

Minutes
Committee of the Whole
December 6, 2004

The Penn Manor School Board met as a Committee of the Whole at 7:00 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 November 22, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston reported that the auditor's report was given by Mrs. Trish Herr and Mr. Don Mowery on November 8 and was completed except for the Management Discussion and Analysis. He distributed the completed bound financial statements with the Management Discussion and Analysis. The discussion and analysis of Penn Manor School District's financial performance provides an overall review of the School District's financial activities for the year ending June 30, 2004. It evaluates the School District's financial performance as a whole. To enhance the understanding of the School District's financial performance, it should be read in conjunction with the notes to the financial statements. He reported that the district was given another clean audit with no findings or recommendations. Approval for placement of this item on the December School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Wert, and a unanimous voice vote.

Mr. Stewart reviewed the administering of injections policy. He stated that it was initiated by Dr. Ichter, the school physician and reviewed by the district solicitor. Approval for placement of this item on the December School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Rintz, and a unanimous voice vote.

Mr. Stewart discussed two documents, one from PIAA and the other from the solicitor, relating to a disabled student having access to athletic competitions. He explained that Penn Manor has an athlete who would like to continue playing on a team that was formally a club team and is now a varsity team. The student has an IEP, needs special services and attends a special school. Mr. Stewart received a written request from the parent asking that the student be allowed to play on the Penn Manor varsity team. After consultation and recommendation from the solicitor, Mr. Stewart is recommending that the high school principal write the required letter to make the student eligible to play the sport. Mrs. Wert asked if transportation was required. Mr. Stewart clarified the district's responsibility to transport the student. After discussion and clarification of specifics the board approved Mr. Stewart to direct Dr. Mindish to send the required letter.

Mr. Stewart provided and reviewed suggested guidelines for the candidate selection committees. He reported the results of a survey he sent out to other superintendents asking if a board member has been part of the selection committee for a coach in their district. Mr. Stewart reviewed each area of the selection committees and discussed the need for flexibility when hiring an employee within a short period of time. Discussion about parent representation, booster club representation and opinions were shared. Some suggestions were made for more clarification. Mr. Stewart will revise the guidelines.

Mr. Johnston provided a Lancaster County Tax Collection Bureau (LCTCB) update. He said there are three items that he wanted to update the board on the relationship to the LCTCB – the efforts of the Venture Committee, the potential for a State takeover of Local Tax Collection Services and aspects of Act 72 that will affect the operation of the LCTCB. The Venture committee was formed in the past year to examine two opportunities for the bureau and its members. The first is the development of proprietary software, and the second is automation allowing the bureau to offer its services to other districts and municipalities. The Lancaster County Tax Collection Bureau remains an example of an efficient and effective method of collecting and distributing local earned income taxes. While the LCTCB is viewed as very effective and efficient, much of the state is in a major crisis mode regarding the collection of taxes. The state is looking at the situation and is likely to act in the next few years. He said that Act 72 will

compound the problem and create many new unanticipated burdens and headaches. Mr. Johnston reviewed some of the potential problems. He stated that our IU and business managers group remains at the forefront in most areas.

Mr. Stewart reviewed the position description for Mr. Skrocki as the Administrative Assistant for Planning and Operations and his job assignments. He explained the original district organizational chart and revisions and additions to the revised chart. Some questions and suggestions for minor changes were reviewed. Approval for placement of the position description on the December School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

Mrs. Griffis distributed a chart illustrating the individual school reports of the percentage of students who are proficient / advanced. She was pleased to report that the chart indicates that the district interventions are working. The percentage of students who are moving into the proficient and advanced category has increased over the years. She reviewed the state requirements for the percentage of students who must be proficient in reading and math for the 2001-2004 years and future targets. She stated that overall some groups are difficult but our school district as a whole is doing extremely well in terms of proficiency. She listed some of the interventions that are being used in all grade levels to remediate students who are not proficient.

Mr. Johnston discussed the potential bond issue. He said that while the numbers have not changed, it is important to discuss the potential new debt in relation to Act 72. He pointed out matters to consider including the district plan for opting in or out of Act 72, what the district plans to do with the money and the project list with potential expenses. He reviewed the current balances in the capital reserve and general fund, budgeted balances and projected tax increases. He reviewed the projects that would be completed with the money, why new money should be considered at this time and the reasons for acting on the bond issue now. He explained his recommendations for both opting out or in Act 72. Mr. Johnston introduced Dan Burton of RBC Dain Rauscher who stated that he felt that the interest rates will rise and this would be a good time to borrow money. Mrs. Wert asked Mr. Johnston if he recommended borrowing the money. Mr. Johnston stated that money would need to be borrowed if the board wanted to do the

proposed projects. After some discussion the board directed Mr. Johnston to proceed with the bond issue for the January meeting.

Mr. Stewart stated that he has received a request from a tuition student living in York to take a Penn Manor bus from an existing bus stop. He explained that the current tuition student policy states that the family must provide their own transportation. He is recommending that the board amend the policy to allow tuition students to take a Penn Manor bus. After discussion about some safety concerns and specific guidelines, approval was given to allow the opportunity for tuition students to take Penn Manor transportation.

Mr. Stewart reported that he met with the Property Committee and shared three proposals for the barn. With the support of the Property Committee, he recommended that John High with Barn Saver be awarded the opportunity to deconstruct the barn. Approval for placement of this item on the December School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

The Committee of the Whole adjourned at 8:25 p.m. on a motion by Mr. DeLuca, a second by Mrs. Friedman, and a unanimous voice vote.

December 6, 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 8:15 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 and Students, Mrs. Cindy Rhoades, Mrs. Kim Juba, Dr. Robert Hoepfel 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, January 10, 2005, at 8:15 p.m. in the Board Room of the Manor Middle School.

Mr. Herr welcomed the parents and students. 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 November 8, 2004, School Board Meeting. There were none. It was moved by Mr. DeLuca and seconded by Mr. Lyon to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Student representative, Will Hess, reported that the winter sports have started and the girls' basketball team won a tournament this weekend. He said that some students are writing letters to soldiers and will be mailed with cookies from a community group. Student Council will be sponsoring the first Battle of the Bands on December 18. Seven bands and acoustic artists will be participating. The winter concert will be on December 22. Student Council participated in a student exchange with Lancaster Catholic High School. The Class of 2004 alumni will be visiting on January 5 to talk to juniors and seniors about their college experience. On January 13 Student Council will be sponsoring an assembly, "Beat Bob." He is a motivational speaker and a talented volleyball player who will be playing against the high school volleyball teams. National Honor Society and Serteen will be sponsoring a holiday cookie sale to raise money for the Make-A-Wish Foundation. Student Council would like to raise enough money to send a

child to Disney. Will showed an example of the new format of the school newspaper which will be published every two weeks and contain more information. He compared the new paper to the format used in the past.

Mr. Stewart welcomed students Patrick Jones and Grant Helrich and their fathers. The boys needed to attend a school board meeting for a Boy Scout badge. Mr. Stewart reported that the basketball season opened this past weekend and the girls' won the Comet Classic tournament. On December 7 Mrs. Griffis will be taking a team of administrators and teachers to the IU for a presentation on Penn Manor's school improvement program.

Mr. Johnston reported that the Treasurer's Report for the month of November 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 \$467,857.06 dated 11/1/04, \$92,991.59 dated 11/4/04, \$408,011.23 dated 11/10/04, \$27,219.16 dated 11/11/04, \$165,744.10 dated 11/12/04, \$44,504.64 dated 11/16/04, \$178,045.17 dated 11/19/04, \$482,450.31 dated 11/24/04, \$76,690.71 dated 11/29/04, \$74,940.00 dated 11/30/04, for a total of \$2,038,453.97 from the General Fund; \$60,539.45 dated 11/9/04, \$54,142.36 dated 11/18/04, \$120,388.08 dated 11/30/04 for a total of \$235,069.89 from the Cafeteria Fund; \$24,555.25 dated 11/10/04, for a total of \$24,555.25 from the Capital Reserve Fund; and payroll in the amounts of \$664,534.89 dated 11/10/04 and \$674,146.43 dated 11/24/04 for a total of \$1,338,681.32. 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.

Mr. Willis Herr explained the Board organizational meeting held during the first week in December each year. Dr. Frerichs agreed to serve as Temporary Chairperson for the organization portion of the Board meeting.

Mr. Rintz made a motion nominating Mr. C. Willis Herr as President of the Board. The motion was seconded by Mr. Kreider. Dr. Frerichs asked for other nominations to the office of President. There were none. Nominations were closed on a motion by Mr. Rintz and a second by Mr. Kreider. Mr. Herr was appointed President by a unanimous voice vote.

Mrs. Wert made a motion nominating Dr. Richard Frerichs as Vice President of the Board. The motion was seconded by Mr. DeLuca. Mr. Herr

asked for other nominations to the office of Vice President. There were none. Nominations were closed on a motion by Mrs. Wert and a second by Mr. DeLuca. Dr. Frerichs was appointed Vice President by a unanimous voice vote.

Mrs. Griffis introduced Dr. Robert Hoepfel, Coordinator of Psychology and Counseling Services, and Mrs. Kim Juba, Guidance Counselor at Martic Elementary School, who provided a presentation on bullying prevention initiatives at Penn Manor. Dr. Hoepfel provided an overview and definitions of bullying. He stated that bullying occurs when a person is exposed repeatedly and over time to negative actions of another. Forms of bullying include physical contact, words, faces and gestures, intentional exclusion from a group and sexual harassment. He reported that between 15% and 30% of students are bullies or victims, bullying peaks in the middle school and is cross-cultural. He said that indirect and verbal bullying continues, Cyber bullying is significantly increasing, bullies often have helpers and bystanders are often affected by bullying. Mrs. Juba explained initiatives used in the elementary program. She stated that although bullying prevention is taught in all grades, grades 3 and 5 are heavily targeted. The curriculum consists of 4-6 lessons with a counselor, an online experience for 5th grade, pre and post surveys are conducted, strategies and reporting procedures are taught, literature and games are used to reinforce concepts. In sixth grade a sexual harassment prevention lesson is presented by the counselors. Internet bullying is also discussed with the students. Dr. Hoepfel reported that in the middle school the Olweus Bullying Prevention Program is used. Schoolwide, classroom level and individual level interventions are used. In the high school bullying issues are responded to by using Quay Hanna, Jason Hottenstein, counselors, direct administrative consequences and the ninth grade health class curriculum. Mr. Kreider asked for an example of Cyber bullying. Dr. Hoepfel cited examples. Mr. Herr asked how bullying today compares to five to ten years ago. Dr. Hoepfel feels it has stabilized. Mr. Rintz stated that he applauds the efforts being done for bullying prevention.

The December School Board Meeting Agenda was reviewed.

Item 5 A-D. Consent Agenda from the November 22 and December 6 Committee of the Whole:

- A. Acceptance of Auditor's Report – The committee is recommending acceptance of the 2003-04 audit report as presented.
- B. "First Reading" – Administering of Injections Policy – The committee is recommending approval of "First Reading" of the Administering of Injections Policy as cited on pages 7 - 8. (see pages 7 - 8)
- C. Organizational Chart/Job Description Administrative Assistant for Operations and Planning – The committee is recommending approval of the organizational chart and job description as cited on pages 9 - 14. (see pages 9 - 14)
- D. The Barn – The committee is recommending deconstruction of the barn be awarded to John High, The Barn Saver.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM A - D: It was moved by Frank Geist and seconded by Jeff Lyon to approve this item 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 6. A–K. Consent Agenda for Administrative Actions

- A. 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/>).
- B. "Final Reading" Sports Policy – The committee is recommending approval of "Final Reading" of the Sports Policy as cited on pages 15 - 16 (see pages 15 - 16)
- C. Tuition Student – The administrative staff is recommending the approval of the tuition student listed below. Enrollment is dependent upon payment of tuition in compliance with policy #202.

Matthew Reeve – grade 10, effective October 31, 2004
- D. Lancaster County Career & Technology Center Representative – The administrative staff is recommending approval to appoint Jeffrey

Kreider as representative to the Lancaster County Career & Technology Center and Carlton Rintz as alternate.

- E. Lancaster County Academy Representatives – The administrative staff is recommending approval to appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Joe DeLuca as alternate.
- F. Mileage Rate Approval – The administrative staff is recommending approval of a change in the standard mileage rate for business use of an automobile from 37.5 to 40.5 cents per mile effective January 1, 2005. This rate is established by the IRS.
- G. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited on page 17. (see page 17)
- H. Election of Solicitor – It is recommended that Mr. George T. Brubaker member of the law firm of HARTMAN UNDERHILL & BRUBAKER be appointed as solicitor for the school district for the calendar year 2005 at the rate of \$125 per hour.
- I. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations cited on page 18. (see page 18)
- J. System Analysis – The administrative staff is recommending approval of Moore Engineering Company for an analysis of the HVAC, Plumbing and Electrical systems at Marticville Middle School not to exceed \$2,950.
- K. Lancaster County Tax Collection Bureau Representative – The administrative staff is recommending election of Christopher L. Johnston and Justin W. Peart (alternate) as representatives to the Lancaster County Tax Collection Bureau.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A - K: It was moved by Carlton Rintz and seconded by Jeffrey Kreider 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 7. A – J. **Consent Agenda for Personnel**

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 19 - 20 for employment or change in status(*) according to the conditions listed. (see pages 19 - 20)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 21 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 21)
- C. Family Medical Leaves – The administrative staff is recommending granting Child Rearing and Designated Family Medical Leaves to the individuals listed on page 22 according to the terms listed. (see page 22)
- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
- William G. Leino – effective January 21, 2005
 Tammy Stambaugh – effective November 5, 2004
 Angie Strouse – effective November 18, 2004
- E. Mentor – The administrative staff is recommending approval of Michelle Henry as a mentor for Ellen Chenault, step 1, \$780.00 prorated, beginning December 13 for the 2004/2005 school year.
- F. Contracted Psychological Services – The administrative staff is recommending approval of contracted psychological services at a rate of \$50.00 per hour as follows:
- Jennifer Smyth – 50 hours
- G. Department Coordinator Pay – The administrative staff is recommending approval of corrections to the Department Coordinator salary schedule as shown on page 23. (see page 23)

- H. 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.
- I. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School instructors for the 2004-2005 school year at the rate of \$30.00 per hour.
- | | |
|-------------------|-------------|
| Jim Horner | Doug Kramer |
| Melissa Ostrowski | Tom Wainman |
- J. Support Staff Equity Salary Adjustments – The administrative staff is recommending approval of the support staff equity salary adjustments as cited on pages 24 - 25. (see pages 24-25)

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A - J: It was moved by Donna Wert 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.

Dr. Frerichs reported that he had his first experience with the Federal Relations Network and will be attending the Federal Relations Network Conference in Washington, DC in January.

Mrs. Wert reported that the Lancaster Academy's Winter Graduation will be on December 11 at Conestoga Valley Middle School. She thanked Mr. DeLuca for attend the meetings for her while she was taking classes.

The meeting adjourned at 9:13 p.m. on a motion by Donna Wert and seconded by Jeffrey Lyon and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary