

**Minutes**  
Committee of the Whole  
November 8, 2004

The Penn Manor School Board met as a Committee of the Whole at 4:00 p.m. in the Board Room at Manor Middle School. Present were Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis and Mr. Johnston. Also in attendance were Penn Manor Residents, Mrs. Rhoades, Mrs. Trish Herr, Mr. Dan Mowery, Mr. Dan Burton, Mr. Bill McCarty 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 November 1, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz a second by Mr. DeLuca, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston explained that Mrs. Trish Herr and Mr. Don Mowery, from Trout, Ebersole & Groff, LLP, will be reviewing the audit report for the year ending June 30, 2004. He introduced Mrs. Judy Duke, District Accountant, and commended her for her work for the audit. Using the Table of Contents, Mrs. Trish Herr outlined the discussion draft copy of the audit report. She stated that they have issued a clean, unqualified opinion on the financial statements. There were no reportable conditions relating to the audit, no instances of noncompliance and no reportable conditions relating to the audit of the major federal programs and Penn Manor School District was determined to be a low-risk auditee. Focusing on the General Fund, Mr. Don Mowery reviewed the assets, liabilities, accounts payable and the reserved and designated fund balances. He explained the Statement of Revenues, Expenditures and Changes in Fund Balances, Budget and Actual General Fund table, the Governmental Funds Balance Sheet and the Statement of Activities Tables. He stated that the Food Services fund had a deficit of net assets of \$18,000 and explained that the net assets in the cafeteria fund would be increased with a transfer from the general fund. He reviewed the cafeteria operating revenues and expenses. He pointed out the notes to financial statements supporting the numbers that are in the financial statement. He explained the changes in capital assets, the general long-term

debt bonds maturity schedule and the health insurance claims. Mr. Mowery reviewed the contributions to PSERS and the current debt refunding. Mr. Johnston stated that the Management Discussion and Analysis portion will be available in December. Mr. Willis Herr thanked Mrs. Trish Herr and Mr. Don Mowery for their report.

Mr. Stewart explained that in the past there was some discussion about the possibility of floating a \$5 million bond. It is his intention to present to the board in February a specific amount to be used for anticipated capital projects. He stated reasons to consider a bond at this time. He said if the board opts into Act 72 it could change the way the district borrows money in the future, interest rates are very good at this time and there are projects that would enhance the co-curricular program. Mr. Johnston explained that there are exceptions on the Act 72 Referendum concerning debt. He described each of the five exceptions – electoral debt, academic construction debt, non-academic construction debt, current projects incurred by 9/3/2004 and grandfathered debt by 7/1/2005. Mr. Johnston stated that the grandfathered debt is the one the district is considering. Mr. Bill McCarty reviewed the timeline of the grandfathered debt. Mr. Johnston introduced Mr. Dan Burton, RBC Dain Rauscher, who explained the gross debt, the two options to be considered, the debt service schedule, the millage required and the timeline. Mr. Johnston clarified the use of the fund balance and the wraparound option. There was some discussion about Act 72 and the timing of funding a bond. Mr. Geist stated that he felt it was a good time to do a bond. This would allow the district to do some projects, such as, the high school auditorium, replace roofs on some buildings and repair heating systems.

Mr. Johnston stated that at the last board meeting it was discussed refunding a portion of the 1996 bond issue. He reviewed the current debt service, payments and the savings by refunding the bond. Mr. Dan Burton reviewed the bond purchase agreement explained the details of the purchase and sale of the bonds. Mr. Bill McCarty reviewed the Resolution for the refunding of a portion the bond explaining the requirements and the exhibits. Approval for placement of this item on the November School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

Mr. Stewart said Mr. Rintz shared with him a chart from the Central Penn Business Journal about per pupil expenditures in the district. It ranked Penn

Manor as number 14. He said that Penn Manor does spend a lot on students and a significant percentage of what is being spent is debt service. Historically the new facilities for the district came at the same time rather than spread out over the years. These renovations have increased the debt service. In the future there should be a significant savings on the per pupil debt service and the money can either be returned to the tax payers or put into more programs for the students.

