

**Minutes**  
Committee of the Whole  
April 11, 2005

The Penn Manor School Board met as a Committee of the Whole at 7:06 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, Mr. Johnston and Mr. Skrocki. Also in attendance were Penn Manor residents, Millersville students, Mr. Reisinger, Mrs. Knapp, Mrs. Rhoades and Mrs. Howard.

Mr. Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the April 4, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mrs. Griffis introduced Mr. Charlie Reisinger, Director of Technology for Penn Manor. Mrs. Griffis reported that Penn Manor's Information Technology Department has received an Award of Achievement for 2005 from the Pennsylvania Association of School Business Officials for an unprecedented third year in a row. She said Penn Manor has been awarded a PASBO Award of Achievement each of the last five years. On March 9 Mr. Reisinger was recognized for the entry titled, "Supercharged Web Publishing: Building Low Cost, High-Impact Digital Classrooms and Virtual Communities." She stated that all 501 school districts in Pennsylvania may submit entries with only two or three projects each year earning recognition. Mrs. Rhoades showed a video of Mr. Reisinger explaining "Moodle" for the PASBO conference. Mr. Herr congratulated Mr. Reisinger and stated Penn Manor is honored to have him.

Mr. Stewart explained a proposed agreement with Harrisburg Area Community College (HACC). Courses are taught in the high school setting are designed and curriculum driven by HACC. He said two Lancaster County school districts currently have a relationship with HACC. Penn Manor and HACC are prepared to enter into such an agreement. He explained the members in the class can be dual enrolled as high school students and HACC students. They can achieve high school and HACC credits. The fee would be \$60. He explained the block course structure will remain the same; the high school teacher will grade the class based on assessments and curriculum recommended by HACC. The first class to be offered will be an accounting class. A foreign language level class is being explored for the future. The agreement would be in effect as long as both parties agree. Mr. Stewart felt it was a worthwhile experiment for our students to take advantage of and it is an excellent means to expose the students to HACC. Mr. Rintz questioned the length of the agreement and a concern about the termination of the agreement when students are enrolled. Mr. Stewart replied that any termination of the agreement would be at the end of a semester; however, he will verify that point with HACC. Mr. Stewart added that currently there are several students taking courses at F & M or Millersville. Mrs. Friedman stated this would be a way for students to get the

general education classes out of the way before starting college. Dr. Frerichs inquired if HACC would be approving the faculty teaching the courses. Mr. Stewart stated that the teacher must have a master's in the content area for approval to teach the HACC class. Additional questions were asked for clarification. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Dr. Frerichs and a unanimous voice vote.

Mr. Stewart stated he previously shared with the board the justification and plan for reassigning eight kindergarten students from Hambright Elementary to Central Manor Elementary. The proposal is for a fourth first grade class to be created at Central Manor. Eight students will be moved from Hambright. Mr. Stewart reviewed the criteria and justification for the reassignment of the students. If the board approves the reassignment, Mr. Eckenroth will phone the families, letters will be mailed to the families and they will be given the opportunity to contact Mr. Stewart with specific questions. Mr. Herr inquired if Mr. Stewart anticipated any unpleasantness. Mr. Stewart replied that it is a well thought out plan. He also stated, in the past after a move, all but one family was not pleased with a reassignment. He added that first grade is an opportune time for a reassignment. The first graders are coming from half-day kindergarten and there are a lot of new faces in every first grade class. Mr. Kreider stated that his family was on the receiving end of a reassignment and it was more upsetting to the parents than the student.

Mr. Johnston explained per Act 91 the district is required to calculate and set a new equalized millage rate based upon the new reassessed tax base. Act 91 amends the General County Assessment Law by instituting a two-step process to increase real estate tax revenues in the year following a countywide reassessment. Step one would require the district to set the tax rate to be revenue-neutral. Step two permits the district to vote to increase the real estate tax rate, subject to a 10 percent anti-windfall limitation. Mr. Johnston explained the calculation of the new rate. He reported the average property value rose from \$122,682 to \$142,323. He said tax on the average property would be \$1,890 due to the equalized millage. Dr. Frerichs inquired if the tax base included new homes. Mr. Johnston replied that it did not. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Johnston presented the preliminary budget for 2005-2006. He started by recapping information presented the previous week and information on the budget website. Comparing the preliminary budget to the current budget, he stated revenues are expected to be up 2.3% over the current year. Expenses are expected to increase at a rate of 6.1%. He stated the funding gap is currently at \$3,385,059. Mr. Johnston reviewed the local and state revenues. He said the building level budgets are up 2%. Due to increased debt service, cyber-charter school and transportation costs the administrative/functional budgets are up 2.9%. The rise in healthcare and benefit costs, retirement contribution rate and 5.85 proposed positions increases the personnel related budgets to 7.6%. He noted that a fundamental problem is the expenses are increasing at a greater pace than revenues. The tax base is showing slow growth and the state contributions grow at 2-2.5% while the inflation index is 3.76%. He said the gap will continue to grow as the fund balance is utilized to help offset tax increases. Mr. Johnston reviewed the causes for

the funding gap. He said at this time the administration is recommending a 6.6% tax increase, which is a .88 millage increase. He is planning to use 1.6 million from the fund balance. He stated the preliminary figure changed from the previous week and is expected to change again before the final budget is passed in May or June. He explained that the final budget is scheduled to be voted on at the May 23 meeting but if necessary can be moved to June. Mr. Johnston reviewed some cautionary notes and key areas on the budget website. Mr. Stewart commended and thanked Mr. Johnston for his work on the budget.

Mr. Stewart presented the IU 13 operational budget for placement on the voting agenda. He stated the operational budget is 3% of the IU budget for 2005-06. He also said the increase is larger than what he would like but asked the board for support in approving the IU budget. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart explained there is an increase in high school students finding opportunities to take college courses while enrolled in Penn Manor High School. After speaking with Dr. Mindish, they are recommending that students be given high school credit for the courses taken outside of the high school curriculum. In the past the students were not given high school credit. Mr. Stewart reviewed a memo from Dr. Mindish outlining the proposed plan. The plan would allow the students to earn college credits and high school credits toward their high school graduation requirements. Dr. Frerichs asked for clarification about the grade earned and grade point average. Mr. Stewart explained the grade point average, weighted grade point average and rank-in-class. Mrs. Griffis said that a determination will be made whether the student will be taking a college course that outstrips what Penn Manor has to offer. Examples were given for clarification. It was noted that the required number of high school credits for graduation would remain the same. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mr. Skrocki updated the board on Act 72. He reported two town meetings were held, one at Manor and the other at Marticville Middle School. The residents who attended completed a survey. The majority of the residents indicated that the board should not opt into Act 72. Mr. Skrocki's presentation focused on Governor Rendell's recent webcast. The Governor said if the overwhelming number of school boards does not opt into Act 72 the legislature will come in with a back end referendum regardless of having the slot money. Mr. Skrocki stated his interpretation of "the formula is the formula." If not all of the school districts opt into Act 72 the districts who opt in will not share in the entire amount of the money. The Governor stated that the formula was established once and it will not be reestablished in future years. The districts opting in will get a set amount of money regardless of the number of school districts participating. The Governor also said if Act 71 is ruled unconstitutional, Act 72 will go away. Mr. Skrocki explained the ten exceptions that any school district will be able to take advantage of if they should opt into Act 72. They include: debt exception; special education costs exceeding 10%; NCLB school improvement plan; health care benefits for contracts in effect prior to June 30,

2005; PSERS increase in excess of 7.5%; maintaining local revenue per ADM; maintaining selected revenue sources; responding to an emergency or disaster declared by the Governor; implementing a state or federal court order and conditions posing threat of serious harm. Mr. Skrocki stated that the district could possibly take advantage of approximately four of the exceptions. The cumulative total of the four would be less than one million dollars or less than 3% of the entire budget. He provided three handouts for the board to review. They included a local law firm's response to Governor Rendell's statements, a Pennsylvania Department of Education review of seven exceptions, and 2003 analysis of slot machines in Pennsylvania. Mr. Skrocki stated that May 23 is the scheduled date for the board's decision on Act 72. The board would need to formally opt into Act 72 but the board would not need to take any formal action to opt out of Act 72. May 30, 2005 is the deadline for all school districts for opting into Act 72. To Mr. Skrocki's knowledge only 4 or 5 school districts that have officially taken action to opt into Act 72. Updated information will be provided to the board next month.

Mr. Stewart reported that Mr. Forgrave, the new football coach, has been active with the coaching staff. Initial recruitment indicates there may be enough seventh and eighth graders to warrant a junior high team. He said there is a tentative plan to create a football field at Marticville Middle School. The possibility of acquiring the old goal posts from Millersville University is being explored. He also said an excavator has volunteered his services. He commented that if a second athletic program in the southern end of the district could be formed it would be an advantage to the program. Mr. Stewart will keep the board informed of the plans as they develop.

The Committee of the Whole adjourned at 8:04 p.m. on a motion by Mr. Lyon, a second by Mrs. Wert, and a unanimous voice vote.

April 11, 2005

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, Mrs. Ellen Griffis, Mr. Christopher Johnston and Mr. Steve Skrocki. Also in attendance were Penn Manor residents, Millersville students, Mrs. Linda Deal, 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, May 9, 2005, 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. Mrs. Dottie Saunders, 523 Yorktown Rd., Lancaster stated that she was delighted Mrs. Deal has been chosen as PAGE's Educator of the Year. She thanked the board for supporting gifted education in the district.

Mr. Stewart recognized Mrs. Linda Deal as the Pennsylvania Association for Gifted Education (PAGE) Educator of the Year for 2005. Mr. Stewart explained the format for the application process. He said Mrs. Deal is a charter member of the Lancaster area gifted advocacy group (LAGOON) and has worked at Millersville University as Director of IMPACT, the summer practicum for graduate students in a masters program for gifted education. She has been an adjunct professor at Millersville and instructed numerous workshops for continuing education. In the past Mrs. Deal was a presenter at the PAGE conference and on their conference planning committee. This past summer Mrs. Deal was a presenter at the national conference for the Social and Emotional Needs of the Gifted in Virginia. She has published articles and a book, The Boredom Solution. Mr. Stewart read a paragraph from his nomination letter. He remarked that Mrs. Deal's first and most important accomplishment is touching the lives of young children.

Mrs. Deal thanked the board for their support. She said the only way teachers shine is when the administrators give them the flexibility to be skilled in their class. She intends to use the award to continue to strengthen the gifted education program at Penn Manor. Mrs. Deal distributed a list of suggested ways for opportunities to improve the gifted program at Penn Manor. Mr. Herr thanked Mrs. Deal for all she has done for the program.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the March 7, 2005, School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Mr. Geist to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Student representative, Amanda Hake reported that spring sports are in progress. The volleyball team defeated Hempfield on Thursday, April 7. Career Shadowing Day for juniors will be April 19 and the high school parent coffee will be on April 25. Students will be taking the Advanced Placement exams the first two weeks of May. The Festival of Learning will be held on May 5 which will also incorporate a sports night to show middle school students the opportunities available.

Mr. Stewart welcomed the Millersville University students and explained the format of the Executive Session, Committee of the Whole and the Board meetings. He reported that Terry Taglieri, a Career and Technology senior, will receive a scholarship worth approximately \$25,000 from the Automotive Training Center in Exton to pursue a career as an automotive mechanic. In the regional computer fair Bryan Kirkwood won first place, Alexa Rosas is the second place winner and Adam Martin received honorable mention. Bryan will now have the opportunity to compete at the state level. Mr. Stewart distributed a list of successful students in the scholastic writing contest. He reported in the scholastic art contest four students received awards of distinction, there were seven gold key winners, seventeen silver key winners and forty-one honorable mentions. The Band Boosters will be hosting a band competition at the Barnstormers stadium in October. Mr. Stewart distributed information on the annual elementary science fair. He said that the science fair is a unique opportunity for the students. He noted that for a school district to produce the elementary science fair for 22 years is commendable for the teachers who generate that much interest for it. He reported that Henry Stewart is the winner of the Lancaster County New Era spelling bee and Henry will continue on the national level to Washington, D.C.

Mrs. Griffis expressed some of the frustration that is experienced with the PSSA test. She received, the day the PSSA test started, an urgent update. The message said to make sure the rulers are given to fifth grade students only; the students should not measure from the end of the ruler and make sure the students know the rulers are all different. Mrs. Griffis had to contact each of the elementary building principals with the message and the principals had to interrupt the test to deliver the message to the teacher and students. Mr. Stewart reported that one family removed their child from the PSSA test for religious reasons. That child will count against Penn Manor for the 95% participation rate. Mr. Herr asked for some clarification about the religious exception. Mr. Stewart explained in the past there were personal questions in nature on the EQA test.

Mr. Johnston reported that the Treasurer's Report for the month of March has been posted. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$448,691.97 dated 3/1/05, \$334,530.80 dated 3/2/05, \$73,152.11 dated 3/4/05, \$140,967.83 dated 3/8/05, \$105,179.02 dated 3/14/05, \$303,516.64 dated 3/16/05, \$115,567.58 dated 3/16/05, \$73,280.70 dated 3/17/05, \$314,496.69 dated 3/21/05, \$186,808.63 dated 3/24/05, \$628,270.96 dated 3/30/05, \$111,441.28 dated 3/31/2005 for



- I. Adoption of the 2005/2006 Preliminary Budget – The committee is recommending approval of the following items regarding the tentative adoption of the 2005/2006 Penn Manor School District budget:
1. Adoption of a tentative budget for 2005/2006 listing expenditures in the amount of \$54,367,209.
  2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of May 23, 2005 for consideration of the final adoption of the budget. (see page 27)
  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 28)
  5. Adoption of a resolution setting the discount, base, and penalty rates for taxes for the period of time applicable for each of the above rates. (see page 29)
- J. Lancaster-Lebanon IU 13 Budget – The committee is recommending approval of the Lancaster-Lebanon IU 13 budget for the 2005/2006 school year.
- K. High School/College Credits – The committee is recommending approval of changes to the high school guidelines allowing Penn Manor academic credit for college course work as approved by the high school principal.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A - K:** It was moved by Richard Frerichs 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. A–F.**

**Consent Agenda for Administrative Actions**

- A. ACT 93 – The ACT 93 committee of the board is recommending the approval of the ACT 93 agreement for 2005-2007 (see pages 30 - 37)
- B. School Resource Officer – The administrative staff is recommending the approval of a School Resource Officer agreement with the Millersville Police Force. Cost for this program shall not exceed \$56,000 in the 2005-2006 school year. (see page 38)

- C. Tuition Free Seniors – The administrative staff is recommending that the following seniors be permitted to complete their senior year as tuition free students.  
 Jessica Althouse – effective January 22, 2005  
 Michael Neff – effective March 1, 2005  
 Heidi Witmer – effective March 21, 2005  
 Christina Yuninger – effective March 28, 2005
- D. EDULOG Supplemental Contract – The administrative staff is recommending approval of a supplemental contract with Educational Logistics, Inc. to update our current transportation software with digital mapping and to create an interface with our student information system in an amount not to exceed \$2,000. (see pages 39-41)
- E. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as listed.

<u>BILL NO.</u>	<u>NAME</u>	<u>REASON</u>	<u>ASSESSMENT</u> <u>CHAN</u> <u>GE</u>	<u>TAX</u> <u>DOLLARS</u> <u>LOST</u>
<b>CONESTOGA TOWNSHIP</b>				
03-120153	RICE WILLIAM	MOBILE HOME REMOVED	\$ 7,800.00	\$ 114.43
121208	RICE WILLIAM	MOBILE HOME REMOVED	\$ 7,800.00	\$ 120.12

- F. 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/>).

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - F:** 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.

**Item 4. A – H. Consent Agenda for Personnel**

- A. Employment or Change in Status(\*) – The administrative staff is recommending the board accept the individuals listed for employment or change in status(\*) according to the conditions listed. (see pages 42 - 43)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 44 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 44)
- 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 according to the terms listed. (see page 45)

- D. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited. (see page 46)
- E. Retirements – The administrative staff is recommending the board approve the retirement of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement. (see page 47)
- F. Twilight School Instructor – The administrative staff is recommending approval of the following individual to the position of Twilight School instructor for the 2004-2005 school year at the rate of \$30.00 per hour.  
Sallie Bookman
- G. 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.  
Tim Joyce
- H. Weight Training Program for Emotional Support Students – The administrative is recommending the board approve the following individual as the coordinator for the weight training program for emotional students for the 2004-05 school year not to exceed \$320.00.  
Russ McDonnell

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - H:** 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.

The meeting adjourned at 8:45 p.m. on a motion by Mr. Geist and seconded by Mrs. Wert and a unanimous voice vote.

---

C. Willis Herr, President

---

Paula E. Howard, Secretary