

Minutes
Committee of the Whole
August 29, 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 Mr. Leichliter, Mr. and Mrs. Saunders, 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 August 8, 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. Leichliter, Strategic Plan Coordinator, reported to the board on the 2002-2008 Strategic Plan Mid-Point Review. He explained districts must compile information on progress/accomplishments of the first three years of the plan. Emerging needs such as ESL and Professional Development must also be updated. He explained information was compiled through input from district staff last year. This summer a draft was reviewed and revised based on input from the representative group of the original committee. Mr. Leichliter reviewed the five main goals included in the original report and any recommendations for the remaining three years. In the area of Support Programming for grades 7 and 8, three full-time positions were added in academic support and guidance services completing the recommendations. In the area of Promoting the District, the district website has been expanded; technology has been used to help promote the district; the Coordinator of Public Relations periodically attends community meetings and emphasis has been placed on relationships with local media. A recommendation is to continue to make use of media and school technology to promote the district. The Early Childhood goal had assessments used to analyze and improve instruction; parent literacy programs were presented throughout the elementary schools and full-day and extended programming were evaluated. Support the existing structure for parental workshops is recommended. Mr. Leichliter stated in the fourth goal, Fine Arts Program and Facilities, renovations to the high school auditorium are nearly completed. Theater, drama and music continue to be encouraged; artwork is now showcased throughout the district; aerobics and dance classes are offered at Penn Manor High School and the Penn Manor Education Foundation and the Alumni Association are helping to promote and fund Fine Arts Programming through the "Buy an Auditorium Seat" and "Buy a Brick" programs. Ongoing evaluation of elementary specialist programming is recommended. The final goal is Gifted, Enrichment and Academic Excellence. A dual enrollment program has been started with Harrisburg Area Community College; students have been accelerated in math at the elementary and middle schools; courses in AP Calculus BC and AP Government courses were added and emphasis has been placed on programs such as the Quiz Bowl. A summer institute for gifted will be offered next summer at Millersville. Mr. Stewart commented that Mrs. Linda Deal, who was named the PA State Teacher of

the Gifted for the Year, will be the lead instructor at the gifted summer institute. Mrs. Deal has also been asked to serve on the state leadership group for gifted education. Recommendations for this goal include to provide resources targeted to classroom teachers; expose all students to information concerning academic opportunities available beyond graduation; encourage faculty to attend the gifted institute at Millersville University; review and revise procedures for gifted screening; ongoing review of gifted staffing and encourage academic acceleration as appropriate. Mr. Leichliter explained two emerging needs, as requested by the Department of Education, have also been included with the mid-point review. The Act 48 Continuing Professional Education Plan originally approved in 2002 will be updated for 2005-2006. The English as a Second Language Plan originally approved in 2002 will be updated. Mr. Leichliter said following board review and approval of the Plan, the update will be sent to the Department of Education. Copies of the report have also been sent to the district buildings for public display. Dr. Frerichs asked how many students are in ESL. Mrs. Griffis responded 36 students this year; however, the number could change after testing new students. Mr. DeLuca questioned if there was an outreach program for the parents of the ESL students. Mrs. Griffis stated there are a few activities each year. Dr. Frerichs asked for clarification on funding PSAT testing for all students. Mr. Leichliter and Mrs. Griffis explained this year all secondary students will be taking some type of test for post-secondary education. After additional questions for clarification, approval for placement of this item on the September School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Wert and a unanimous voice vote.

Mrs. Griffis presented an update on the Adequate Yearly Progress for 2005. She said the scores will be released publicly on September 15. She explained there was a delay in the release of information because DRC needed to verify its own calculations with an independent contractor. She reviewed a glossary of frequently used terms. Mrs. Griffis explained the areas new in 2005, the areas that were the same as in 2004 and projections for 2006. There are new cut scores because of the addition of Grade 3. She reported Penn Manor High School worked hard and they are now listed as "Making Progress." If they continue to make progress in the next school the district will be off district improvement. Mrs. Griffis commended the high school for their hard work. Manor Middle School is listed as "Warning" for reading only in the learning support subgroup. There are no consequences with the warning. She said Mr. Leichliter is working with his faculty for a plan to bring the learning support students up. Mrs. Griffis reported all the other schools made Adequate Yearly Progress. She also reviewed a chart showing the history over the past several years. Some questions were asked for clarification.

Mr. Stewart stated, after evaluating two different approaches to providing assistance to senior citizens who struggle with increasing property taxes, he and Mr. Skrocki are recommending the tax rebate program which is married with the state program. With board approval a plan would be developed for next tax year. Mr. Skrocki explained the property owner would have to provide evidence they have received a rebate from the state program. Individuals for the 2005-06 tax year submit their documentation to the state by the end of December 2005. He said this would allow for a July 1, 2006 start for Penn Manor since it is predicated on the 2005-2006 school district taxes that the individual paid. Mr. Skrocki clarified the recommendation would be for Penn Manor property owners, not renters, for a rebate from the school district. He estimates there

would be approximately \$61,000 in rebates the first year. He briefly listed some of the problems with the volunteer rebate program and why it is not being recommended. Mr. Stewart explained the recommended tax rebate program will be presented to the board at a later date when the details would be defined.

Mr. Stewart reviewed the revised first reading of the Tobacco Use Policy. He explained the section on school sponsored activities has been changed to cover a broad range of school sponsored activities and mirror the wording in the Drug and Alcohol Policy. Dr. Frerichs stated school bus stops were included in the Drug Policy but not in the Tobacco Use Policy. The Tobacco Use Policy was amended to include school bus stops. Dr. Frerichs also questioned if confiscation of the tobacco should be included in the policy. Mr. Stewart answered that was covered in the student handbooks. Approval for placement of this amended policy on the September School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Mr. DeLuca and a unanimous voice vote.

Mrs. Griffis distributed a Professional Development Plan quiz for board members to complete. While she reviewed the quiz she explained an overview of the district Professional Development Plan. She explained there are 120 in-services offered over the summer months; a new teacher is observed 8 times for the first 3 years; PDE requires 180 professional development hours every 5 years; DSSD is a program of supervision available to tenured teachers; an Instructional Support Plan is for teachers who are struggling; Act 48 is the PDE Professional Development Plan and Act 46 is the PDE Professional Development Plan revision. She also stated an extension has been granted until April 30, 2006 to complete Act 48 hours.

Mr. Stewart reported the first day of school went really well. He displayed a chart with the opening day enrollment. He said 420 seniors graduated in June and the district enrolled 321 kindergarteners for this year. He noted the largest gain in enrollment is at the high school with 73 students and 9th grade largest class is the district. Mr. Stewart distributed a newsletter from Representative Boyd. He reminded the board about Representative Boyd's breakfast on September 30. Mr. Stewart also distributed letters he received from a taxpayer and the mother of an agriculture tuition student. Mr. Stewart asked the board for an exception to the policy of the non resident policy. He explained two special situations where the families would be moving into their homes in the district after September 30. After listing to the two situations, the board allowed exceptions to the policy with the stipulation that the families move into the homes by October 15. If the families do not move in by October 15 they will pay half the tuition rate retroactive to the first day of school.

Mrs. Wert, Mr. DeLuca, Mr. Kreider and Mr. Rintz briefly explained the meeting with Representative Gib Armstrong. Rep. Armstrong is supporting legislation eliminating property tax and replacing it with an income tax.

The Committee of the Whole adjourned at 8:08 p.m. on a motion by Mr. DeLuca, a second by Mrs. Friedman, and a unanimous voice vote.

Item 3. A–B.**Consent Agenda for Administrative Actions**

- A. Pediatric Services of America, Inc. The administrative staff is recommending approval of the contract for services at a rate of \$47 per hour with Pediatric Services of America, Inc. effective August 29, 2005 for the 2005-2006 school year.
- B. Vantage My Access! Contract – The administrative staff is recommending the approval of the Vantage My Access! Contract for technology services for 60 students at \$19 per student for the total amount of \$1140 for the 2005-2006 school year. (see pages 6 - 12)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - B: It was moved by Richard Frerichs and seconded by Joseph DeLuca to approve these items. 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 – B, D - M.**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 13 - 14)
- B. Family Medical Leave – The administrative staff is recommending granting a Family Medical Leave to the individual listed according to the term listed.
- Sarah Repkoe – September 19 – December 11, 2005
- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
- Jane Horning – effective August 12, 2005 (library aide only)
Craig Wille – effective August 17, 2005
- E. Splash Staff – The administrative staff is recommending approval for the employment of the individual listed for SPLASH personnel at the rate of \$30.00 per hour.
- Carin Foy
- F. Detention/Saturday School Monitors – The administrative staff is recommending the board approve the following individuals as detention monitors and Saturday School monitors for the 2005-2006 school year at the rate of \$ 30 per hour.

Jim McGlynn
 Kathy Grenier
 Greg McGough
 Cynthia Martin
 Tom Wainman
 Sallie Bookman

Elizabeth Bender
 Jen Kroesen
 Doug Kramer
 Tim Joyce
 Chris Telesco

- G. 2005/2006 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed as Fall coaches for the 2005-2006 school year. (see page 16)
- H. 2005-2006 Summer Weight Room – The administrative staff is recommending approval of the following individuals to provide coverage for the summer weight room for the 2005-2006 school year at the rate cited below.

Russ McDonnell - \$1,799
 Robert Forgrave - \$739

- I. Contracted Psychological Services – The administrative staff is recommending approval of the contracted psychological services at a rate of \$50 per hour for 200 hours for Jennifer Smyth.
- J. Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2005-2006 school year.
- High School National Honor Society Advisor – Richard Brenton – entry level - \$765
 March and Maneuvering Instructor – Keith Kehr – Level 1 - \$1,448
- K. Mentors – The administrative staff is recommending approval of the individuals listed as Mentors for the 2005-2006 school year. (see page 17)
- L. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School Instructor for the 2005-2006 school year at the rate of \$ 30 per hour.

Cindy Martin
 Greg McGough

Shawn Lemke
 Maryann Saylor
 Tom Wainman

- M. Twilight School Coordinator – The administrative staff is recommending the board approve Don Krow to the position of Twilight School Coordinator at the rate of \$ 24.89 per hour.

