

**Minutes**  
Committee of the Whole  
May 23, 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 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 Mrs. Rhoades, Mrs. Knapp 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 9, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Mrs. Griffis updated the board on No Child Left Behind (NCLB) with four points. First, she said the meeting scheduled for May 17 in Harrisburg was cancelled because the U. S. Department of Education has not communicated with PDE on the proposed changes for the current testing year. Second, she explained a federal level proposal scheduled for the 2006 testing year. Two percent of the tested population in addition to the current 1% of the tested population whose scores on an alternate assessment, the Pennsylvania Alternate System of Assessment (PASA), may be counted towards proficiency. The new 2% rule is intended to address those special education "gap" students who are performing below grade level, but are not considered to have significant cognitive disabilities that would allow them to take current state alternate assessments such as the PASA. Third, she explained there is a proposal to change the cut scores. The cut scores categorize students below basic, basic, proficient and advanced. Fourth, Mrs. Griffis reported the deadline has been extended past July 1 for the Bridge application. Special education, ESL, middle school and alternative education teachers who are elementary certified must either pass the Praxis or get on the Bridge in order to be highly qualified. Currently the Bridge only applied to Penn Manor's secondary special education teachers and all but 2 of those teachers are on the Bridge and have three years to get off. At this time there are no provisions for new graduates in special education except to be emergency certified.

Mr. Stewart reviewed the number of districts who have made a decision to opt in or out of Act 72. Mr. Johnston presented a geographic chart of Pennsylvania with color coding of the district decisions. Three resolutions were previously sent to all board members, one for opting in and opting out. Mr. Stewart stated that all three of the resolutions have been reviewed by the district solicitor. They were reviewed by the board and recommendations for changes to the opt out resolution were made. Mr. Stewart asked for direction from the board regarding who should receive the approved resolution. It was agreed that PDE, PSBA, local political representatives and other IU superintendents would be notified. An amended Act 72 Opt Out Resolution was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mr. Johnston presented the revised support staff evaluation grid. He explained the grid remains as it was presented at the last meeting except a column has been added for those employees who are currently outside of the upper limit of the range. As per the board's suggestion, he is recommending that employees in that column who have been rated as "exceeds expectations" receive a 1.5% raise and those rated as "meets expectations" receive a 1% raise. Dr. Frerichs asked for clarification on the 3.7 mid range. Mr. Johnston explained it equals the proposed teacher increase for 2005-2006. Dr. Frerichs also asked what control is in place to make sure that not everyone is rated "exceeds expectations." Mr. Johnston explained the control system. Approval for placement of this item on the May 23 School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mr. Griffis reported on Act 48. She explained it is the PDE requirement for all professional staff to complete 180 hours of additional development. She reviewed the method how teachers sign up for the 9 required in-service classes at Penn Manor and the approval process. She showed the listing of required days and the large selection of electives for staff to choose. Mrs. Griffis pointed out in-service highlights including the Diller Literacy workshop, health related classes, gifted offerings, technology classes and literacy initiatives. She commented that the elective classes are taught almost exclusively by Penn Manor teachers. Penn Manor offers 124 in-service classes for the staff. Mr. Lyon commented that other districts have required in-service days without an option for choosing an elective.

Mr. Johnston presented the final 2005-2006 budget. He said the preliminary budget has been available on the Penn Manor website since it was adopted on April 11. The final budget is a result of much work by both Justin Peart, the assistant business manager and Judy Duke, the internal accountant and tax person. Mr. Johnston compared the revenues, expenses and funding gap of the 2004-05 budget to the 2005-06 budget. He said expenses are increasing at a greater pace than revenues. He is proposing using almost 1.5 million in the fund balance and asking the board to consider a 5.9% increase in millage to fund the remaining shortfall. He stated an increase of .78 mills would mean an additional \$112 in taxes on the average property in Penn Manor. Slow growth in the real estate tax base, state funding levels below the inflationary index and certain expenses increasing at a pace well above the average inflation rate contribute to the funding gap problem. Mr. Johnston said the administration is recommending placement on the voting meeting agenda the final budget for 2005-2006 listing expenditures totaling \$54,014,658. This budget will use \$1,497,006 in fund balance and a 5.9% increase in millage adding .78 mills to the existing rate of 13.29 for a millage rate of 14.07 for 2005-2006. Some questions were asked for clarification. Approval for placement of this item on the May 23 School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Johnston explained the designation of the fund balance. The state passed legislation, Act 48 of 2003, which called for all districts that have budgeted expenditures in excess of \$19,000,000 to carry an unreserved, undesignated fund balance of not more than 8% of those expenditures. The restraints of that act become effective with the 2005-2006 fiscal year and districts must certify compliance as part of the budgeting process. Mr. Johnston

