

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

The Penn Manor School Board met at 7:00 p.m. in Executive Session for the discussion of a personnel item. Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Rintz and Mrs. Wert. Mr. Kreider and Mr. Lyon were absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. The Executive Session adjourned at 7:40 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:45 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr. Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Rintz and Mrs. Wert. Mr. Kreider and Mr. Lyon were absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. Also in attendance were Mrs. Rudisill, Ms. Kim Moore, Mr. Dana Edwards, Mr. Walt Baumbach, Mrs. Rhoades, Penn Manor students William Hess and Connor O'Neill, Millersville students 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 October 3, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Geist a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart welcomed the Millersville students. He explained the format of the three types of board meetings being held this evening. The Sunshine Law allows school boards to meet privately for specific types of issues, such as, personnel issues, negotiations with the teacher's association and the sale or purchase of real estate. Mr. Stewart stated an Executive Session was held this evening for his evaluation. He explained the next board session held is the Committee of the Whole, where the board will have discussions about issues and a there will be a presentation. The third meeting is the voting meeting. The law requires anytime a school district takes action that results in the expenditure of public tax dollars that it occur in a public voting meeting. Mr. Stewart stated if the students had any questions at the end of the evening the board members would be available to answer their questions.

Mr. Stewart introduced Ms. Kim Moore, Manor Middle School Guidance Counselor, Mr. Walt Baumbach, Marticville Middle School Counselor and Mr. Dana Edwards, Acting Principal at Marticville Middle School. They presented Olweus, the Anti-Bullying Program. Mr. Baumbach explained the district has a Safe and Drug Free School Committee that meets regularly with community members. Approximately a year ago the committee decided to explore an anti-bullying initiative in the middle schools. He stated the elementary schools have a great program but as the students advance the bullying issues take on different appearances. A sub-committee was formed to explore

various programs. Olweus, a research based program, was selected. He said the program has been in existence for over ten years and has produced effective results. It merges school, parents and community together and strives to create a change in culture. Elizabeth Coyle, an adjunct professor at Elizabethtown University, has trained personnel for the program. Mr. Edwards reviewed 7 questions from a survey that was given to the middle school students in February. He stated the administration and faculty realized there was a problem with bullying in the middle schools but the results from the survey were alarming. Mr. Rintz inquired if the students were educated on the definition of bullying before taking the survey. Mr. Edwards answered that it was not discussed in depth. A survey was also given to the faculty. Ms. Moore stated the definition of bullying that was developed for the students to understand. "Bully occurs when you or someone else is being hurt with words, physically or by actions on purpose over and over again." Ms. Moore explained direct and indirect bullying. Direct includes hitting, kicking, shoving, pushing, taunting, teasing, racial slurs, verbal sexual harassment, threatening looks and obscene gestures. Indirect bullying includes getting another person to assault, spreading rumors and deliberate exclusion from a group or activity. She stated bullying does not have to do with the right to choose friends and does not have to do with equal banter or equal horseplay. It is a one-way power struggle where one person is trying to get control over someone else. Mr. Baumbach reviewed the education and prevention measures of the program. Teachers will be responsible for teaching a specific bully prevention lesson once a month to the students during an activity period. Lesson plans will be provided to the teachers in advance. He said a rough draft of a bullying policy is scheduled to be submitted to the board in December 2005. January 2006 is the target date for the lessons to begin. There is also a goal to involve the community in this effort. The survey will again be given to the students near the end of the program to determine if any progress is being made. Mr. Geist inquired if cyber bullying will also be included in the program. Mr. Edwards answered that cyber bullying will be a component. Mr. DeLuca inquired if there was more of a problem with boys than girls. Ms. Moore answered that there are just different problems. Mrs. Griffis stated she has read some articles indicating there is a belief that the concentration on No Child Left Behind and AYP has caused the districts not to concentrate on some areas such as anti-bullying. As a high school student Will Hess stated most of the bullying he sees comes from the internet. To a student bullying is more recognizable and obvious. He inquired what type of education is planned for the faculty to recognize bullying and deal with it. Mr. Baumbach stated the Olweus program is being implemented at the middle school to intervene effectively. A program is currently in place in the elementary schools for the students. Ms. Moore stated the programs are striving for a commonality of language among all levels. Additional questions were asked for clarification. Mr. Herr requested an update on the program later in the year.

Mr. Skrocki and Mr. Reisinger reported on the Act 183 Grant which pertains to providing high speed internet access to schools and residents of Pennsylvania. Mr. Reisinger provided a power point presentation to explain the Act 183 Grant. He explained the Grant is the answer to a long standing problem in the district of getting high-speed bandwidth moving between the different buildings. Act 183 is legislation created in 2004 in House Bill 30. It is a telecommunications initiative with the impetus to accelerate adoption of high-speed internet across all Pennsylvania residents and schools. The Grant

established an E-Fund of \$10 million that has been set aside for six years. The funding priorities for the Grant are to provide funds for schools without broadband internet access, to create regional networks and for acquiring telecom services from E-Fund contributors. Mr. Reisinger explained the elements of the Grant. The districts are required to match 100% for any funds provided for telecommunications. The Grant is contingent on districts leveraging E-Rate funds. It encourages districts to look at consortium bulk-purchase of bandwidth. It also promotes regional collaboration and instructional sharing. Mr. Reisinger stated that the IU has established a committee which has been working on obtaining funds from the Grant. He stated the Act 183 Committee is divided into three working groups, Infrastructure, Curriculum and Learning and Workforce Development. Because of the complexity of the grant, the IU contracted a grant writer, Dave Kerr to help write the grant. Mr. Reisinger explained the current district network and the proposed district network. If the District receives funds from Act 183 Mr. Reisinger said the district would be unified under a very high-speed network infrastructure. He reviewed the cost estimates from the 2005 Comcast proposal and two options. Mr. Reisinger asked for approval to participate with the IU 13 in the Act 183 Grant. He said the deadline for the Grant is October 31; the state will notify the recipients by December 15. If funds are received implementation for a new network will be by July 1, 2006. Dr. Frerichs asked what the cost would be to the district. Mr. Reisinger replied that the upfront cost is built into the grant. The district would be responsible for the reoccurring costs. He could not give an actual amount because he does not have the estimates from the vendors. He stated an estimate from Comcast, which was before the district explored a group cost, was \$9,600 per monthly. Dr. Frerichs requested more information when Mr. Reisinger had actual monthly costs. Additional questions were asked for clarification. Approval for placement of this item on the October School Board Meeting Agenda was approved on a motion by Mrs. Freidman, a second by Mr. DeLuca and a unanimous voice vote.

Mrs. Griffis reported Mr. Reisinger was asked to give a presentation on cyber bullying at the Lancaster County Guidance Counselors' Association meeting. She stated Mr. Reisinger also did a presentation for the community last spring on Internet Safety, Security and Privacy which was well received. As a result of the presentation to the guidance counselors Mr. Reisinger has received more requests for a presentation on cyber bullying.

Mrs. Griffis informed the board that the first Penn Manor Wellness Committee meeting was held. She said Health America conducted in-services this past summer and the people who attended the in-services have formed the core of the Wellness Committee. The Wellness Committee is composed of 25 members of a cross-section of the entire school district, including custodial, aides, support staff, nurses, school counselors, teachers and administrators. The focus of the first meeting was to work on a name, a logo, a mission statement and to generate one goal. Mr. Skrocki shared the mission statement which will guide the objectives throughout the year. The mission of the Penn Manor Wellness Committee is to promote and support the overall physical, social, spiritual, emotional, mental well-being of all district employees through a constant and deliberate effort so that all can reach and maintain our optimal potential. He explained the efforts of the Wellness Committee will help decrease the cost of health care costs,

decrease workers' compensation claims, decrease life insurance claims, decrease disability claims, improve employee morale, improve job satisfaction and reduce absenteeism.

Mr. Stewart asked that the board consider eliminating the October 31 Committee of the Whole meeting because several board members are unable to be in attendance that evening. Mr. Stewart will also be out-of-town at a conference. He suggested starting the meeting on November 7 at 5:00. A motion was made and approval for placement on the October School Board Meeting Agenda to eliminate the October 31 School Board Meeting and change the time to 5:00 for the November 7 meeting on a motion by Mr. DeLuca, a second by Mrs. Wert and a unanimous voice vote.

The Committee of the Whole adjourned at 8:07 p.m. on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

October 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. Rintz and Mrs. Wert. Mr. Kreider and Mr. Lyon were absent. Present from the administrative staff were Mr. Donald Stewart, Mrs. Ellen Griffis, Mr. Christopher Johnston and Mr. Steve Skrocki. Also in attendance were Mrs. Rudisill, Millersville students, 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, November 7, 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 September 12 School Board Meetings. There were none. It was moved by Mrs. Friedman and seconded by Dr. Frerichs to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart announced that Will Hess will be substituting for Steve Mohimani this evening. Mr. Stewart introduced Connor O'Neill, the junior representative from student council for the school board. Will reported the Student Assistance team sponsored an assembly, HEADS UP, dealing with drug and alcohol abuse. The Ag students exhibited at the Lampeter and Solanco Fairs. Connor reported the senior class sponsored a successful Hard Rock into Homecoming concert. The Music Department arranged for an artist-in-residence, Erin Sidney, to work with the guitar class and presents two assemblies for the entire student body. The Varsity Club did a great job planning the homecoming pep rally and chicken BBQ. The homecoming queen was crowned at halftime at the football game. The homecoming dance was a great success with approximately 1,300 students attending. Penn Manor students took the SAT on October 8. Will also reported the high school has initiated a vocabulary of the day during the morning TV announcements. Connor stated on October 12 the students in grades 9 will be taking reading and math tests, grade 10 will take PLAN tests and grade 11 will take the PSAT. Red Ribbon Week activities have been planned for later in the month. Will also said the German exchange students will be leaving on Friday for their United States tour. He reported no information has been received on the Dual Enrollment Grant and two student council representatives will be attending the PSBA conference in Hershey. Will said the student newspaper has been restructured and subscriptions are still available.

Mr. Stewart thanked Will and Connor for a very complete student report. Mr. Stewart distributed copies of the program from the Wall of Honor athletic banquet. He also provided the board with an update on Jon Holt and stated that Mrs. Holt is hopeful

that she will be able to bring Jon home before the end of the week. A roster of the success of the students at the Solanco and Lampeter Fairs was provided. Mr. Stewart noted that over 80 FFA members exhibited resulting in over \$130,000 worth of premiums and income for the students in the sale of their animals. He also highlighted some of the individual achievements of the students. Mr. Stewart announced the Fall Play, the Odd Couple, will be held November 17-19. The Leadership Banquet will be held on December 5 prior to the Board Reorganization meeting.

Mrs. Griffis reported at the German Cultural night twelve exchange students performed skits, routines and dances for their host families and the Penn Manor students who will be traveling to Germany in June. She stated the German students were at Penn Manor for two weeks and are very fluent in English. While they were here the students visited New York City, Washington D. C., Harrisburg, and Hershey and took a walking tour of Lancaster. Mrs. Griffis credited Nadine Smith for organizing the exchange.

Mr. Johnston reported Treasurer's Report for the month of September 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 \$129,015.68 dated 9/1/05, \$224,355.72 dated 9/2/05, \$136,251.27 dated 9/8/05, \$180,513.38 dated 9/13/05, \$333,059.99 dated 9/14/05, \$191,565.14 dated 9/15/05, \$338,301.07 dated 9/21/05, \$420,136.31 dated 9/22/05, \$81,969.87 dated 9/27/05, \$544,275.80 dated 9/28/05, \$88,878.54 dated 9/29/05, \$25,905.03 dated 9/29/05 for a total of \$2,694,266.80 from the General Fund; \$92,646.46 dated 9/16/05 for a total of \$92,646.46 from the Cafeteria Fund; \$5,526.91 dated 9/13/05, \$1,040.00 dated 9/23/05, \$4,000.00 dated 9/27/05 for a total of \$10,566.91 from the 2005 Construction Fund; \$6,600.00 dated 9/13/05, \$205.98 dated 9/23/05 for a total of \$6,805.98 from the Capital Reserve Fund; and payroll in the amounts of \$692,745.27 dated 9/14/05, \$686,803.36 dated 9/28/05, for a total of \$1,379,548.63. 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, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

The October School Board Meeting Agenda was reviewed.

**Item 2. A-C.**

**Consent Agenda for the October 3 and 11, 2005  
Committee of the Whole Meetings**

- A. Act 183 Grant – The committee is recommending approval of a letter of intent to participate in the Act 183 Grant.
- B. Budget Calendar for 2006-2007 – The committee is recommending approval of the budget calendar for 2006-2007 as cited. (see pages 6 - 7)
- C. Transfer to Capital Reserve Fund – The committee is recommending approval for the transfer of \$1,397,454.99 to the Capital Reserve Fund.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A-C.** It was moved by Johnna Friedman and seconded by Richard Frerichs 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, absent; Jeffrey E. Lyon, absent; Carlton Rintz, yes; Donna J. Wert, yes.

**Item 3. A-L. Consent Agenda for Administrative Actions**

- A. Approval of Agricultural and Rural Youth Grant Submission – The administrative staff is recommending approval of the submission of an Agricultural & Rural Youth Grant to the Pennsylvania Department of Agriculture in the amount of \$6,073 for the livestock evaluator program. The grant requires a matching component.
- B. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations cited. (see page 8)
- C. Special Education Supplemental Contract – The administrative staff is recommending approval for the employment of Deborah Smith as a job trainer for 5 days per week beginning August 2005 until June 2006, estimated cost is \$45,880.00
- D. Mileage Rate Approval – The administrative staff is recommending approval of a change in the standard mileage rate for business use of an automobile from 40.5 cents per mile to 48.5 cents per mile effective September 1, 2005 through December 31, 2005. This rate is established by the IRS.
- E. Close 1996 Construction Fund Accounts – The administrative staff is recommending approval for the closing of the 1996 Construction Fund PLIGIT account (#1428319) and the 1996 Construction Fund M&T Bank account (#66-72530-5). Funds remaining in the accounts will be transferred to the main PLIGIT Capital Reserve Fund account (#1428306).
- F. Extended Family Care – The administrative staff is recommending approval of the Contract for Services with Extended Family Care for a student effective August 31, 2005 per the agreement cited. (see pages 9 - 11 )
- G. Grant Acknowledgement – The administrative staff is recommending approval of the 2005/2006 Alternative Education for Disruptive Youth grant in the amount of \$20,020.
- H. Change Order GC-01 – Maintenance Facility Project – The administrative staff is recommending approval of change order GC-01 to Penncrest Construction Corp. in the amount of \$4,306.00. Penncrest will furnish all labor, materials and equipment required to remove sub-surface cistern and provide backfill. The change order is an unforeseen site condition. Payment to be made from the 2005 Construction Fund.

- I. Ratification of Improvement Guarantee Agreement – The administrative staff is recommending ratification of an Improvement Guarantee Agreement with Manor Township as per the attached. The agreement pertains to the maintenance facility and was approved by the Manor Township Supervisors on 10/3/2005. (see pages 12 - 17)
- J. Ratification of Standby Letter of Credit – The administrative staff is recommending ratification of a standby letter of credit in the amount of \$205,500.79 with Fulton Financial Corporation as per the attached (I have this attached electronically for you). The letter of credit is for the maintenance facility and is required as part of Manor Township regulations. (see pages 18 - 26)
- K. Budget Transfer – The administrative staff is recommending approval of the budget transfer for the 2004-2005 school year as listed on Penn Manor’s web page. (<http://www.pennmanor.net/tr/>)
- L. 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 - L:** It was moved by Frank Geist and seconded by Carlton Rintz 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, absent; Jeffrey E. Lyon, absent; Carlton Rintz, yes; Donna J. Wert, yes.

**Item 4. A - K. Consent Agenda for Personnel**

- A. 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 28)
- B. Family Medical, Child Rearing and Designated Leaves – The administrative staff is recommending granting Family Medical, Child Rearing and Designated Leaves to the individuals listed according to the terms listed. (see page 29)
- C. Resignations – The administrative staff is recommending the board accept the resignations listed below per the effective date cited.

Susan Black	Food Service	Effective 9/19/05
Jeffrey Pickel	Custodian	Effective 9/23/05
Jean Garrett	ERA Learning Support Aide	Effective 8/29/05
Kristine Metzler	ERA Learning Support Aide	Effective 9/23/05
Linda Lacock	ERA Learning Support Aide	Effective 9/7/05
Glenda Landis	ERA Learning Support Aide	Effective 10/14/05



- D. Rescind Resignation – The administrative staff is recommending the board rescind the resignation of Angie Klugh, custodian, effective 9/23/05.
- E. 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 30 - 31)
- F. 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 \$30.00 per hour.

Chris Moritzen

Edward Keyser

- G. Middle School Tutor – The administrative staff is recommending approval of the following individual to the position of middle school tutor for the 2005-2006 school year, for a total of four hours per week at the rate of \$30.00 per hour.

Mary Iovino

- H. Parent Literacy Workshop Teaching Hours – The administrative staff is recommending the professional employees listed be approved to Teacher Parent Literacy Workshops up to 1.5 hours per person at a rate of \$30.00 per hour during the 2005-2006 school year. (see page 32).
- I. Revised Co-Curricular Positions – The administrative staff is recommending the revised co-curricular positions be approved as listed.

Split Student Council position at Marticville Middle School

Mary Iovino	Step 3	\$431
Lindsay Riganati	Entry	\$407

- J. Revised Team Leader Rates – The administrative staff is recommending the revised Team Leader rates be approved as listed.

Carrie Aukamp	Step 1	\$1,558
Sandy Brown	Step 4	\$1,649
Jamie Canaday	Step 3	\$1,619
Jennifer Ennis	Step 5	\$1,680
Deb Goodhart	Step 5	\$1,680
Erin Kirk	Step 1	\$1,558
Cindy Schieber	Step 2	\$1,588
Kenneth Webster	Step 1	\$1,558
Bill Ziegler	Step 5	\$1,680

- K. Revised Mentor Rates – The administrative staff is recommending the revised Mentor rates be approved as listed. (see page 33)

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - K:** 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, absent; Jeffrey E. Lyon, absent; Carlton Rintz, yes; Donna J. Wert, yes.

Item 5.

Meeting Change

- A. Meeting Change – The administrative staff is recommending approval of canceling the October 31, 2005 Committee of the Whole Meeting and starting the November 7, 2005 Committee of the Whole Meeting at 5:00 p.m.

**MOTION ON AGENDA ITEM 5 A:** It was moved by Joe DeLuca and seconded by Johnna Friedman to approve this item. 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, absent; Jeffrey E. Lyon, absent; Carlton Rintz, yes; Donna J. Wert, yes.

The meeting adjourned at 8:45 p.m. on a motion by Mr. DeLuca 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