on April 7, 2003, for collection as cited on page 34 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; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 34)

It was moved by Mr. Kreider and seconded by Mr. Lyon to grant authorization to advertise for the bid for cafeteria tables for Martic Elementary 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kline and seconded by Mr. Lyon to approve the following waiver resolutions and the applications cited on pages 2-5 of the addendum.

“I hereby move the approval of a resolution of the Board of School Directors to approve and submit two applications for mandate waivers to the Pennsylvania Department of Education. The first application requests approval of a mandate waiver to increase the threshold for obtaining quotations for purchases of furniture, equipment, textbooks, school supplies and other appliances from \$4,000, as required in section 8907.1(a.1) of the School Code, to \$5,700. The second application requests approval of an increase in the bidding threshold for purchases of furniture, equipment, textbooks, school supplies and other appliances from \$10,000, as required by section 807.1(a) of the School Code, to \$14,000.”

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; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve the amended letter as cited on pages 5-6 of the April 14, 2003 Committee of the Whole Agenda and directs that it be sent to area legislators. 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; Donna J. Wert, yes; and Kelly K. Withum, yes.

The meeting adjourned at 9:05 p.m. on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

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C. Willis Herr, President

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Dolores E. Warfel, Secretary



April 14, 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 8:15 p.m.

The following members were present: Mr. Donald H. Anderson, Dr. Richard L. Frerichs, Mr. C. Willis Herr, Mr. H. Thomas 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, Mr. Stephen B. Skrocki, Administrative Assistant for Business, and Mrs. Ellen Griffis, Administrative Assistant for Curriculum and Planning.

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, May 12, 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. Mr. Michael Weidinger, 146 Victoria Road, addressed the board regarding concerns he has with the Inter-municipality Agreement for a Feasibility Study of easement options at Comet Field that was approved by the board. He stated his concerns with the possibility of a road crossing Comet Field which would serve as completion of the Millersville bypass previously discussed. He stated that should this happen, the issues involved would be greater than the addition of one small road. Mr. Weidinger thanked the board for listening to his concerns.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the March 10, 2003, School Board Meeting. There were none. It was moved by Mr. Kreider and Secon-

3061

ded by Mr. Kline to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Chris Ichter, Junior Student Council Representative, informed those in attendance that Reggie Dobbs spoke to high school students on April 2 regarding critical decisions they would be making. His presentation was well received. Chris stated that spring sports have started and the Spring Concert will be held on May 7 at 7:30 p.m. Julie Pohlman, Senior Student Council Representative, updated board members regarding her attendance at the Leadership Conference. She stated that as a result of this attendance

every school represented at the conference would be doing a project. Penn Manor is going to do a book drive for Children's Hospital during the 2003/2004 school year. Students attending the conference in 2004/2005 will then initiate a new project. Julie said the program is designed for the attendance of sophomores but seniors attended as well because it was felt they would benefit from the conference. Julie said it was a great experience for those who attended.

Mr. Stewart recognized Penn Manor students for their academic and athletic achievements. He also informed those in attendance that Janice Mindish, High School Principal, received her doctorate and can now be referred to as Dr. Mindish. The doctorate will be conferred in May. Mr. Stewart informed board members that a Penn Manor Elementary Gifted Teacher, Linda Deal, had a book entitled Boredom Solutions published, reviewed the copy of a letter sent to Dr. Mindish by Barbara Rathbone-Frank - a high school teacher - regarding her attendance at the National Science Teachers Association and her appreciation for being able to attend. Mr. Stewart stated that the floor in the Eshleman Elementary School all-purpose room was being poured on April 15 and steel was scheduled for setting at the site on April 17.

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve the Treasurer's Report for the month of March as presented and to authorize payment of bills in the amounts of \$357,554.26

**3062**

dated 3/3/03, \$314,520.37 dated 3/5/03, \$116,415.02 dated 3/6/03, \$2,332.33 dated 3/7/03, \$94,223.15 dated 3/10/03, \$72,696.47 dated 3/12/03, \$54,911.69 dated 3/13/03, \$199,127.80 dated 3/18/03, \$36,042.25 dated 3/18/03, \$502,365.02 dated 3/19/03, \$112,748.33 dated 3/25/03, \$180.00 dated 3/28/03, and \$109,743.60 dated 3/31/03 for a total of \$1,972,860.29 from the General Fund; \$69,256.62 dated 3/13/03 and \$62,545.98 dated 3/31/03 for a total of \$131,802.60 from the Cafeteria Fund; \$5,112.00 dated 3/12/03 for a total of \$5,112.00 from the 1996 Construction Fund; \$17,386.67 dated 3/18/03 for a total of \$17,386.67 from the Capital Reserve Fund; \$202,553.83 dated 3/7/03, \$4,851.57 dated 3/18/03, \$168,394.12 dated 3/31/03 for a total of \$375,799.52 from the Eshleman Reserve Fund; and payroll in the amounts of \$609,181.19 dated March 19, 2003, and \$622,214.78 dated April 2, 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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Mr. 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 addition of a 7th Grade Boys and Girls Basketball Program effective with the 2003/2004 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; Mr. 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 textbooks to be purchased from the 2002/2003 budget and textbooks being obtained via PSSA money as cited on page 9 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 9)

**3063**

It was moved by Mr. Anderson and seconded by Mr. Thomas Herr to approve the following Eshleman change orders:

\$1,399 – installation of acoustical ceiling in room A113

\$1,526 – installation of drywall ceiling in the reception area

Payment to be made from the Eshleman 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kline and seconded by Mrs. Wert to approve the nomination of Mrs. Kelly Withum to the position of I.U.13 Board Representative effective July 1, 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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Kreider to accept the gift of a concession stand to be paid for and constructed by the Junior Comets. 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; Mr. 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 the employment of Mr. Quay Hanna as a special consultant for 600 hours during the 2003/2004 school year at a rate of \$35 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

**3064**

It was moved by Dr. Frerichs and seconded by Mr. Thomas Herr to approve recognition of club athletes with Penn Manor co-

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

It was moved by Mrs. Wert and seconded by Mr. Anderson to approve the Vacation Schedules for eligible classified staff as cited on pages 10-11 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 10-11)

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the budget transfers as listed on Penn Manor's web page (<http://www.pmsd.k12.pa.us/tr/tr.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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kreider and seconded by Mr. Thomas Herr to approve the tax exonerations as listed on page 12 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 12)

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the individual listed below to the position of track judge, ticket taker, ticket seller, timer, and scorer for the spring 2003 sports season.

**3065**

Doug Eby

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; Mr. 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 the actions of the Judicial Review Committee as cited on page 13 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, abstained; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 13)

It was moved by Mr. Thomas Herr and seconded by Mr. Anderson to award the bid for Eshleman furniture to the vendors cited on pages 14-15 of the agenda. Payment

to be made from the Eshleman 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 14-15)

It was moved by Mr. Kreider and seconded by Mr. Lyon to approve the list of Committee of the Whole and School Board Meeting dates for the period of September 8, 2003 to September 14, 2004 as cited on pages 16-18 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 16-18)

It was moved by Mrs. Wert and seconded by Mr. Lyon to approve the following Mandate Waiver Application Resolution for the Lancaster County Academy.

**3066**

The Board of Directors of the Penn Manor School District having determined that approval of the attached mandate waiver application { Article XIX-C – Disruptive Students Programs – Section 1901-C(1) and (5) Definition of a Disruptive Student} by the Pennsylvania Department of Education will enable the school district to improve its instructional program and operate in a more effective, efficient, and economical manner, hereby resolves at its regularly scheduled meeting of April 14, 2003, to adopt the attached application, and directs the school district administration to submit the application to the Department. (see pages 19-22)

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; Mr. 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 the following Mandate Waiver Application Resolution for the Lancaster County Academy.

The Board of Directors of the Penn Manor School District, having determined that approval of the attached mandate waiver application {Article XIX-C Disruptive Students Programs – Section 1901-C(1)} by the Pennsylvania Department of Education will enable the school district to improve its instructional program and operate in a more effective, efficient, and economical manner, hereby resolves at its regularly scheduled meeting of April 14, 2003, to adopt the attached application, and directs the school district administration to submit the application to the Department. (see pages 23-25)

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

**3067**

It was moved by Mr. Kreider and seconded by Mr. Wert to approve the individuals listed below to the position of instructor for the Summer Jump Start Reading Program to be run August 4-15, 2003 at the Conestoga Elementary School at a rate of \$29 per hour.

Kris Kenna  
Beth Mader  
Mark Schettler  
Jennifer Statler

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

It was moved by Mr. Anderson and seconded by Mr. Lyon to accept the gift of \$1,000 worth of weight room equipment from the Boys' Volleyball Boosters. 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Lyon to approve the contract with Gilbert Architects cited on pages 26-27 of the agenda for additional services for an auditorium sound booth. Payment to be made from the Penn Manor School District 1996 Construction 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, abstained. (see pages 26-27)

It was moved by Mr. Thomas Herr and seconded by Mr. Kreider to approve the individual cited below to the position of early literacy instructor at a rate of \$28 per hour.

**3068**

Jennifer Groff

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; Mr. 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 as ESL teachers per the conditions cited.

Williams, Amy – three hours per day – elementary schools to be determined - \$28 per hour – effective 4/16/03

Horning, Jane – two hours per day – Letort Elementary School - \$28 per hour – effective 4/16/03

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; Mr. 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 on page 28 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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 28)

It was moved by Mr. Lyon and seconded by Mr. Kline to grant Family Medical, Intermittent Family Medical, or Designated Family Medical Leaves to the individuals listed on page 29 of the agenda according to the terms cited. The following call vote was taken on

**3069**

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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 29)

It was moved by Dr. Frerichs and seconded by Mr. Lyon to accept the resignations listed on page 30 of the agenda per the effective dates cited. 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 30)

It was moved by Mrs. Wert and seconded by Dr. Frerichs to approve the retirement of individuals listed on page 31 of the agenda at the close of the 2002/2003 school year subject to the conditions listed in the Negotiated Agreement. (see page 31)

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

Peer Helper.....effective April 18, 2003.....Amy Spina

This motion was passed by a unanimous voice vote.

It was moved by Mr. Anderson and seconded by Mrs. Withum to approve the appointment of the individuals listed below to the co-curricular position listed for the 2002/2003 school term according to the terms cited.

Peer Helper.....effective April 18, 2003.....Erica Repsch  
Choreographer.....(\$1,300).....Melanie Jenkins  
(Penn Manor to be reimbursed by Penn Manor Productions)  
Spring Weight Room.....(\$720).....Russ McDonnell  
Spring Weight Room.....(\$450).....Frank Dell' Estate  
Spring Weight Room.....(\$169).....Deb Meckley

**3070**

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, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Lyon to accept the individuals listed on page 32 of the agenda 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 32)

It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve Dr. Roger Gibbon as provider of Dental Hygiene Services for grades K-6 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; Mr. 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 the individuals listed on page 33 of the agenda to the position of instructor for the 2003 high school and middle school Summer School Programs at a cost of \$28 per hour from June 23 to July 1 and then \$29 per hour from July 1 to the end of the program. 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; Mr. 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 Mr. Kline to award the bid for the Marticville Middle School Elevator project to the vendors cited on the bid tabulations attached to the minutes. Payment to be made from the Capital Reserve Account. The follow-

**3071**

ing 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; Mr. 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 advertising for the bid for carpet replacement in the library and office of Hambright Elementary 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; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Anderson to approve the employment of Mr. Dennis Coleman as Director of Buildings and Grounds effective June 1, 2003 at a starting salary of \$69,000 which will increase to \$71,000 effective September 1, 2003 contingent upon the successful completion of a probationary period. 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; Mr. 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 grant authorization to advertise for the bid for athletic supplies and equipment for 2003/2004. 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; Mr. 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 ratify the submission of delinquent real estate taxes to the Lancaster County Tax Claim Bureau on April 7, 2003, for collection as cited on page 34 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis

**3072**

Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 34)

It was moved by Mr. Kreider and seconded by Mr. Lyon to grant authorization to advertise for the bid for cafeteria tables for Martic Elementary 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; Mr. 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 the following waiver resolutions and the applications cited on pages 2-5 of the addendum.

“I hereby move the approval of a resolution of the Board of School Directors to approve and submit two applications for mandate waivers to the Pennsylvania Department of Education. The first application requests approval of a mandate waiver to increase the threshold for obtaining quotations for purchases of furniture, equipment, textbooks, school supplies and other appliances from \$4,000, as required in section 8907.1(a.1) of the School Code, to \$5,700. The second application requests approval of an increase in the bidding threshold for purchases of furniture, equipment, textbooks, school supplies and other appliances from \$10,000, as required by section 807.1(a) of the School Code, to \$14,000.”

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; Mr. 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 the amended letter as cited on pages 5-6 of the April 14, 2003 Committee of the Whole Agenda and directs that it be sent to area legislators. The following call vote was taken on this motion.

**3073**

Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Mr. Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

The meeting adjourned at 9:05 p.m. on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

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C. Willis Herr, President

Dolores E. Warfel, Secretary