distributed fund balance information for the board to refer to during his presentation. He reviewed the budgeted expenses for 2005-06, the projected fund balance, the ceiling amount for the fund balance and the designation of the fund balance. He concluded by asking the board to revise the designation of the funds. The designation will be \$500,000 for the prepaid SWAP investment and \$4,003,824 for increasing health care costs for a total of \$4,503,824. Some questions were asked for clarification. Approval for placement of this item on the May 23 School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mrs. Friedman and a unanimous voice vote.

Mr. Skrocki reported on the health care reinsurance rates. He explained the current structure. He said Penn Manor is self insured for medical claims. Additionally, reinsurance is purchased with the consortium for large health care claims. Each individual school district limits liability. Penn Manor limits liability for individual and group claims. Mr. Skrocki explained the reinsurance pool. He explained reinsurance is about 7.5% of the total health care bill, the remaining 72% for actual claims, 14.6% for prescription expenses and 5.5% for administrative fees. He explained the self-insured pool; the annual results for the past two years and what is expected for this year. He stated that the self-insured concept of reinsurance pool is working. Mr. Skrocki reported there will be no premium increase in the insurance for the coming year. There will actually be a 13% reduction in the insured portion due to the soft insurance market this past year and the overall group had good claims experience. He stated the committee decided to take the 13% savings and roll it back into the self-insured pool. This will increase the likelihood of a refund at the end of the year and save \$232,571 in the premium. It will also keep school districts level funded for budgeting purposes. He said new budget figures for 2005-2006 from the health care consultant will be available the middle of June.

Mr. Johnston reviewed a memo from Mr. Wolfgang regarding the school lunch prices. The administration is recommending a \$.05 increase in the Type A lunch price. This increase will produce approximately \$18,300 in increased revenue based upon 367,000 paid meals yearly. Mr. Wolfgang is also proposing ala carte pricing changes at the secondary level for iced tea from \$.60 to \$.75 and French fries from \$1.00 to \$1.25. The proposed increases are estimated to bring in an additional \$70,000 per year. After some discussion, approval for placement of this item on the May 23 School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mr. Herr commented that the athletic teams are doing very well. He went to a soccer game at Hempfield and Penn Manor won 4-0. He said the volleyball and soccer teams play on Tuesday.

Mr. Stewart reported to the board about a panel discussion on the Vietnam War arranged by Dan Wagner for juniors and seniors. Four people were on the panel representing different viewpoints about the Vietnam War. Mr. Dale Parmer related his experiences as a soldier; Mr. Don Krow was an anti-war protester during the conflict; Mrs. Helen Book has worked with Vietnam veterans for post traumatic stress disorder; and Mr. Phuc Nguyen, a Penn Manor math teacher, escaped Vietnam at the age of 16. Mr. Stewart felt

it was a wonderful learning experience for the students to see actual players in history that lived through the war and had varying opinions about it. Mrs. Griffis commented that the student were very respectful of the different points of views. When the questions were asked of the panel the students dignified the viewpoints. She was amazed at how thoughtfully the questions were asked.

Mr. Stewart continued his report with an update on sports. Devin Fry qualified for quarterfinals in the LL League Tennis championships. He reported that Girls Soccer is second in Section 1 LL League for the fifth year in a row and is continuing in the district playoffs. The Boys Baseball team is second in Section 1 and qualified for districts. Four athletes, Jared Yecker, Evan Slagle, Shawn Yohe, Sheldon Witmer, were voted to Section 1 first team all-star. Girls Lacrosse won Section 1 and the LL League championships. Boys Volleyball was undefeated in league play this year. The team won two tournaments and the Section 1 and LL League Championships. Mr. Stewart reported 119 seniors participated in at least one athletic program this year. Of those seniors 65 had a 3.3 GPA or higher. Seventeen senior athletes had a 3.8 GPA or higher and varsity lettered in two or more sports their senior year.

Mr. Stewart reported he had a call from a citizen who is in possession of a school bell from a Penn Manor one room school house. The bell is believed to be from the Science Hall School. The couple may donate the bell to the school district. When more information is available Mr. Stewart will update the board.

Mr. Stewart distributed a listing of seniors who received awards at the Senior Award Banquet. He commended Phil Gale and Cindy Rhoades for their part in organizing this wonderful recognition night for the students.

Mr. Stewart reported the first meeting of the Drug Testing Committee was held. He distributed a list of committee members and noted that Mr. DeLuca represented the school board. He commented that it was a fascinating and positive meeting with a lot of interesting insights. Mr. DeLuca said he was impressed with the student comments.

Mr. Stewart said the Penn Manor Rocket Team sent four teams to the national competition. He explained the criteria for the competition and reported the placement of the teams.

Mrs. Friedman reported that Deb Glenn was named the IU Teacher of the Year. She is a teacher at Central Manor.

Dr. Frerichs asked the board to review the 2005 PSBA Legislative Platform. He said the deadline is August 12 for anyone who would like to offer modifications. He stated that recommendations would need to be voted on at the July meeting.

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.





- D. Jump Start Reading Program Instructors – The administrative staff is recommending approval of the individuals listed below to the position of instructor for the elementary and middle school Jump Start Reading Program to be held August at a rate of \$30.00 per hour for 20-30 hours per instructor.
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| Peggy Annunziata | Nancy Kaufhold   |
| Lisa Bitler      | Carly McPherson  |
| Jennifer Ennis   | Kelly Musser     |
| Julianne Foulk   | Patrice O'Brien  |
| Tina Georges     | Mark Schettler   |
| Kathy Houck      | Jennifer Statler |
| Nancy Jo Johnson |                  |
- E. Magic Shots Instructors – The administrative staff is recommending approval of the individuals listed below to the position of instructor for the Magic Shots program at the rate of \$30.00 per hour per instructor.
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|--------------|---------------|
| Carin Foy    | Jim McGlynn   |
| Liz Heitmann | Dori O'Connor |
| Jen Kroesen  | Bruce Pierce  |
| Gary Luft    |               |
- F. Summer School Instructors – The administrative staff is recommending approval of the individuals listed below to the position of summer school instructor to be held June – July at the rate of \$30.00 per hour.
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|--------------------|--------------|
| Dick Briola        | Chris Helms  |
| Bob Forgrave       | Karen Miller |
| Elizabeth Heitmann |              |
- G. SPLASH Staff– The administrative staff is recommending approval for the employment of the individuals cited for SPLASH personnel at the rate of \$30.00 per hour. (see page 11)
- H. Tenure – The administrative staff is recommending that the individuals listed be granted tenure as he/she has completed the requirement of three years of satisfactory teaching performance with the school district. (see page 12)
- I. Family Medical Leaves – The administrative staff is recommending granting Designated Family Medical Leaves to the individuals listed according to the terms listed. (see page 13)
- J. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.
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| Kimberly Garvey – effective May 17, 2005 |
| Dolores Wimer – effective May 10, 2005   |

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - J:** 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 5.**

**Adoption of Resolution for Act 72**

**MOTION ON ACT 72 DECISION:** A motion was made by Jeffrey Lyon and seconded by Johnna Friedman to opt out of Act 72. 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.

**MOTION ON ACT 72 RESOLUTION:** A motion was made by Donna Wert and seconded by Frank Geist to adopt the Act 72 Resolution as amended and attached. 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. Kreider and seconded by Mrs. Wert and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary



