

Minutes
Committee of the Whole
July 12, 2004

The Penn Manor School Board met as a Committee of the Whole at 7:08 p.m. in the Board Room at Manor Middle School. Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz, and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mrs. Griffis and Mr. Johnston. Also in attendance were Penn Manor Residents, Mrs. Rhoades and Mrs. Howard.

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 June 12, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Kreider, a second by Mr. Rintz, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart explained that before the spring sports season he was approached by the Boys' Lacrosse Club asking the district's support for the designation of boys' lacrosse to a varsity sport. This would enable them to participate and compete in an appropriate level within the organization. Mr. Stewart introduced Mrs. Barbara Hearn representing the Boys' Lacrosse Club. Mrs. Hearn introduced members of the club in attendance. She thanked the board for the funding of \$2,000 for the boys' team, reviewed the season and statistics of the players of the boys' and girls' teams. The club is asking the board for support to change the status of the boys' lacrosse team from a club to a varsity sport and allocate funds for the team. Mr. DeLuca stated that he has been around the group for 8 years and they deserve to be recognized. He said they have done an excellent job and would like to see how they would do on a level playing field with other schools. Mr. Herr commended the club for their organization. He asked what the time frame was for a decision from the board. After discussion and clarification about the varsity status for the team, it was decided that this item would be discussed at the August meeting for placement on the voting agenda. Approval for placement of the on this item on the August School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. DeLuca, and a unanimous voice vote.

Mrs. Wert read the current and a revision of the School Governance, Item #5 resolution that she would like the board to consider to be submitted to PSBA. She stated that she would like to keep student behavior issues before the legislation because it is an issue that schools continually have to deal with. Approval for placement of this item on the July School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Stewart explained that although the intent of the employment of the floating custodian was to help for absences in multiple buildings, he has been at one building, Central Manor, for four months and will probably be at the building for another few months. As a possible resolution to the need for temporary custodial personnel he has contacted a company, Spherion, which provides temporary custodial services to school districts. Mr. Stewart asked for permission to explore Spherion as an alternative to bringing in temporary services when custodial services are needed. An advantage could also be to evaluate temporary help as potential employees to the custodial staff. He stated that Mr. Coleman used this organization while at Millersville, and Lampeter-Strasburg and School District of Lancaster currently use the services. He reviewed the services that would be offered by Spherion, the process and the cost. Approval for placement of the on this item on the July School Board Meeting Agenda was approved on a motion by Mrs. Friedman, a second by Mr. DeLuca, and a unanimous voice vote.

An update of the kindergarten enrollment was reviewed by Mr. Stewart. He said the 2003-2004 school year finished with 290 kindergarteners. The kindergarten enrollment for the coming school year is currently at 334. His concern is with Hambright Elementary School and the history of late enrollments at the school. If the enrollment over the summer increases to 24 per class he would like permission to add another kindergarten class. Dr. Frerichs stated that he felt 24 students in a kindergarten class were too many. After discussion about class size, analyzing the kindergarten classes in the other schools and bussing students to other schools, it was decided that if any more students enrolled another kindergarten session would be added. Approval for placement of an additional kindergarten class on the July School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

Mrs. Griffis offered books to be reviewed for placement on the August agenda. She stated that the school district was the recipient of a \$40,000

grant late spring for bookrooms at the middle schools. Two types of books are in the process of being ordered with the money. One type of book is textbooks that are being written on a level appropriate for struggling readers. The other type is leveled books that are more trade books than novels. No more than 10 of each book would be ordered and they would be shared between the middle schools. The books would use approximately \$5,000 of the grant.

With a power point presentation, Mr. Stewart and Mr. Johnston updated the board on recent legislation. Mr. Johnston reviewed Senate Bill 100, Property Tax Reform, stating that participation is optional. For the district to participate in the program a .1% earned income tax will have to be enacted. Acceptance of the state funds commits the school district to the referendum. The district may not raise taxes above an "index." The index equation employs statewide average weekly wage and employment cost for elementary and secondary schools. He stated that 2006-07 is the earliest possible implementation of this reform. He said no public funds may be used to urge any elector to vote for or against a referendum; however, public funds may be used to disseminate factual information related to the referendum. There was some discussion on when the budget would have to be developed and when the referendum budget item would be put on the ballot. He reviewed how the slot funds will be distributed to the districts. It was stated that there are still many unanswered questions relating to this reform and Mr. Johnston felt there will be many workshops offered to better understand the bill. Mr. Stewart reported House Bill 2579 governs the Commonwealth budget. He reviewed the money allocated and stated that approximately 4.4 billion dollars has been made available for education. He said that the Rendell administration reports that this new budget increases the state's participation in school funding from 37% to 44%. House Bill 564 governs amendments to public school code. Under this bill districts are permitted to reopen their 2004-2005 budget based on their allotment from the state, additional reporting is involved for districts with police officers, students are now permitted to enroll in college courses and get high school credit for the same course, and districts will now be allowed to sell claims for delinquent school taxes for collection. Mr. Johnston stated that House Bill 2330 legislation will make Pennsylvania the nation's second largest slot state in the country. He reviewed the number of machines, venues, the revenues from the sale of the licenses and the management board.

Mrs. Wert stated that the Middle School Organizer is a wonderful tool for the students.

Mr. Kreider reported that the last CTC meeting was held at the project house the Career and Technology students built. He said the house was beautiful with the tile work, wood working and cabinetry all done by the students. The house sold for \$275,000 and the students made \$55,000 on the project.

Dr. Frerichs reported that there have been many transfers/resignations from the IU and they will have a lot of positions to fill in the next year.

The Committee of the Whole adjourned at 8:10 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

July 12, 2004

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 8:25 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz, and Mrs. Wert. Present from the administrative staff were Mr. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Penn Manor Residents, Mrs. Cindy Rhoades and Mrs. Paula Howard.

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, August 9, 2004, 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 June 10, 2004, School Board Meeting. There were none. It was moved by Mr. DeLuca and seconded by Dr. Frerichs to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart reported that the asbestos project at Marticville Middle School is ahead of schedule, the Martic Elementary roof project begins on July 14 and the target for completion is 18 days. The repair and replacement of a venting system at the high school did not receive any bids. He said this is a small project and contractors are unlikely to take small jobs in the middle of the summer. It is anticipated that this job will be rebid as a winter project. Summer school at the high school has started and is in session from June 21 to July 30 with 2 sessions. Course offerings include English 9 and 10, Phys Ed, Safety Ed, Biology, Earth Science and Algebra. Classes are filled exclusively with students who are retaking courses they have failed. The middle school summer school was shorter in duration with students staying all 4 hours for 3 weeks. Twenty students took a course in language arts. He reported that the survey was mailed to 600 randomly selected residents and the first 13 questionnaires have been returned. Mr. Stewart

thanked Mrs. Rhoades for sending out the questionnaires and the senior survey. He hopes to have a report from the senior survey in the fall.

Mr. Johnston reported that the Treasurer's Report for the month of January has been posted. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve to authorize payment of bills in the amounts of \$6,177,257.04 dated 6/1/04, \$98,018.52 dated 6/4/04, \$500,667.66 dated 6/9/04, \$164,037.65 dated 6/10/04, \$89,464.13 dated 6/15/04, \$205,733.58 dated 6/18/04, \$313,795.40 dated 6/22/04, \$626,924.38 dated 6/23/04, \$122,695.92 dated 6/29/04, \$84,730.42 dated 6/30/04, for a total of \$8,383,324.70 from the General Fund; \$139,215.89 dated 6/30/04 for a total of \$139,215.89 from the Cafeteria Fund; \$741.00 dated 6/3/04, \$3,022.51 dated 6/10/04, \$9,642.00 dated 6/17/04, \$23,744.62 dated 6/28/04 for a total of \$37,150.13 from the Capital Reserve Fund; \$17,496.93 dated 6/3/04, \$31,850.00 dated 6/28/04 for a total of \$49,346.93 from the Community and Economic Development Grant Fund; and payroll in the amounts of \$669,762.15 dated 6/9/04; \$670,704.14 dated 6/23/04 for a total of \$1,340,466.29. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes.

The July School Board Meeting Agenda was reviewed.

Item 2. APPROVAL OF CONSENT AGENDA: The following consent agenda items were presented for approval.

- A. Temporary Services –The committee is recommending approval for the use of temporary services provided by Spherion as cited on page 6. (see page 6)
- B. PSBA Platform Proposal – The committee is recommending approval to submit the revised School Governance, Item #5 proposal to PSBA as cited below:

“The association supports legislation that would increase the authority of school boards to establish and enforce disciplinary policies.”

MOTION ON THE JULY 12 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-B: It was moved by Donna Wert and

seconded by Jeffrey Lyon to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 3. Consent Agenda for Administrative Actions

- A. Food Service Agreements – The administrative staff is recommending approval of programs between the Penn Manor School District and Lancaster-Lebanon IU13 and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2004. These agreements provide students with services authorized by the National Lunch Program and the National School Breakfast Program.
- B. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor’s web page. (<http://www.pennmanor.net/tr/>)
- C. Tuition Student – The administrative staff is recommending the approval of the tuition student from the attached. Enrollment is dependent upon payment of tuition in compliance with policy #202. (see page 7)

Paige E. Herr – grade 10
- D. Attendance Officer – The administrative staff is recommending Ms. Stacey Riffert, Attendance Officer, be approved for writing citations for violation of the Pennsylvania Mandatory Attendance laws.
- E. School Physician’s Agreement – The administrative staff is recommending approval of the School Physician’s Agreement as cited on page 8. (see page 8)
- F. 2003-2004 Federal Programs Consolidated Amendment A Application – The administrative staff is recommending approval of the amended Consolidated Application – Project #99-04-0324 – A in the amount of \$383,157 as cited on page 9. (see page 9)
- G. Manor Middle School/Marticville Middle School Handbooks – The administrative staff is recommending approval of the Manor Middle

School, Marticville Middle School Handbooks for the 2004/2005 school year.

- H. T-1 Line Contract – The administrative staff is recommending approval for the contract for the T-1 line to connect Marticville Middle School and Martic Elementary School. The cost will be \$185.41 per month, applicable federal taxes and a \$411.00 one-time installation charge.
- I. Cisco Network Training Academy – The administrative staff is recommending approval of the Local Academy contract for the Cisco Networking Academy Program to run from August 2004 through August 2006 at the cost of \$1,000.
- J. IU Audio Visual Equipment and Supplies Bid – The administrative staff is recommending approval for the awarding of the 2004-2005 IU Audio Visual Equipment and Supplies bid to the vendors as cited on page 10. (see page 10)
- K. Athletic Supplies Bid – The administrative staff is recommending approval for the awarding of the 2004-2005 Penn Manor athletic supplies bid to the vendors as cited on page 11. (see page 11)
- L. Elementary Coordinator – The administrative staff is recommending a stipend of \$1,075 for Mr. Kevin Peart as Elementary Coordinator (annual renewal – one-half year).
- M. Administrative Assistant for Operations/Planning Position – The administrative staff is recommending approval of the Administrative Assistant for Operations/Planning position as cited on page 12. (see page 12)
- N. Job Descriptions – The administrative is recommending the approval of the following updated job descriptions as cited on pages 13 - 23. (see pages 13 - 23)

Building Secretary, Elementary Principal
 Building Secretary, Middle School Principal
 Building Secretary, High School Principal
 Building Secretary, High School Assistant Principal
 Building Secretary, High School Guidance

- O. Tax Exoneration – The administrative staff is recommending that the board approve the tax exoneration as listed below

<u>BILL NO.</u>	<u>NAME</u>	<u>REASON</u>	<u>ASSESSMENT CHAN GE</u>	<u>TAX DOLLARS LOST</u>
MILLERSVILLE BOROUGH				
441342	PENN MANOR SCHOOL DISTRICT	EXEMPT	\$ 24,500.00	\$ 377.30

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A - O: It was moved by Jeffrey Lyon and seconded by Joseph DeLuca to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 4. Consent Agenda for Personnel

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 24 - 25 for employment or change in status(*) according to the conditions listed. (see pages 24 - 25)
- B. Administrative Assistant for Operations/Planning – The administrative staff is recommending approval for the employment of the individual cited below to the 12-month position of Administrative Assistant for Operations/Planning at a salary of \$91,574.
- Steven B. Skrocki
- C. Family Medical and Child Rearing Leaves – The administrative staff is recommending granting Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed on page 26 according to the terms listed. (see page 26)
- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.

Brian Baddick – secondary assistant principal –
effective August 23, 2004

Joseph Castronova – secondary professional employee –
effective August 9, 2004

Emmanuel Caulk – elementary principal – effective July 5, 2004

Nathaniel Fischer – custodian – effective July 1, 2004

Geri Muenkel – secondary professional employee –
effective August 20, 2004

Kristin Shomper – elementary professional employee –
effective June 16, 2004

Anne Stuart – elementary professional employee –
effective August 31, 2004

Sarah Young – secondary professional employee –
effective June 22, 2004

- E. Summer School Instructors – The administrative staff is recommending approval of the individuals listed below to the position of summer school instructor to be held June 21 – July 30 at the rate of \$29.00 per hour through June 30, \$30.00 beginning July 1.

Dave Hess

Eric Howe

- F. 2004/2005 Fall, Winter and Spring Athletic Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed on page 27 as athletic workers for the 2004-2005 school year. (see page 27)
- H. Summer Painter – The administrative staff is recommending the approval of the individual listed below as a summer painter according to the conditions listed.

Tim Young -- \$8.50 per hour, effective June 14, 2004

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-F, H: It was moved by Jeffrey Kreider and seconded by Jeffrey Lyon to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 4G. Consent Agenda for Personnel

- G. 2004/2005 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed on pages 28 - 29 as Fall coaches for the 2004-2005 school year. (see pages 28 - 29)

MOTION ON PERSONNEL CONSENT AGENDA ITEM G: It was moved by Donna Wert and seconded by Johnna Friedman to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes. Richard L. Frerichs abstained.

Item 4I. Consent Agenda for Personnel

- I. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 30 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 30)

MOTION ON PERSONNEL CONSENT AGENDA ITEM I: It was moved by Jeffrey Kreider and seconded by Johnna Friedman to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes. Carlton Rintz abstained.

The meeting adjourned at 8:52 p.m. on a motion by Johnna Friedman, a seconded by Donna Wert, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary