

MINUTES  
Committee of the Whole  
October 13, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:35 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, and Mrs. Wert. Mr. Lyon and Mrs. Withum were absent. Present from the administrative staff were Mr. Stewart, Mr. Skrocki, and Mrs. Griffis. Also in attendance were Penn Manor residents, Millersville University students, Mrs. Rhoades, Mrs. Howard, and Mrs. Warfel.

Mr. Willis Herr asked if there were any Citizen's Comments. Mr. Dermot Garrett, Principal of Lancaster Catholic High School, addressed the board with regard to Penn Manor's stance on provision of transportation to Lancaster Catholic High School students when Penn Manor is not in session. He shared the contents of a letter from the Department of Education dated July 30, 2001, which reviewed Section 1361 of the School Code as it relates to non-public school transportation. Mr. Garrett said 16 of the 17 districts that have students attending Lancaster Catholic provide transportation to Lancaster Catholic students when the home district is not in session. He reviewed the fact that Penn Manor has indicated, when contacted by him, that the board feels they are meeting the requirements for providing transportation to non-public students. He stated that his reason for attending this meeting was not only to express his concern with the above cited issue but also to make the board aware of a circumstance that occurred when a Penn Manor bus did not pick up a Lancaster Catholic student following an early dismissal at the school. Mr. Garrett restated his frustration with this situation. He thanked the board for their time. Mr. Willis Herr thanked Mr. Garret for his comments.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the October 6, 2003, Committee of the whole Meeting. Hearing none, on a motion by Mr. Thomas Herr, a second by Mr. Kline, and a unanimous voice vote, the minutes were approved as printed.

Mrs. Griffis reviewed the in-service program provided by Mrs. Cris Tovani. She stated that Mrs. Tovani worked with eleventh grade classes and ninth grade English classes in large group settings the first day. The second day she talked to the entire group about reading strategies. Mrs. Griffis stated

that Mrs. Marianne Sullivan and Mrs. Sue Hostetter spearheaded the in-service program. She stated that the in-service program was outstanding and shared notes from several teachers praising the program. Incentive Grant money was used to pay for the program. Mrs. Griffis asked Mrs. Mary Kay Fair, a Penn Manor elementary teacher in attendance, for her input regarding the program. Mrs. Fair praised the program stating that it was valuable to teachers at all levels.

Mr. Skrocki reviewed seven change orders relating to the Eshleman Elementary School project. He requested approval for placement of these change orders on the October School Board Meeting agenda. Mr. Kreider questioned the amount (\$18,648.50) of the change order relating to the cost of installing an emergency generator exhaust. Mr. Skrocki stated this item was required per the BOCA inspection for school to open. He stated that he had the cost information from the contractor he would share with Mr. Kreider. Mr. Skrocki stated that it is possible Penn Manor could make the case that the design professionals did not design the system according to standards. He indicated there would be discussion with Gilbert Architects regarding the recovery of some of this money at a later date. Mr. Anderson asked what percentage of change orders have been approved. Mr. Skrocki said \$145,815 (3% of the project) was budgeted for. He stated that, following approval of the seven change orders he is asking approval for at this meeting, change orders would total \$175,358. This reflects \$35,000 being spent over budget to date. Mr. Skrocki stated that several large change orders resulted due to unanticipated problems relating to soil condition. Removal of these unanticipated costs from the total change order costs to date would put costs below the budgeted amount. Mr. Skrocki informed the board that there are still five change orders to be presented at the November School Board Meeting for approval. These change orders will amount to approximately \$10,000-\$15,000. Approval for placement of this item on the October School Board Meeting was granted on a motion by Dr. Frerichs, a second by Mr. Kline, and a unanimous voice vote of the board.

Mr. Stewart asked for board member input regarding new board member induction and the upcoming retreat. He asked for board member input regarding topics of interest for discussion with new board members. Mr. Anderson supported having a new board member information meeting. Mrs. Wert suggested committee assignment as a topic. Mr. Willis Herr suggested discussion of the duties of a board member, relationships with the press, and review of Judicial Review Committee responsibilities. Dr.

Frerichs suggested discussion of micro-management. Mr. Stewart asked board members if they would like the format for the upcoming retreat to be similar to last year or if they would like it to be handled differently. He asked what methodology the board would like him to use when structuring the day. Mr. Stewart said he is willing to provide a format for the retreat but would welcome input from the board. It was determined that a format similar to the one used last year should be followed.

Mr. Stewart stated that the new board members would be inducted at the December School Board Meeting. He stated that the December 2 date currently scheduled for this meeting does not suit several board members. Mr. Anderson made a motion to move the December 2 meeting to December 1. This motion was seconded by Mr. Thomas Herr and approved by a unanimous voice vote. Mr. Stewart informed the board that Representative Gib Armstrong has also been invited to attend the December meeting. He asked the board if they would like to have dinner prior to the meeting as a time for saying goodbye to members leaving the board and an opportunity for the new board members to get to know the remaining board members. Board members supported having dinner prior to the meeting.

Mr. Stewart shared an article regarding a Lancaster Catholic High School student facing expulsion who withdrew from Lancaster Catholic and tried to enroll in Elizabethtown. Mr. Stewart indicated he would like to have a procedure in place which was a middle ground where initial enrollment of a student with similar circumstances could possibly be in Twilight School until it is determined whether the student was ready to enroll in public education.

Mrs. Wert said she heard positive comments regarding a presentation Kris Kenna provided at the I.U.

The Committee of the Whole adjourned at 8:07 p.m. on a motion by Mr. Kreider, a second by Mrs. Wert, and a unanimous voice vote.

October 13, 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 8:17 p.m.

The following members were present: Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. H. Thomas Herr, Mr. Kline, Mr. Kreider, and Mrs. Wert. Mr. Lyon and Mrs. Withum were absent. Also present were Mr. Donald Stewart, Superintendent, Mr. Stephen Skrocki, Administrative Assistant for Business, and Mrs. Ellen Griffis, Administrative Assistant for Curriculum and Instruction.

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 Monday, November 10, 2003, at 8:15 p.m. in the Board Room of the Manor Middle School.

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 September 15 and October 6, 2003, School Board Meetings. There were none. It was moved by Mr. Thomas Herr and seconded by Mr. Kline to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart welcomed the Student Council Representatives to the School Board for the 2003/2004 school year - Mr. Christopher Ichter, Senior Representative and Miss Amanda Hake, Junior Representative. Mr. Stewart provided background information on Miss Hake, the new Student Council representative. He asked her to tell the board about the Busted Program she is involved in. Miss Hake said Busted is a teen run program that is against smoking. The students meet and discuss what can be done to stop smoking and tobacco use by their peers. Mr. Ichter then informed the board that he heard good things about the recently held in-service day, Fall Fest was enjoyed by the students but attendance was low, the Homecoming dance went very well, the

Pep Rally also went very well, individuals from the golf and tennis teams were doing great, and senior projects are coming up.

Mr. Stewart introduced Mrs. Barbara Rodgers the newly hired Assistant Director of Special Services. He reviewed her background and stated that she was going to be a real asset to Penn Manor. Mrs. Rodgers stated that she was very excited to be joining the Penn Manor staff.

It was moved by Mrs. Wert and seconded by Mr. Kreider to approve the Treasurer's Report for the month of September as presented and to authorize payment of bills in the amounts of \$291,195.09 dated 9/3/03, \$565,805.28 dated 9/5/03, \$1,046,416.04 dated 9/11/03, \$116,585.06 dated 9/16/03, \$501,278.18 dated 9/17/03, \$52,994.65 dated 9/26/03, and \$418,415.90 dated 9/30/03, for a total of \$2,992,690.20 from the General Fund; \$5,366.73 dated 9/11/03, \$76,696.34 dated 9/23/03, and \$58,465.24 dated 9/29/03, for a total of \$140,528.31 from the Cafeteria Fund; \$410.00 dated 9/30/03 for a total of \$410.00 from the 1996 Construction Fund; \$89,533.98 dated 9/24/03 for a total of \$89,533.98 from the Capital Reserve Fund; \$229,051.00 dated 9/18/03, and \$581.35 dated 9/22/03 for a total of \$229,632.35 from the Eshleman Reserve Fund; and payroll in the amounts of \$671,754.99 dated 9/17/03, and \$623,621.60 dated 10/1/03. 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; Jeffrey E. Lyon, absent; Donna J. Wert, yes; and Kelly K. Withum, absent.

1. Mr. Phil Gale, Assistant High School Principal, provided board members with an update relating to Twilight School via a slide presentation. He informed board members that the Twilight School is Penn Manor's alternative education program. It services students in grades 7-12 who have difficulty in following rules, attending school, or who display inappropriate behavior. He reviewed the program goals. Mr. Gale said Twilight School is financed via a grant from the State that will cover a five year period - 2003-2008. He reviewed the 8 criteria areas for placement in the program stipulated by the grant. Mr. Gale stated that 18 students are currently enrolled in the program. The average class size is 7-10 students. Twilight School runs from 3:30-7:00 p.m., Monday through Thursday. Students enrolled in the program are required to do 4 hours of community service each week. These four hours of community service account for the fifth day of school for the students. Mr. Gale stated that students can earn 4 credits toward graduation per semester if their com-

munity service work/study component of the program is completed. Students cannot graduate from Twilight School. They must return to regular education for a semester in order to graduate. He reviewed the counseling services provided. Mr. Gale thanked the board for their support of the program. Mr. Stewart reviewed the costs to run the program and expressed his support of Twilight School. He thanked Mr. Gale for his presentation and his work with the program.

2. The October School Board Meeting Agenda was reviewed.

**APPROVAL OF CONSENT AGENDA:** The following consent agenda items were presented for approval.

3. Consent Agenda for the October 6 and 13, 2003 Committee of the Whole Meetings
  - A. ELA Contract – The committee is recommending approval of the agreement for the sewer plan from ELA Group, Inc. as cited on pages 5 - 11. (see pages 5 - 11)
  - B. High School Mathematics Teacher – The committee is recommending approval of an additional half-time mathematics teacher at the high school **for one semester** beginning with the second semester of the 2003-2004 school year. (amended)
  - C. Change Orders – Eshleman Elementary – The administrative staff is recommending approval of the change orders as cited on page 12. Payment to be made from the Eshleman Capital Reserve Account. (see page 12)
  - D. The committee is recommending rescheduling of the December 2, 2003, School Board Meeting on Monday, December 1, 2003.

**MOTION ON OCTOBER 6 AND 13, 2003 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-D:** Mr. Anderson asked that Item C be voted on separately following discussion. It was moved by Mr. Kline and seconded by Mr. Thomas Herr to approve Items A, B (as amended), and newly added D. 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, absent; Donna J. Wert, yes; and Kelly K. Withum, absent.

Following discussion of Item C. – Change Order – Eshleman Elementary , It was moved by Mr. Kline, and seconded by Dr. Frerichs to approve this item. The following call vote was taken on this motion. Donald H. Anderson, no; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, absent; Donna J. Wert, yes; and Kelly K. Withum, absent.

4. Consent Agenda for Administrative Actions

- A. Dental Hygiene Service – The administrative staff is recommending approval of the Dental Hygiene Program for the 2003-2004 school year as cited on pages 13 - 19. (see pages 13 - 19)
- B. Political Subdivision, Section 356 Agreement – The administrative staff is recommending approval of the Political Subdivision, Section 356 Agreement as cited on pages 20 - 21. (see pages 20 - 21)
- C. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations cited on page 22. (see page 22)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A-C: It was moved by Dr. Frerichs and seconded by Mr. Kline to approve Items A-C. 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, absent; Donna J. Wert, yes; and Kelly K. Withum, absent.

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5. Consent Agenda for Personnel

- A. Resignations – The administrative staff is recommending the board accept the resignations listed below per the effective date cited.

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Iddings, Tammee – Teacher’s Aide/Martic – effective September 11, 2003

McCart, Ellen – Learning Support Aide/Pequea – effective September 12, 2003

Shultz, Jessica - Emotional Support Aide/Manor - effective September 12, 2003

Spahr, Brenda - Playground Aide/Letort - effective August 25, 2003

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B. Employment or Change in Status(\*) - The administrative staff is recommending the board accept the individuals listed on pages 23-24 for employment or change in status(\*) according to the conditions listed. □ (see pages 23 - 24) □□□□□□□□□□□□□□□□□□□□□□□□□□□□

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C. Substitute Teachers - The administrative staff is recommending that the individuals listed on page □ 25 be approved 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 25)

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□□□□□ D. Detention Monitors - The administrative staff is recommending the board approve the following individuals as detention monitors for the 2003-2004 school year at the rate of \$27.07 per hour.

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| Lisa Bitler     | Chris McKnight |
| Deidre DeZercie | Amy Spina      |
| Connie Jackson  |                |

E. After School Tutors - The administrative staff is recommending the board approve the following individuals as after school tutors for the 2003-2004 school year at the rate of \$29.00 per hour.

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| Victoria Harris | Chris McKnight |
| Connie Jackson  | Erica Repsch   |

F. □ Family Medical Leaves - The administrative staff is recommending granting Child Rearing, Designated, and Family Medical Leaves to the individuals listed on page 26 according to the terms listed. □ (see page 26) (amended)

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G. Per Diem Rate for Special Education Services - The administrative staff is recommending approval of the following per diem rate for special education services.

Harris, Ronald - 20 additional days at a per diem rate of \$320.00



- H. Per Hourly Rate for Psychological Services – The administrative staff is recommending approval of the following per diem rate for psychological services.

Smyth, Jennifer – 100 hours at an hourly rate of \$50.00

- I. Co-curricular Position – The administrative staff is recommending the appointment of the individual listed below to the co-curricular position cited for the 2003/2004 school term.

Bookman, Sallie – Chess Club Advisor

- J. The administrative staff is recommending approval of a \$1,700 retirement stipend for Dolores Warfel, Board Secretary/Executive Secretary. ¶ This payment is to be made in addition to any retirement payments that are permitted per district policy.

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-E, F as amended, and G-J:** It was moved by Mrs. Wert and seconded by Mr. Kreider 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; Jeffrey E. Lyon, absent; Donna J. Wert, yes; and Kelly K. Withum, absent.

The meeting adjourned at 9:07 p.m. on a motion by Mrs. Wert, a second by Mr. H. Thomas Herr and a unanimous voice vote.

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C. Willis Herr, President

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Dolores E. Warfel, Secretary