

Minutes
Committee of the Whole
December 5, 2005

Following a leadership dinner 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. 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. 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. Barnett, Mr. Reisinger, Mrs. Rhoades, Penn Manor students, Mrs. Katey 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 November 21, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart welcomed the Penn Manor middle school level student technology team representatives. These students, he said, study issues in the realm of technology. They compete with other student teams in the county and they could eventually advance to a state level competition.

Mr. Reisinger presented an update on the student management system. He stated the current student management system, Tenex, was put into place in 1990. The Tenex system manages the core student information which includes child accounting, demographic data and health and emergency data. The student instructional data includes attendance, grading, scheduling, progress reports, report cards and discipline. He said in 2001 the Lettergrade system was added to the system. Lettergrade handles grades, attendance, report cards, curriculum, ACT 48 and course selection. Part of the challenge, he said, has been marrying the two systems together. Mr. Reisinger explained some of the strategic and tactical Tenex problems. He also explained some of the ongoing Lettergrade problems. Mr. Reisinger reviewed two options to solve the problem. The current Tenex system could potentially be upgraded. The other option is to search for a new student information system. After further evaluation it was decided to move to a different student information system. He explained a search committee, and the technology team, has spent time with vendors to review the best systems on the market. Staff surveys about Lettergrade were also conducted. After approximately 90 hours of interviewing 7 vendors, the committee selected two vendors for further review. One vendor, Sapphire Suite, made by K-12 Systems Inc. in Allentown, has a considerable number of Pennsylvania districts using their system including Conestoga Valley and Manheim Township. The other vendor, Infinite Campus from Minnesota, has approximately 300 installations across the country. A projected one time cost of \$100,000 has been quoted by both companies to purchase new software. Mr. Reisinger explained the new system would include student information, the grade book package, the parent portion, all state reporting pieces and a health module. Mr. Rintz asked if the two local districts have been contacted regarding their experiences. Mr. Kreider asked if

both schools had good experiences. Mr. Reisinger responded that he has had conversations with the technology teams for both districts. Mr. Stewart commended Mr. Reisinger for involving staff at all levels for their input. Mr. Reisinger stated this will be the most important software decision the district will make. Mr. Kreider inquired how far into the future the new system will carry the district. Mr. Reisinger estimated 15 years. Mr. DeLuca inquired if both companies can be relied on for maintenance in the future. Dr. Frerichs asked about the maintenance fee. Mr. Reisinger answered with approximate costs. He said more information will be provided when a recommendation is brought to the board for approval.

Mr. Reisinger presented the Superintendent 360 evaluation that will be used to evaluate Mr. Stewart. He explained a new online survey tool, Survey Monkey, has been used this year for internal surveys. He said the paper evaluation for the superintendent has been taken and put online in a survey format. A password will be needed to log in. Based on the password and URL the user will be given a specific set of questions pertaining to their role. Mr. Reisinger demonstrated the survey and the results pages. Dr. Frerichs said the plan is to use this survey for different groups and the results will then be tabulated electronically. He said the most frequent responses will be bolded on the results. Mr. Reisinger added there will be a space for comments. Dr. Frerichs said it is hoped that the results from each section will be put in an Excel file for evaluation. He also said because the tabulation will not be done by hand, the survey will be sent to a greater number of people including administrators, teachers and parents. Mr. Lyon commended Mr. Reisinger for taking the paper survey and converting it to the online survey. Mr. Herr added that the board appreciates Mr. Reisinger's efforts and keeping the board up-to-date on technology.