Mr. Stewart explained that he made a prior commitment to the Quiz Bowl advisors to request additional funding. Currently, the two advisors split a total of \$1448. He requested that the fee be raised to a total of \$2600, \$1300 for each advisor. He said the Quiz Bowl participation is up four times from the past. Responsibilities for the advisors, Sallie Bookman and Sue Hostetter, include 4 all day Saturday tournaments, freshmen tournaments, recruiting, supervising an evening competition at WGAL, 6 practice sessions per month for 7 months, fundraisers, league matches, on-line competitions and last year the team went to the finals in New Orleans. Approval for placement of this item on the November School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. DeLuca, and a unanimous voice vote.

The Committee of the Whole adjourned at 8:15 p.m. on a motion by Mrs. Wert, a second by Mrs. Friedman, and a unanimous voice vote.

November 8, 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, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. 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, Mr. Jeff Roth 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, December 6, 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 October 12, 2004, School Board Meeting. There were none. It was moved by Mr. Lyon and seconded by Mr. Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Student representative, Amanda Hake, reported that on November 5 Penn Manor hosted its first Quiz Bowl tournament. Forty teams participated and 2 Penn Manor teams made it to the final 16. In celebration of Education Day on November 8 students visited various college representatives in the central complex at the high school. The seniors will be presenting their projects this week. November 11 author Joel Sonnenberg will be at the high school for a presentation sponsored by Manor Brethren in Christ Church. November 12 the senior class will be sponsoring a Chinese basket auction, the Power Puff game between the juniors and seniors will be held and there will be a bon fire in the evening. Athletic leadership sessions will be held at the high school on November 16 and the fall play, Thirteen Past Midnight, will be presented on November 18-20 at 7:30 p.m.

Mr. Stewart welcomed the Millersville University students and explained the format of the Executive Session, Committee of the Whole and the Board meetings. Mr. Herr also welcomed the students and explained that the members of the board are on several committees and spend considerable time with ongoing subjects.

Mr. Stewart stated that he was very proud of the students who participated in the Quiz Bowl. The A Team was eliminated by Harrisburg Academy who went on to the finals. Mrs. Griffis was a reader for the Quiz Bowl and she stated that it was very stressful job. Mr. Stewart said it's amazing how the students can be so knowledgeable in a variety of subjects. He thanked Jeff Himes and the students for the new artwork that is displayed in the board room. Beginning Thursday, he and Mr. Johnston will be visiting the faculty meetings at the schools to talk about the impact of Act 72 and what the referendum means to a teacher in public schools.

Mrs. Griffis reported that the first Girls Night Out was held at Marticville on Friday, November 1. In the spring the program will be held at Manor. Approximately 65 girls and 10 teachers attended. Activities offered included fitness relationships, problem solving, Co-motion Comedy and Livin in the Rhythm. Anne Shannon from WGAL gave the keynote address.

She said the first Special Education Parents' Night was held on November 2 and 52 parents attended with students in grades K-12. Mrs. Kreider, one of the presenters, stated that it was a very positive evening. They discussed the PSSA and what that means to special education students. The parents felt encouraged by the direction the district was using to support their children. Mrs. Griffis said there will be a Math focus in the spring.

On October 26 the first ESL Community Night was held at Eshleman Elementary said Mrs. Griffis. It was planned by the ESL teachers for all the ESL students and their families in the school district. They carved pumpkins, talked about the origins of the families and each family placed a leaf, from their country of origin, on the tree in the lobby. Earlier in the week the ESL students and teachers went on a hayride at Funks Market.

Thirteen people across the district will be participating in data integrity training at the IU on Thursday. Penn Manor is one of 6 school districts chosen to participate. The goal is to set a clean foundation for all the data, examine and refine internal work flow, develop a strategy for

handling data as complexity increases and develop long term strategy for data driven decision making in the school district.

Mr. Johnston reported that the Treasurer's Report for the month of October has been posted. He reviewed some of the items presented for payment. It was moved by Mr. Kreider and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$369,991.84 dated 10/1/04, \$196,924.18 dated 10/8/04, \$116,227.29 dated 10/12/04, \$43,037.77 dated 10/14/04, \$327,394.32 dated 10/13/04, \$27,368.17 dated 10/15/04, \$115,152.66 dated 10/20/04, \$96,773.03 dated 10/21/04, \$74,987.21 dated 10/22/04, \$96,347.49 dated 10/26/04, \$470,686.48 dated 10/27/04, \$118,9633.84 dated 10/28/04 for a total of \$2,053,854.28 from the General Fund; \$63,993.16 dated 10/25/04, \$48,957.59 dated 10/28/04 for a total of \$112,950.75 from the Cafeteria Fund; \$31,018.00 dated 10/28/04, for a total of \$31,018.00 from the Capital Reserve Fund; and payroll in the amounts of \$642,220.87 dated 10/13/04 and \$653,437.58 dated 10/27/04 for a total of \$1,295,658.45. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, absent; 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.

Mr. Jeff Roth, Penn Manor School District Athletic Director, reviewed the co-curricular program. He reported that in Penn Manor there are 24 varsity sports, 12 middle school sports programs and 72 paid coaches. This fall 287 high school athletes and 97 middle school athletes participated in a sport. Last year a total of 478 high school athletes and 326 middle school athletes participated in sports. He reviewed the statistics for fall sports, individual accomplishments and students who have accepted athletic scholarships this year. Mr. Roth reported that various methods are used to encourage students to mature and grow through athletics. The methods include recognizing the athletic accomplishments, newspaper and television coverage, updating the bulletin boards outside the athletic office highlighting team and individual accomplishments, athletes-of-the-week and instituting the captains breakfast. A leadership conference for student athletes will be held at the high school focusing on issues such as sportsmanship, peer pressure, athletic leadership, athletic responsibility and other issues that face student athletes. Some additional programs promoting athletics include the Wall of Honor, the Fall Kick-off Class, the Penn Manor Elementary Fitness Run, awards, host competitions, the Booster Clubs and the middle school career days and orientation programs. He stated that in the past couple of years Penn Manor has hired some excellent coaches and he continues to

evaluate the coaching staff throughout the season. High School athletes with an interest in pursuing sports administration careers serve as interns in the athletic department. Mr. Roth presented a slide show with current and former Penn Manor student athletes and their accomplishments. Mr. Roth thanked the board for their support of the athletic programs. Mr. Herr asked if coaches put pressure on the students to specialize in one sport. Mr. Roth responded that he didn't feel they did but would like to see the students play a couple of sports.

The November School Board Meeting Agenda was reviewed.

**Item 2 A - E. Consent Agenda from the November 1 and 8 Committee of the Whole:**

- A. Basketball Coaches – The committee is recommending the addition of the positions listed below for the 2004-2005 basketball season.

Boys Basketball Assistant – 7<sup>th</sup> grade -- \$1,000  
Girls Basketball Assistant – 7<sup>th</sup> grade -- \$1,000

- B. “First Reading” – Sports Policy – The committee is recommending approval of “First Reading” of the Sports Policy as cited on pages 7 - 8. (see pages 7 - 8)
- C. Custodial Floater/Utility Personnel – The committee is recommending the addition of a second “custodial floater/utility” position.
- D. Refunding of Debt – The committee is recommending approval for the refunding of the 1996 bonds as per the resolution to be distributed.
- E. Quiz Bowl Advisor – The committee is recommending the salary for the position of Quiz Bowl Team Advisor be elevated from the current \$1,448 to \$2,600.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM A - E:** It was moved by Donna Wert and seconded by Johnna Friedman to approve this item as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent;

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. A – I. Consent Agenda for Administrative Actions**

- A. Acknowledgement of Venture Grants – The administrative staff is recommending that the goods and services provided from the venture grants listed on pages 9 – 11 be accepted by the board from the Penn Manor Education Foundation. (see pages 9-11)
- B. Drug and Alcohol Grant – The administrative staff is recommending approval of the Drug and Alcohol grant in the amount of \$17,569 as cited on page 12. (see page 12)
- C. Special Education Supplemental Contract – The administrative staff is recommending approval for the employment of Deborah Smith as a job trainer for 7.5 hours per day, 5 days per week beginning August 2004 until June 2005, estimated cost is \$43,012.50.
- D. Special Education Supplemental Contract – The administrative staff is recommending approval for the employment of Rae Johnson-Bundy as a 1:1 paraeducator for an elementary student, 5.5 hours per day, 5 days per week beginning August 2004 until June 2005, estimated cost is \$13,736.25.
- E. New Student Activity Clubs – The administrative staff is recommending approval of two new student activity clubs at the high school – Hip Hop Club and Penn Points.
- F. Disposal of Assets – The administrative staff is recommending approval for the disposal of assets as cited below. The assets will be removed by DLS Maintenance.
  - 170 Monitors -- \$850.00
  - 110 All-in-one Combo Systems -- \$770.00
  - 134 Towers/Printers -- \$268.00
  - Travel Expenses -- \$115.00



- G. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page. (<http://www.pennmanor.net/tr/>)
- H. Transportation Contracts – The administrative staff is recommending approval of the following transportation contracts for the 2004-2005 school year:
- Eschbach Bus Service (181 Days)  
\$1,699,509.14
  - Eschbach Bus Service (Activity Run #1)  
\$5,151.13
  - Eschbach Bus Service (Activity Run #2)  
\$13,293.24
  - Schultz Transportation (181 Days)  
\$376,100.35
- I. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited on page 13. (see page 13)

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A - I:** It was moved by Jeffrey Lyon and seconded by Jeffrey Kreider to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; 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. A – L.                      Consent Agenda for Personnel**

- A. Employment or Change in Status(\*) – The administrative staff is recommending the board accept the individuals listed on pages 14 - 15 for employment or change in status(\*) according to the conditions listed. (see pages 14 - 15)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 16 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 16)

- C. Family Medical Leaves – The administrative staff is recommending granting Family Medical and Designated Family Medical Leaves to the individuals listed on page 17 according to the terms listed. (see page 17)
- D. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.

Blank, Nanette – effective October 29, 2004  
 Finnegan, Kimberly – effective October 1, 2004  
 Kirstner, Charles – effective October 18, 2004  
 Miller, Debra – effective October 4, 2004  
 Sheriff, Michelle – effective October 22, 2004  
 Spackman, Mary – effective October 22, 2004  
 Toomey, John – effective November 5, 2004

- E. Academic Support Coach – The administrative staff is recommending that Sally Stratigos be approved to serve as an academic support coach for up to 10 hours at the rate of \$30.00 per hour.
- F. Mentor Pay Revisions – The administrative staff is recommending mentor pay revisions for the following individuals:

Kim Juba	Step 2
Kelly Musser	Step 1

- G. Supplemental Hours – The administrative staff is recommending the following supplemental hours of psychological support services at a rate of \$50.00 per hour.

Tamara Weaver – 50 hours

- H. Tutors/Substitute Tutors – The administrative staff is recommending the following professional employees be approved as middle school tutors effective November 2004 at a rate of \$30.00 per hour. Total program hours do not exceed four hours per week.

Tutors

Jennifer Ennis  
Peggy Annunziata

Substitute Tutors

Brian Lamison  
Curt Snelbaker  
Doug Eby  
Connie Jackson

I. Parent Literacy Workshop Teaching Hours – The administrative staff is recommending the following professional employees be approved to teacher Parent Literacy Workshops up to 1.5 hours per person at a rate of \$30.00 per hour during the 2004/2005 school year.

Katie Hess	Megan Peart
Emily Mattern	Melissa Huber
Kay Kane	Michelle Kissinger
Brandy Smith	Megan Szentesy
Beth Martin	Pat Sultzbach
Carin Leisure	Amy Koetteritz
Joan Wimer	Carol Hostetler
Nancy Kaufhold	Pat Chnupa
Tamara Baker	Sue Walkowiak
Sallie Shepherd	Angie Weber
Sharon Bender	Gretchen Braun
Jennifer Statler	Patrice O'Brian
Marilyn Hite	John Berry
Carol Witmer	Joyce Wright
Michele Cauley	Samantha Rill
Jolynn Drexel	Tara Wilson
Heidi Weber	Kathy Rowley
Pam Egan	Kelly Sproul
Chris Harzinski	Gail Monteleone
Barb Kamen	Carole Chismar
Nancy Jo Johnson	Kris Kenna
Cora Conrad	Sue Althouse
Suzanne Elia	Carly McPherson

J. Detention Monitor – The administrative staff is recommending the board approve the following individual as Saturday School

monitor for the 2004-2005 school year at the rate of \$27.88 per hour.

Chris Telesco

- K. PSAT Supervisors and Proctors – The administrative staff is recommending approval of the individuals listed on page 18 for 2004/2005 PSAT Administration as cited. (see page 18)
- L. 2004/2005 Winter Coaching Positions – The administrative staff is recommending approval of the individuals listed on page 19 as coaches for the 2004-2005 school year. (see page 19)

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS A - L:** It was moved by Carlton Rintz 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, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

The meeting adjourned at 9:15 p.m. on a motion by Donna Wert and seconded by Jeffrey Lyon and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary