

Minutes
Committee of the Whole
May 9, 2005

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 Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. DeLuca was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. Also in attendance were Penn Manor residents, Mrs. Campagna 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 May 2, 2005, 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. Stewart introduced Mrs. Beth Campagna, Director of Special Services. Mrs. Campagna presented the Special Education State Plan for 2005-2008. She explained that every three years a special education plan must be submitted to the state. Highlights of the plan included commitment to least restrictive environment; strategic outline and implementation of curriculum; communication between general education and special education; collaboration with the IU 13 and other local agencies and parent communication. She said several key components had to be reported. They included enrollment related to exceptionality; any significant discrepancies between the district and state percentages; interagency collaboration; Access reporting; the number of special education classes in the district and support staff and services. Starting next year there will be 28 district special education and 5 IU classes in Penn Manor. She explained a professional development plan did not have to be included in previous plans; however, for the new plan specific professional development areas had to be outlined. Mr. Stewart asked if information is received from the state showing trends. Mrs. Campagna stated that a one page data report is sent to districts. Approval for placement of the State Education Plan on the May School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mrs. Campagna presented a plan from Austill's Rehabilitation Services Inc. for occupational therapy (OT) and physical therapy (PT) for students. Currently all of the OT and PT services are provided by the IU 13. She explained OT and PT services in the school are not based on a medical model. The school based OT and PT can include evaluation, treatment and consultation with members of the student's educational team, if issues are affecting the performance of a student in the educational setting. She reported that currently there are 28 students receiving OT and 11 students receiving PT. The current estimated cost from the IU OT and PT services for 2004-2005 is \$50,396. Mrs. Campagna said if the district would choose to use the services of Austill's the contract would be a maximum of \$36,164.80. Because it would not be cost effective to send therapists from Austill's to other districts where our students are serviced, IU services

would be employed for these children at an additional estimated amount of \$16,000. She reviewed the agreement terms of the Austill's proposal. There are no administrative charges, the contract can be cancelled with 30 days notice and the district will have the opportunity to approve or disapprove hired therapists. The current rate will be for two years with no more than a 50 cent increase in the third year. She reviewed the reasons to support the contract. Austill's will provide very detailed documentation of service time provided and student progress. All of the decision making will be controlled within the district and administrative support will be provided. She also said Access reimbursement would be directly to the district. Mr. Geist inquired if any other school districts have used Austill's services. Mrs. Campagna provided the names of the districts using their services or considering their services. Mrs. Wert asked if there was any reason why the board shouldn't approve the services of Austill's. Mrs. Campagna responded that the yearly cost might possibly be more; however, the money received from Access would more than make up for the difference. Mr. Johnston reviewed the costs of OT and PT from the IU for 2003-2004 as a comparison. Some additional questions were asked for clarification. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. Geist, a second by Mr. Lyon and a unanimous voice vote.

Mr. Johnston asked approval for the support staff evaluation grid for 2005-06. He stated the grid mirrors the one used for this current year with the exception of a 3.7 in the center square for the mid range. Currently there are 217 permanent support staff positions. He explained the grid and stated the support staff average is 13.925 compared to 13.462 from last year. He reviewed the number of employees in each category of the rating. Mr. Rintz questioned the employees outside the existing range receiving a 1.5% increase. Mr. Johnston explained this was being done so the range would never catch up with the employee. There was much discussion about employees outside of the existing range receiving a needs improvement or exceeds expectations rating and both would receive a 1.5% increase. Mr. Johnston was directed to differentiate the percentage of increase in the performance levels for those outside of the range. The support staff evaluation grid will be revised and presented at the May 23rd meeting.

Mrs. Wert reviewed the 2005-2006 Lancaster County Academy budget. She stated that a salary increase of 3.25% is budgeted for all staff. Replacing the carpet in the main classroom is a capital expense for next year. The consortium fee for next year will increase \$629. The overall budget increase is 2.63%. Mrs. Wert noted the Academy is at capacity and this year they had the largest graduating class. She also said the contract at Park City runs out in July for the year 2007. Depending on the cost of a new contract the Academy may be looking for a new location and possibly expanding to add more slots. She extended an invitation to all board members to attend the graduation on June 4 at Conestoga Valley Middle School. She said four or five Penn Manor students will be graduating this year. Mrs. Wert recommended that the board approve the Lancaster County Academy budget. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Dr. Frerichs and a unanimous voice vote.

Mr. Stewart explained the benefits with a membership to PSBA. The annual membership provides access to training and workshops for personnel, access to the School Leader News Bulletin to advertise state-wide for open professional positions in the district. It also gives the district a voice in Harrisburg and advocacy with legislators. Approval for placement of the PSBA membership on the May School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart reminded the board the decision for Act 72 is scheduled for the May 23 meeting. He provided the board with sample copies of opt out and opt in referendums. Mr. Kreider recommended removing a phrase pertaining to personal income tax from the opt out referendum. The board will amend the resolution with the change. After much discussion regarding how to put Act 72 on the agenda, the board directed Mr. Stewart to list the agenda item as "Decision on Act 72." A board member will make a motion and the board will vote on the motion. A resolution will be signed with the board decision.

Mr. Skrocki stated a few months ago the board authorized the administration to conduct a request for proposal for auditing services for the school district beginning with the 2004-2005 fiscal year. The process has been concluded and Mr. Skrocki is recommending the board appoint Brown Schultz Sheridan & Fritz as the district auditor for a three year period. He said they had the lowest proposal of the three responses. Brown Schultz Sheridan & Fritz is a local company, they have excellent references and have worked with 3 local school districts for a number of years. He compared the costs of the current auditor to the proposal and stated Brown Schultz Sheridan & Fritz is approximately 37% lower. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Dr. Frerichs and a unanimous voice vote.

Mrs. Griffis updated the board on staffing for the 2005-06 school year. Interviews are scheduled for current openings due to retirements and resignations and for one proposed math/math gifted position. Mr. Stewart stated in the middle of the year Mr. Forgrave was hired as the football coach and physical education teacher. He said this created an extra physical education teacher. Due to the retirement of an elementary physical education teacher, a half-time teacher was offered a full time position to fill the vacancy. The extra full time physical education position changes to an extra half time position. Mr. Stewart said Mr. Forgrave will be teaching at the high school and middle school. Mrs. Griffis reviewed the list of other interviews that will be scheduled for a part-time ESL position, several family medical leaves, possible sabbaticals and a proposed English position. She presented the schedule of interviews and stated that the next few weeks will be very busy. Mr. Herr asked if there was a problem getting applicants for the gifted position. Mrs. Griffis replied that is not a problem. She said there is no gifted certification so they will be looking for a skilled teacher with a math concentration.

Dr. Frerichs reported that he; Mr. Lyon and Mr. Rintz have worked very hard on the evaluation form for the superintendent. He distributed copies of the proposed evaluation form. Dr. Frerichs felt the committee captured the key elements that should be involved in a superintendent's responsibilities. He asked that the evaluation be reviewed by board members and administration. Any suggested changes should be directed to any member

of the committee. He said this evaluation will not only be used for Mr. Stewart but for future superintendents. He reviewed the directions for the evaluation and the evaluation groups. An executive session is requested for May 23 to review the evaluation. Dr. Frerichs and Mr. Rintz complimented Mr. Stewart for his input on the evaluation tool. The evaluation form will be on the computer to allow for computation of the results.

Mr. Herr recognized the accomplishment of the volleyball team. He felt they have an excellent chance to win a state championship. He reported the team beat Hempfield which is the first time in seven years.

Steve Mohimani reported that Entertainment PM was held at the high school this past weekend. Spring Fling will be Friday, May 20 and the Prom will be Friday, May 13. Amanda Hake reported the Senior Sports Award Social will be on Monday, May 16 and Commencement Awards on May 19. She stated that the Festival of Learning went really well. Mr. Herr asked when the public is allowed to visit the decorations for the post prom.

On behalf of the Board, Mr. Stewart presented Amanda Hake with a gift. He thanked her for being the student council representative to the board. Mr. Stewart read a list of Amanda's credits. She is a Peer Mediator, a Student Trainer and a member of the Youth Peace Council, Student Council and National Honor Society. Her current Q. P. A. is a 3.7 and in high school she took 11 different honors classes. Amanda will be attending Penn State to become an athletic trainer and eventually she would like to work for her doctorate in physical therapy. Mr. Stewart wished Amanda well and stated that he is proud she is a Penn Manor kid. Mr. Herr thanked Amanda for the time she gave to the Board.

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

May 9, 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 8:20 p.m.

The following members were present: Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. DeLuca was absent. 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, a student 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 23, 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. There were none at this time.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the April 11, 2005, School Board Meeting. There were none. It was moved by Mr. Lyon and seconded by Mr. Kreider to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart reported that the new art work in the board room was done by middle school students. He thanked Jeff Himes for providing the artwork. He said the district applied for and received an additional \$5,000 extension to the alternative education grant. Currently in Twilight School the district is educating 27 students and the cost is under \$1,000 per student in the program. He also reported Zach Burke, grade 4 at Central Manor, was selected to sing the National Anthem at a Barnstormer game. All four Penn Manor Rocket Teams made it to the nation's top 100 teams and will be traveling to Virginia to the National Rocket contest. Mr. Stewart explained the criteria for this year's contest. The Penn Manor JETS team scored first in the region in competition at Warwick and tenth in the nation which qualifies the team for national competition. He reported that today Congressman Joe Pitts visited the high school guidance department and the honors Economic Government class. Tom Tillett, Congressman Pitts' Chief of Staff, and a Penn Manor graduate accompanied him. Mr. Stewart said the students in Mr. Boxleitner's class had many good questions. Mr. Tillett told the students that it wasn't many years ago that he was a student in that classroom at Penn Manor. He also told the students they must be an articulate communicator to be successful. Mr. Stewart thanked Dr. Frerichs for helping to host Congressman Pitts.

Mr. Johnston reported that the Treasurer's Report for the month of April has been posted. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$131,585.54 dated 4/1/05, \$350,092.15 dated 4/6/05, \$74,177.00 dated 4/7/05, \$427,880.30 dated 4/13/05, \$110,927.17 dated 4/14/05, \$69,785.49 dated 4/19/05, \$114,041.69 dated 4/21/05, \$41,638.37 dated 4/26/05, \$475,429.65 dated 4/27/05,

\$191,342.11 dated 4/28/05, \$15,407.63 dated 4/29/05, for a total of \$2,022,307.10 from the General Fund; \$107,314.03 dated 4/5/05, \$109,543.60 dated 4/14/05, \$129,417.61 dated 4/29/05 for a total of \$346,275.24 from the Cafeteria Fund; \$16,104.32 dated 4/19/05, \$2,515.00 dated 4/20/05, \$190.00 dated 4/28/2005 for a total of \$18,809.32 from the Capital Reserve Fund; and payroll in the amounts of \$647,901.85 dated 4/13/04, \$669,225.99 dated 4/27/05 for a total of \$1,317,127.84. The following roll call vote was taken on this motion. Joe DeLuca, absent; Richard L. Frerichs, yes, abstained from check #83838; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, abstained from check #83418; Carlton Rintz, yes; and Donna J. Wert, yes.

The May School Board Meeting Agenda was reviewed.

Item 2. A-H. **Consent Agenda for the April 4, May 2 and 9, 2005**
Committee of the Whole Meetings

- A. Textbook Adoption – The committee is recommending approval of the textbooks to be purchased as cited. (see page 7)
- B. Support Staff Evaluation Grid – The committee is recommending approval of the support staff evaluation grid. (see page 8)
- C. Lancaster County Academy Budget – The committee is recommending approval of the Lancaster County Academy budget for the 2005-06 program year. (see pages 9 - 11)
- D. PSBA Membership – The committee is recommending approval for membership in the Pennsylvania School Boards Association, Inc. and payment of membership dues in the amount of \$11,240.84.
- E. Employment of Quay Hanna – The committee is recommending approval of the agreement with Quay Hanna for 600 hours of consulting services at the rate of \$35.00 per hour for the 2005-06 school year.
- F. State Special Education Plan – The committee is recommending approval of the State Special Education Plan. (see page 12)
- G. Austill’s Rehabilitation Services, Inc. Contract – The committee is recommending approval of the contract with Austill’s Rehabilitation Services, Inc. (see pages 13 - 15)
- H. Approval of Auditing Services – The administrative staff is recommending approval of Brown Schultz Sheridan & Fritz for district auditing services for the years and prices as stated below:

2004-2005 audit	\$23,000
2005-2006 audit	\$24,000
2006-2007 audit	\$25,300

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A, C – H. Item 2B was tabled: It was moved by Donna Wert and seconded by Jeffrey Kreider to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, absent; 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–S. Consent Agenda for Administrative Actions

- A. “Final Reading” Revised Nonresident Student Policy – The committee is recommending approval of “Final Reading” of the Nonresident Student Policy as cited. (see pages 16-19)
- B. “Final Reading” Procurement Card Policy – The committee is recommending approval of “Final Reading” of the Procurement Card Policy as cited. (see pages 20 - 21)
- C. Approval of Graduates – Dr. Janice Mindish, High School Principal, is recommending that the board approve the members of the Class of 2005 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- D. Appointment of Board Treasurer – The Superintendent is recommending that the board appoint Christopher J. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2005 through June 30, 2006 and set the bond for this position at \$25,000 and to further authorize that the school district purchase this bond.
- E. Appointment of Tax Collector – The Superintendent is recommending that the board appoint Christopher J. Johnston, Administrative Assistant for Business, as Tax Collector for the Penn Manor School District effective July 1, 2005 and set the bond for this position at \$250,000 and to further authorize that the school district purchase this bond.
- F. Appointment of Board Secretary – The Superintendent is recommending that the board appoint Paula E. Howard to the position of Board Secretary at the rate of \$2,750 for a one year term effective July 1, 2005 through June 30, 2006.
- 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. Approval to Bid – The administrative staff is recommending granting authorization to advertise for the bid for the following items for the 2005/2006 school year:
 - Ice Cream
 - Milk
 - Fruit Drinks / Iced Tea

- I. Tuition Free Senior – The administrative staff is recommending that the following seniors be permitted to complete their senior year as tuition free students.
Kasey Patterson – effective February 7, 2005
- J. Acceptance of Gift – The administrative staff is recommending the board accept a donation from Nanci Jo Anderson of 22 security cameras, monitors and recording equipment for use at the high school (\$20,000 value).
- K. Awarding of AS400 iSeries Bid – The administrative staff is recommending approval of the award of the AS400 iSeries bid to Sirius Computer Solutions in the amount of \$19,816.00 for hardware and support and to Tenex Systems Inc. in the amount of \$3,500.00 for installation as per the attached bid tabulation. (see page 22)
- L. Award of Trash Removal Bid – The administrative staff is recommending approval of the awarding of the bid for trash removal to the vendor cited on page 23.
- M. Bid Awards – The administrative staff is recommending approval for the awarding of the following bids as cited on pages 24 - 26.
IU Trainer/Medical/Athletic Bid
IU Technology Education Supplies Bid
IU Instructional Classroom/Office Supplies Bid
IU Instructional Art Supplies Bid
IU Custodial Supplies Bid
IU Supplemental Disposables Bid
PMSD Athletic Supplies Bid
- N. Awarding of High School Auditorium Seating Replacement Bid – The administrative staff is recommending awarding of the high school auditorium seating replacement bid to The Essay Company in the amount of \$169,710.00. Payment to be made from the Capital Reserve Fund.
- O. Awarding of High School Auditorium Poured Quartz Floor Bid – The administrative staff is recommending awarding of the high school poured quartz floor bid to Durex Coverings, Inc. in the amount of \$34,141.00. Payment to be made from the Capital Reserve Fund.
- P. Awarding of High School Art Room Hood Exhaust System Bid – The administrative staff is recommending awarding of the high school art room hood exhaust system to Frey Lutz, Corp. in the amount of \$12,905. Payment to be made from the Capital Reserve Fund.
- Q. Administrative Salaries – The Superintendent is recommending approval of administrative salaries for the 2005-2006 school year (available upon request.)

- R. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Jeffrey E. Lyon are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective July 1, 2005.

PMSD General Account	President
PMSD Payroll Account	Vice President
Cafeteria Account	Jeffrey E. Lyon
Capital Reserve Accounts	
1996 Construction Fund	
PMSD Section 125 Account	
2005 Construction Fund	

- S. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited. (see page 27)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - S: It was moved by Johnna Friedman and seconded by Jeffrey Kreider to approve these items. The following call vote was taken on this motion. Joseph DeLuca, absent; 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 28 - 29)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed 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)
- C. Family Medical and Designated Family Medical Leaves – The administrative staff is recommending granting Family Medical and Designated Family Medical Leaves to the individuals listed according to the terms listed. (see page 31)
- D. Professional Leaves – The administrative staff is recommending approval of the professional leaves cited for the 2005/2006 school year. (see page 32)
- E. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited. (see page 33)

- F. Retirements – The administrative staff is recommending the board approve the retirements of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.
 Doris Jenkins – effective 6/10/05
 Kenneth Herrlinger – effective 6/8/05
 Maria Poore – effective the end of the 2004-05 school year
- G. Athletic Co-curricular Position – The administrative staff is recommending the approval of the individuals listed below as athletic workers for the 2004-2005 school year.
 Kerri Handel
 Barb Hearn
 Marjory Maisel
 Janet Ochs
- H. Tutors/Substitute Tutors – The administrative staff is recommending the following professional employees be approved as middle school tutors at a rate of \$30.00 per hour. Total program hours do not exceed four hours per week.
 Connie Jackson
 Karen Miller

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - H: It was moved by Jeffrey Lyon and seconded by Frank Geist to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, absent; 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