Mr. Skrocki presented three revised technology team job descriptions for review. The job descriptions are for the three levels of existing technology team member positions. He explained the job descriptions needed to be updated to reflect new terminology and work duties of the five individuals in these positions. Dr. Frerichs asked for the names of the individuals who currently had the positions. Mr. Skrocki provided the names of the individuals currently assigned to the specific positions. Approval for placement of this item on the December School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Stewart presented the revised Memorials Policy for board review. He asked the board to give consideration to leave the freedom for adding trees as a memorial, and under certain circumstances allow the Building Committee, with the Superintendent's discretion, to accept trees as memorials. Mrs. Wert expressed a concern about not having a statement regarding the removal or relocation of a tree if that would occur. After some discussion the policy as written was tabled. The board directed Mr. Stewart to add a statement regarding the district's responsibility if it was deemed necessary to remove a memorial. Mr. Stewart will consult with the solicitor and present the policy again after a revision.

Mr. Stewart explained that the district has received a request for a waiver of taxes. The solicitor has given the direction that the board needs to take action either approving or disapproving the request. Mr. Stewart stated that he felt it would be appropriate for the board to endorse the recommendation of the solicitor. Mr. Herr stated he would not agree

with the solicitor's recommendation. He doesn't see any difference between this church request and a similar one approved last year. Mr. Rintz questioned the details of the sale of the land and if the church was aware of the tax. Additional discussion and questions relating to this topic ensued. The Board requested additional clarification of the request from the church and the solicitor. A motion was made for placement of this item on the December School Board Meeting Agenda by Mrs. Friedman and seconded by Mr. DeLuca. There were three affirmative votes, one opposed, and five board members abstained. This item will not be placed on the agenda at this time.

Mrs. Griffis stated that part of the No Child Left Behind legislation requires school districts to provide services to homeless students. PSBA has recommended that this be included as part of the policy manual. She reported currently Penn Manor has 9 homeless students in the district. Three are transported from the School District of Lancaster. Mr. Herr inquired why students from other districts are attending Penn Manor. Mrs. Griffis explained that if a student who was enrolled in our district becomes homeless, the student and/or guardian have the option of attending the school where they are currently located or attending the school of origin. She used the example of a student temporarily living at Water Street Rescue Mission. She also explained that transportation is arranged in a reasonable way for the student. Mrs. Wert questioned the wording of migratory pertaining to agriculture and not for other migratory areas. Mrs. Griffis answered that agriculture is the only area defined as migratory. Dr. Frerichs pointed out the liaison definition is different in two areas of the policy. It was recommended to define the liaison as being the superintendent in both areas. Approval for placement of this item on the December School Board Meeting Agenda as amended was approved on a motion by Mr. Geist, a second by Mrs. Wert and a unanimous voice vote.

Mr. Stewart presented an update on the Dual Enrollment Grant. He shared with the board a letter Dr. Mindish distributed to students who indicated they were interested in taking a college course. In the letter Dr. Mindish outlined the parameters of the funding, eligibility requirements of the student and the procedure that will be used. He also distributed a list with the students who have signed up to take a course at Millersville.

An enrollment update was presented by Mr. Stewart. He pointed out the current kindergarten enrollment is 320 and 420 students graduated in 2005. He said the growth seems to be in the high school; however, Letort and Conestoga have slight increase in students. Mr. Stewart also reviewed an enrollment history from November 1999 to 2005. Mr. Johnston explained graphs charting the enrollment for the past seven years. He said according to the state it is projected that the district will lose 436 seniors this year and gain 290 kindergarteners next year.

The Committee of the Whole adjourned at 7:59 p.m. to Executive Session on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

The Executive Session met from 8:00 to 8:10 p.m. to discuss a real estate item.

December 5, 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 8:25 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 Mrs. Mary Barnett, Mrs. Katey Knapp, Mrs. Cindy Rhoades, Penn Manor Students 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, January 9, 2006, at 8:15 p.m. in the Board Room of the Manor Middle School.

Mr. Willis Herr made a motion to appoint Mrs. Wert to serve as Temporary Chairperson for the reorganization portion of the Board meeting. Mr. Lyon seconded this motion. Mrs. Wert was appointed to serve as Temporary Chairperson by a unanimous voice vote. She administered the Oath of Office to reelected Board Members Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. C. Willis Herr and Mr. Jeffrey Lyon. The reelected Board members presented their Certificates of Election.

The list of newly constituted board membership was presented for any necessary changes. Mr. Lyon made a correction to his email address. The correction was noted.

Mr. Lyon made a motion nominating Mr. C. Willis Herr as President of the Board. The motion was seconded by Mr. Rintz. Mrs. Wert asked for other nominations to the office of President. There were none. Nominations were closed on a motion by Dr. Frerichs, a second by Mr. DeLuca and a unanimous voice vote. Mr. Herr was appointed President by a unanimous voice vote.

Mr. Rintz made a motion nominating Dr. Richard Frerichs as Vice President of the Board. The motion was seconded by Mr. Lyon. Mr. Herr asked for other nominations to the office of Vice President. There were none. Nominations were closed on a motion by Mr. Kreider, a second by Mrs. Friedman and a unanimous voice vote. Dr. Frerichs was appointed Vice President by a unanimous voice vote.

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

Steve Mohimani and Connor O'Neill, student representatives, reported to the board that the majority of the seniors presented their graduation projects on November 9, 10 and 11. The fall play, "The Odd Couple" went well; Anita Keagy presented an assembly on teen pregnancy and abstinence. On November 20 homeroom representatives met with Dr. Mindish regarding student concerns and to provide input on issues. Among the topics discussed were school dances, clubs, lunch options, summer

enrichment classes, anger management program, discipline, drug testing, community service projects, the December 23 Fun Day ideas and after school library hours. Nearly fifty juniors and seniors have completed applications to take a spring course at Millersville University through the dual enrollment grant. The students invited the board to the Winter Concert at the high school on December 21 at 7:30 and the Student Council Battle of the Bands on December 17. They announced both Connor and Steve will be performing. Mr. Stewart said he will be narrating "The Night Before Christmas" at the high school Winter Concert. Mrs. Griffis said the elementary strings concert will be on December 7 and the middle school concert on December 15.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the November School Board Meetings. There were none. It was moved by Dr. Frerichs and seconded by Mr. Kreider to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart reported Kassie Shover, an outstanding athlete on the Girls' Championship Volleyball Team last year, is continuing her soccer career at the University North Carolina. She has been named to the Adidas All American Team. He said out of the 39 players on the team, 3 are from Pennsylvania. This distinction makes Kassie eligible to be named PA player of the year on a college level. Mr. Stewart distributed copies of a sample letter that was sent to the Martic, Conestoga and Pequea Township supervisors inviting them to a breakfast meeting on January 25. He extended the invitation to the board to attend the meeting also. At this meeting Mr. Stewart said he will be discussing enrollment and school planning issues for the southern end of the district. He also distributed a letter from the Millersville Parade Committee thanking Penn Manor for their contribution to the parade. A summary of injuries from all of the fall sports was distributed. Mr. Stewart briefly reviewed the report and said the number of injuries have declined from the previous year. Mr. Stewart attributed the reduction in injuries to Dave Ohl for educating the coaches and students to keep the athletes safe. He also felt the program in the weight room has helped to better prepare the athletes.

Mr. Johnston reported Treasurer's Report for the month of November has been posted. He reviewed some of the items presented for payment. It was moved by Mr. DeLuca and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$465,276.03 dated 11/4/05, \$225,426.71 dated 11/8/05, \$334,988.30 dated 11/9/05, \$190,582.52 dated 11/10/05, \$120,402.59 dated 11/16/05, \$18,868.82 dated 11/17/05, \$109,118.09 dated 11/22/05, \$617,320.70 dated 11/23/05, \$814,903.07 dated 11/30/05, for a total of \$2,906,886.83 from the General Fund; \$72,307.70 dated 11/2/05, \$128,897.47 dated 11/15/05, \$20.00 dated 11/26/05 for a total of \$201,225.17 from the Cafeteria Fund; \$65,255.40 dated 11/2/05, \$2,201.50 dated 11/3/05, \$717.62 dated 11/21/05, \$71,543.44 dated 11/30/05 for a total of \$139,717.96 from the 2005 Construction Fund; \$12,905.00 dated 11/3/05, \$1,805.00 dated 11/14/05 for a total of \$14,710.04 from the Capital Reserve Fund; and payroll in the amounts of \$688,744.15 dated 11/9/05, \$715,780.59 dated 11/23/05 for a total of \$1,404,524.74. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes, abstained for payment of checks #86574 and #86805; 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 December School Board Meeting Agenda was reviewed.

Item 10. A-E. **Consent Agenda for the November 21 and December 5, 2005 Committee of the Whole Meeting**

- A. “First Reading” – Memorials Policy – The committee is recommending approval of “First Reading” of the Memorials Policy as cited. (see pages 9 - 12) **This item was tabled.**
- B. “First Reading” – Medications Policy – The committee is recommending approval of “First Reading” of the Medications Policy as cited. (see pages 13 - 15)
- C. “First Reading” – Homeless Policy – The committee is recommending approval of “First Reading” of the Homeless Policy as cited. (see pages 16 - 19) **This item was amended.**
- D. Revised Technology Team Job Descriptions – The committee is recommending approval of the revised Technology Team job descriptions. (see pages 20 - 25)
- E. Shertzer Tax Waiver – The committee is recommending approval of the Shertzer tax waiver. (see pages 26 - 37) **This item was removed.**

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 10. B - D. Item A. was tabled, Item E was removed. It was moved by Mr. Lyon and seconded by Mr. Geist to approve items 10. B-D 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 11. A–U. **Consent Agenda for Administrative Actions**

- A. 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/>).
- B. Lancaster County Career & Technology Center Representative – The administrative staff is recommending approval to appoint Jeffrey Kreider as representative to the Lancaster County Career & Technology Center and Carlton Rintz as alternate.
- C. Lancaster County Career & Technology School Authority Representative – The administrative staff is recommending approval to appoint Mr. Wade Groff as a representative to the Lancaster County Career & Technology School Authority.

- D. Lancaster County Academy Representatives – The administrative staff is recommending approval to appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Joseph DeLuca as alternate.
- E. Lancaster County Tax Collection Bureau Representative – The administrative staff is recommending election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- F. Election of Solicitor – It is recommended that Mr. George T. Brubaker and the law firm of HARTMAN UNDERHILL & BRUBAKER be appointed as solicitor for the school district for the calendar year 2006 at the rate of \$125 per hour.
- G. Appointment of Tax Collector – The Superintendent is recommending that the board appoint Christopher L. Johnston, Administrative Assistant for Business, as Tax Collector for the Penn Manor School District and set the bond for this position at \$250,000 and to further authorize that the school district purchase this bond.
- H. Appointment of Board Treasurer – The Superintendent is recommending that the board appoint Christopher L. Johnston, Administrative Assistant for Business, as Board Treasurer for the Penn Manor School District and set the bond for this position at \$25,000 and to further authorize that the school district purchase this bond.
- I. Appointment of Board Secretary – The Superintendent is recommending that the board appoint Paula E. Howard as Board Secretary for the Penn Manor School District and set the bond for this position at \$2,500 and to further authorize that the school district purchase this bond.
- J. Authorization to Advertise for Bid for Photocopier Machines – The administrative staff is recommending the board approve advertising for bids for photocopier machines.
- K. Job Descriptions for Administrative Staff -- The administrative staff is recommending approval of the job descriptions for the following:
(see pages 38 - 47)
- Superintendent of Schools
Administrative Assistant for Business
Administrative Assistant for Curriculum and Instruction
Administrative Assistant for Financial Operations
Administrative Assistant for Personnel and Planning
- L. Approval of Life Insurance Contract – The administrative staff is recommending approval of a contract with Assurant (PSBA Program) for life insurance in the amount of \$0.11 per thousand of coverage and accidental death and dismemberment (AD&D) in the amount of \$0.02 per thousand of coverage for the period of 1/1/2006 to 12/31/2008. (see page 48)

- M. Income Protection – The administrative staff is recommending approval of Madison National Life as the district's income protection carrier for the period of 1/31/2006 to 8/1/2007 at a rate of .22% of covered payroll. This rate is the same as the current rate.
- N. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations cited. (see page 49)
- O. Substitute Trainer Fee Schedule Adjustment – The administration is recommending approval of a revised pay structure for substitute trainers per the attached sheet. (see page 50)
- P. Reclassification of Transportation Coordinator Position – The administration is recommending that the Transportation Coordinator position be reinstated to the Support Staff Compensation Plan effective 7/1/05.
- Q. Technical Support and Training Services – The administration is recommending the approval of Amy Henschel for technical support and training services at the elementary level at a rate of \$30.00 per hour for up to 48 hours during the 2005-06 school year only.
- R. Change Order EC-01 – Maintenance Facility Project – The administrative staff is recommending approval of change order EC-01 to Shannon A. Smith, Inc. for a DEDUCT in the amount of \$616.00. Ten 4 pair cables between the telephone punch down blocks were deducted from the contract as the school district will be providing the cables.
- S. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for bleachers at Comet Field.
- T. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid Comet Field House renovations.
- U. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited. (see page 51)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 11. A

- U: It was moved by Mr. DeLuca and seconded by Mr. Lyon 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 12. 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 52 - 53)
- 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.
 Dawn DeLucca
 Christopher P. Telesco
 Angel R. Torres
- C. Family Medical Leaves – The administrative staff is recommending granting Child Rearing and Designated Family Medical Leaves to the individuals listed according to the terms listed. (see page 54)
- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
 Judy Croft – effective December 16, 2005
 Julie Erhgood – effective January 6, 2006
 Justin Peart – effective November 11, 2005
- E. Disability Retirement – The administrative staff is recommending the board accept the disability retirement of the individual listed below per the effective date cited.
 Thomas E. Boyd – effective September 23, 2005
- F. Speech Clinician – The administrative staff is recommending approval of the person listed below as a speech clinician at Hambright Elementary School effective November 21 at a rate of \$50.00 per hour for up to 80 hours:
 Marci Mundock
- G. 2005/2006 Winter and Spring Athletic Co-curricular Position – The administrative staff is recommending the approval of the individual list as an athletic worker for the 2005/2006 school year.
 Chris Santaniello
- H. Part-time Painter – The administrative staff is recommending the approval of the individual listed below as a part-time painter at \$8.50 per hour, 20 hours per week, from December 5, 2005 to June 2, 2006.
 Jordan Byrnes

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 12. A - H: It was moved by Mrs. Wert and seconded by Mrs. Friedman 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 13.

Mileage Rate Approval

- A. The administrative staff is recommending approval for a change in the standard mileage reimbursement rate for business use of an automobile from 48.5 to 44.5 cents per mile effective January 1, 2006. This rate is established by the IRS.

MOTION ON AGENDA ITEM 13: It was moved by Dr. Frerichs and seconded by Mr. DeLuca 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.

Dr. Frerichs requested that the PSBA proposal, Standards for Effective School Governance and Code of Conduct, be put on the January agenda for discussion.

Mr. Herr read a letter he received from Joseph Barry along with a newspaper article about Hempfield School District's tax cutting program for seniors. He also announced that Nora Oakey is resigning as chairperson for the Penn Manor Area Republican Committee.

Mr. Stewart thanked the Board for hosting the leadership banquet.

The meeting adjourned at 8:50 p.m. on a motion by Mr. Lyon and seconded by Mrs. Friedman and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary