

MINUTES  
Committee of the Whole  
May 12, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:45 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. H. Thomas Herr, Mr. Kline, Mr. Kreider, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Present from the administrative staff were Mr. Stewart, Mr. Skrocki, and Mrs. Griffis. Also in attendance was Penn Manor residents, Millersville University students, Mrs. Warfel, Mrs. Howard, and Mrs. Rhoades.

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 May 5, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart provided an update of the Eshleman Elementary School construction project for those in attendance. Pictures of the project were viewed. Mr. Stewart stated that the pictures of the construction site were sent to Eshleman teachers to be shared with Eshleman students. The kitchen will be completed last but should be ready for final cleaning on July 31. New playground equipment is ordered and will be ready for installation prior to the students return to school.

Mrs. Griffis reviewed the background of the Summer B.R.E.A.K. program. She said it is a two-week summer enrichment program for students in grades kindergarten through seven. Students from private schools and home school programs are also enrolled. Mrs. Griffis stated that Penn Manor staff teaches all courses offered. Mrs. Griffis said there were 233 students enrolled in the program last year and 42 classes offered which were taught by 22 Penn Manor teachers. There were two coordinators and a health room technician involved in the program. Mrs. Griffis introduced Mrs. Cindy Rhoades who stated that registration forms went out in the middle of April. She said the program will be held June 16-27

from 9:00 a.m. to 12:35 p.m. at Manor Middle School. Mrs. Rhoades stated that registrations are 34% behind last year with fewer kindergarten through second grade students enrolling. To date, twenty-five students are scheduled to ride the shuttle bus from the southern end to Manor Middle School for participation in the program. Mrs. Rhoades reviewed various classes being offered. She stated that beginning Italian is being offered for students in first and second grade, puppetry is being offered, French, Italian, and Spanish is being offered for students in grades three through seven, and an Exploring Solar Energy class is being offered which will involve the making of a pizza oven followed by the baking of a pizza. There will also be extreme games and floor hockey. Mrs. Rhoades invited school board members to visit Summer B.R.E.A.K.

Mrs. Wert reviewed the Lancaster County Academy Budget of \$261,959 being proposed for adoption on the May School Board Meeting Agenda. She stated that the proposed budget represents an increase of 1.8%. Revenues and expenditures involved in the proposed budget were reviewed. Mrs. Wert stated the Lancaster County Academy Budget is being affected by retirement contributions and escalating insurance rates. She reviewed the addition of a User Fee (\$50 for full year students and \$25 for half-year students) to be paid by students for use of equipment and books. This fee is being initiated to cover the revenue lost by the decision of the School District of Lancaster not to participate in the consortium during 2003/2004. Mrs. Wert questioned whether there would be any high school students who could tutor students attending the Academy in math and science. She said students could volunteer to tutor either in the morning or evening. Mrs. Wert wondered if something like this could be done in conjunction with programs at the high school. Mrs. Griffis said she would check into this possibility and get back to the board at a later date. Approval for placement of this item on the May School Board Meeting Agenda was granted on a motion by Mr. Kreider, a second by Mr. Thomas Herr, and a unanimous voice vote.

Mr. Skrocki informed board members that he was recommending approval for placement of a Preliminary Budget of \$49,952,510 on the May School Board Meeting Agenda. He stated that this represents a 4.36 percent tax increase and an increase in millage from 14.67 to 15.31. Mr. Skrocki stated that the budget figure presented reflects a 6.9% increase in total expenditures which excludes a decrease of \$883,128 in expenditure due to a one time accounting entry of \$4,150,000 in 2002/2003, a 4.9%

increase in salary expenses, utilization of \$1.5 million in fund balance, 96% net collection rate for real estate taxes, a zero percent increase in both basic education subsidy and special education funding, 251% increase in retirement (the state reimburses half), and a 26.9% increase in health care expenses. Mr. Skrocki reviewed the highlights of individual categories. Mr. Skrocki stated that developments in the budget process are anticipated which will have a significant impact on the 2003/2004 budget and would result in a drastic decrease in the tax increase. He stated that he learned of one of these developments late this afternoon – the settlement of tax assessment appeals for the Holtwood and Safe Harbor hydroelectric plants based on assessments of \$5,000,000 for Holtwood and \$15,000,000 for Safe Harbor covering the years 2000-2001 through 2006-2007. Mrs. Withum asked how this assessment would affect the budget in light of the proposed legislation regarding schools having more than an 8% fund balance. Mr. Skrocki said that legislation passed through the senate and is now in the house. If it passes, Penn Manor would have to have a zero increase in 2003/2004 due to the fact that their fund balance will be in excess of 8%. Mr. Skrocki said he would update the board with regard to this matter as soon as he has additional information. Mr. Skrocki stated that the budget figures being presented at the June School Board Meeting for final adoption would reflect this and other changes made between preliminary and final adoption of the budget. Approval for placement of this item on the May School Board Meeting Agenda was granted on a motion by Mr. Lyon, a second by Mr. Kline, and a unanimous voice vote.

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

The meeting adjourned at 8:16 p.m. on a motion by Mr. Anderson, a second by Mrs. Withum, and a unanimous voice vote.

May 12, 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 would be held on Thursday, June 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. There were none at this time.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the April 14, 2003, School Board Meeting. There were none. It was moved by Mr. Lyon and seconded by Mrs. Withum 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 Spring Fling and the senior class trip to Hershey will take place on May 16. He stated that Baccalaureate would be held on June 4 at Manor Brethren in Christ Church. Chris will become the Senior Student council Representative for the 2003/2004 year. He stated that the Junior Student council Representative for 2003/2004 has not yet been named. Melissa Pohlman, Senior Student Council Representative, inform-

ed board members that the Festival of Learning was very successful. She stated that middle school and elementary school students were involved for the first time this year. Melissa said the Prom is being held on May 30 at the Lancaster Host Resort.

Mr. Stewart recognized Melissa Pohlman for serving as Senior Student Council Representative to the board. He reviewed Melissa's achievements and presented her with a gift from the board in appreciation of the time she dedicated to this position. Board President, C. Willis Herr, thanked Melissa for her participation and stated that the board has enjoyed having her in attendance.

Mr. Stewart introduced Mr. Dennis Coleman, newly hired Director of Buildings and Grounds. He reviewed Mr. Coleman's educational and employment history. Mr. Stewart stated that Mr. Coleman will begin work June 1 and welcomed him to the Penn Manor staff. Mr. Coleman stated that he appreciates the opportunity to work at Penn Manor. He stated his belief that facilities play an important role in the teaching/learning environment. Mr. Coleman thanked the board and administration for this opportunity.

Mr. Stewart stated that there are approximately 20 days of school remaining. He stated that three different sports have moved to league play - baseball, girls' soccer, and volleyball - and 10 track athletes are headed to leagues. There were 90 individuals on the junior high track team that was added this year. Mr. Stewart stated that the district Environthon Teams at the elementary level did very well - Pequea's sixth grade won first place, Central Manor's third, fourth, and fifth grades also won first place. He stated that Mr. Amigh, elementary physical education teacher, initiated this program 12 years ago.

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve the Treasurer's Report for the month of April as presented and to authorize payment of bills in the amounts of \$59.17 dated 2/3/03, \$213,160.07 dated 4/1/03, \$321,674.02 dated 4/2/03, \$8,940.20 dated 4/3/03, \$150,184.37 dated 4/8/03, \$18,898.26 dated 4/15/03, \$97,576.14 dated 4/15/03, \$5,000.00 dated 4/16/03, \$312,598.00 dated 4/16/03, \$185,015.94 dated 4/24/03, \$37,669.17 dated 4/29/03,

\$166,573.84 dated 4/29/03, and \$478,070.49 dated 4/30/03, for a total of \$1,995,419.67 from the General Fund; \$77,427.75 dated 4/3/03, \$40,676.29 dated 4/22/03, and \$145,859.04 dated 4/29/03, for a total of \$263,963.08 from the Cafeteria Fund; \$9,760.88 dated 4/23/03 for a total of \$9,760.88 from the Capital Reserve Fund; \$80,546.50 dated 4/4/03, \$413,191.45 dated 4/23/03 for a total of \$493,737.95 from the Eshleman Reserve Fund; and payroll in the amounts of \$597,381.02 dated April 16, 2003, and \$642,325.01 dated April 30, 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 (abstaining check #73978); Donna J. Wert, yes; and Kelly K. Withum, yes.

**APPROVAL OF CONSENT AGENDA:** The following consent agenda items, additional item, and addendum were presented for approval.

1. May 5 and May 12, 2003 Committee of the Whole Meetings

A. Adoption of 2003/2004 Preliminary Budget

1. Adoption of a tentative budget for 2003/2004 listing expenditures in the amount of \$49,952,510.
2. Adoption of the resolution listed on page 9 of the agenda authorizing the advertising of the tentative budget and setting the date of June 12, 2003, for consideration of the final adoption of the budget. (see page 9)
3. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
4. Authorization of the intent to levy other taxes for the support of the budget. (see page 10)
5. Adoption of a resolution setting the discount, base, and penalty rates for taxes and the period of time applicable for each of the above rates. (see page 11)

- B. ESL Staffing - Approval for the employment of two full-time ESL teachers for the 2003/2004 school year.
- C. 2003/2004 Staffing - Approval of the 2003/2004 staffing requests as cited on page 12 of the agenda. (see page 12)
- D. Administrative Assignments - Approval of the administrative assignments as cited below.
  - Dana Edwards - Assistant Principal - Manor Middle School - 100%
  - Patricia Pearson - Elementary Principal - Letort Elementary School - 60%
- E. Extended Substitute Teacher Rate - Approval of the Extended Substitute Teacher Rate as cited on page 13 of the agenda. (see page 13)
- F. PSBA Membership - Approval for membership in the Pennsylvania School Boards Association, Inc. and payment of membership dues in the amount of \$10,525.34.
- G. Lancaster County Academy Budget - Approval of the Lancaster County Academy 2003/2004 Budget in the amount of \$261,959. Penn Manor will be billed \$23,852.

**MOTION ON MAY 5 AND MAY 12 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-G:** It was moved by Mrs. Withum and seconded by Mr. Lyon to approve these items. 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.

## 2. Administrative Actions

- A. Acceptance of Comet Field Utility Lighting- Acceptance of utility/security lighting at Comet Field as gifted by PP&L.

- B. Application for Title Funding – Approval of formalization of the application for title funding.
- C. Approval of Resolution – Approval of attached resolution congratulating Diane Tyson and her staff for the development of the Lancaster County Academy on this the 10<sup>th</sup> anniversary of the Academy. (see page 14)
- D. Acceptance of Gift – Acknowledgment and acceptance of the gift of a baseball batting cage at Comet Field that was funded by the Booster Club. (\$5,400)
- E. Budget Transfers – Approval of the budget transfers as listed on Penn Manor’s web page. (<http://www.pmsd.k12.pa.us/tr/tr.html>)
- F. Approval to Bid – Grant authorization to advertise for the bid for the following items for the 2003/2004 school year:
- Ice Cream
  - Milk
  - Fruit Drinks
- G. Approval to Bid – Approval for the advertisement of the components necessary to assemble 185 high school replacement Wintel computers for the 2003/2004 school year.
- H. Approval of Graduates – Dr. Janice Mindish, High School Principal, is recommending that the board approve the members of the Class of 2003 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- I. Tuition Free Senior – Permission for senior, Amanda Bricker, to complete her senior year as a tuition free student effective April 4, 2003.

- J. Appointment of Board Treasurer – Appoint Stephen B. Skrocki to the position of Treasurer of the Board of Directors for a one-year term for the coming fiscal year, July 1, 2003 through June 30, 2004.
- K. Purchase of Surety Bond – Approval for the purchase of a Surety Bond for the newly appointed Treasurer in the amount of \$25,000.
- L. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Donald H. Anderson are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective July 1, 2003.

PMSD General Account	President
PMSD Payroll Account	Vice President
Cafeteria Account	Donald H. Anderson
Capital Reserve Account	
Eshleman Elementary School Capital Reserve Account	
Athletic Capital Reserve Account	
Section 125 Account	
Community and Economic Development Grant Account	

- M. Board Secretary Compensation – Approval of compensation in the amount of \$2,500 for the Board Secretary for the period of July 1, 2003 to June 30, 2004.
- N. Ratification of Joint Purchasing Budget – Ratification of the 2003/2004 Lancaster-Lebanon IU13 Joint Purchasing Budget in the amount of \$63,909. Penn Manor School District's share is \$2,500.
- O. Ratification of I.U. Joint Purchasing Bids – Ratification of the following I.U. Joint Purchasing bids:
- |   |             |
|---|-------------|
| 2003/2004 Cafeteria Paper/Small Wares Bid | \$11,571.97 |
| 2003/2004 Supplemental Disposables Bid    | \$ 4,911.50 |
- P. Lancaster Preparatory School Contract – Approval of a contract with Lancaster Preparatory School for the 2003/2004 school year

for a Penn Manor School District student in the amount of \$8,965 for tuition, a \$350 registration fee, and a \$75 book fee.

- Q. Janus School Contract – Approval of a contract with the Janus School for the 2003/2004 school year for a Penn Manor School District student in the amount of \$23,900.
- R. Ratification of I.U. Bids – Ratification of the I.U. Instructional Classroom/Office Supplies, Instructional Art Supplies, Trainer/Medical Supplies, Technology Education Supplies, and Custodial Supplies bids to the vendors cited on pages 15-16 of the agenda. (see pages 15-16)
- S. Approval to Bid – The administrative staff is recommending granting authorization to advertise for the bid of a 10-student passenger van.
- T. Change Order – Approval of the following change order for the Eshleman Elementary construction project.

Lobar

Add a mechanical chase in room B118	\$1,763.00
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**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A-T:** It was moved by Mr. Kline and seconded by Mr. Anderson to approve these items. 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.

3. Personnel

- A. Retirement – Approval of retirement of the individual listed below at the close of the 2002/2003 school year subject to the conditions listed in the Negotiated Agreement.

Beverly Longenecker

- B. Professional Leaves – Approval of the professional leaves cited on page 17 of the agenda for the 2003/2004 school year. (see page 17)
- C. Designated Family Medical/Family Medical Leaves – Grant Designated Family Medical/Family Medical Leaves to the individuals listed on page 18 of the agenda according to the terms listed. (see page 18)
- D. Early Literacy Instructor – Approval of the individual cited below to the position of early literacy instructor at a rate of \$28 per hour.

Katie Wiltout

- E. Middle School Jump Start Reading Program Instructors – Approval of the individuals listed below to the position of instructor for the middle school Jump Start Reading Program to be held August 4-15 at a rate of \$29 per hour.

Peggy Annunziata  
 Julianne Foulk  
 Tina Georges  
 Victoria Harris  
 Theresa Kreider  
 Amy Spina

- F. Substitute Teachers – Approval of the individuals listed on page 19 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. (see page 19)
- G. Employment or Change in Status(\*) – Acceptance of the individuals listed on pages 20-21 for employment or change in status(\*) according to the conditions listed. (see pages 20-21)

H. Resignations – Accept the resignations listed below per the effective date cited.

Kahler, Lori – cafeteria/high school – effective 4/14/03

Sourbeer, Mickey – cafeteria/high school – effective 4/15/03

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-H:** It was moved by Mrs. Withum and seconded by Mr. Thomas Herr to approve these items. 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.

4. Grievance – It was moved by Mrs. Withum and seconded by Mr. Kreider to approve the decision of the Grievance Sub Committee for Grievance Deliberation for denial of the Level 3 Grievance which was reviewed on May 12, 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; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

5. Tax Assessment Appeals – Settlement Stipulation - It was moved by Mrs. Wert and seconded by Mr. Lyon to authorize Special Counsel to enter a settlement stipulation on the tax assessment appeals for the Holtwood and Safe Harbor hydroelectric plans, based on assessments of \$5,000,000 for Holtwood and \$15,000,000 for Safe Harbor, covering the years 2000-2001 through 2006-2007. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

The meeting adjourned at 8:35 p.m. on a motion by Mrs. Withum, a second by Mr. Kline, and a unanimous voice vote.

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C. Willis Herr, President

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Dolores E. Warfel, Secretary