

Minutes
Committee of the Whole
September 11, 2006

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. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Geist was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Mrs. Anne Carroll, Mr. Darrin Donmoyer, Mrs. Beth Campagna, Mrs. Chris McKnight, Mrs. Erica Repsch, Mrs. Mary Barnett, Mrs. Julie Biblioni, Dr. Hoeppe, Mr. Jeff Roth, Mrs. Rhoades, Connor O'Neill, Penn Manor residents, Millersville students and Mrs. Howard.

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

Ms. Pollock explained that the staff at Marticville has solved the dilemma of how to balance the need in the district, in the school and a student to reach AYP. Mrs. Carroll explained the Strategic Reading course for eighth graders. It was developed from a need for continued student reading instruction through grade 8. She explained why it was developed, the criteria used and the methods of communication to parents. Mrs. Repsch described the class structure and size. She said it is a full year reading class providing transitional instructional environment for several learning support students. The class emphasizes literacy skills and strategies. It supports reading assignments in all content areas. Mrs. Carroll reported that after one year 20 students, out of the 32 enrolled, increased proficiency. Twenty-nine students are enrolled in the Strategic Reading course for 2006. Mrs. McKnight explained that the major goal of the middle school Language Arts department is collaboration between the Reading and English classes, the elementary schools, high school and through workshops with Millersville University. Dr. Frerichs inquired if this program is at Manor Middle School also. Mrs. Carroll answered that Mrs. Fair will be starting the class this year.

Mrs. Campagna presented the new special education manual which outlines special education procedures. The manual will be distributed to administrators, special education teachers, guidance counselors and school psychologists. Mrs. Campagna announced that a Special Education audit will be held in November. She listed the people who will be interviewed during the audit and the components of the audit. Mrs. Campagna explained the federal and state mandate Child Find. The district is obligated to provide multiple efforts to locate, identify and evaluate students. She listed the various methods used for public notice. Mrs. Campagna explained that two current board special education policies were recently revised and reviewed by Hartman Underhill and Brubaker. She presented for placement on the August School Board Meeting Agenda the "First Reading" of the revised Special Education Policy #113 and the revised Discipline of Students with Disabilities Policy #113.1. Questions were asked for clarification. Approval for placement of Special Education Policy #113 on the September School Board Meeting Agenda was approved on a motion by Mr. DeLuca, a second by Mrs. Wert and a unanimous voice vote. Approval for placement of Discipline of Students with Disabilities Policy #113.1 on the September School Board Meeting Agenda was

approved on a motion by Mrs. Friedman, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Skrocki announced the names for the Tax Study Commission who are being recommended to the board for approval. The members agreeing to serve on the Commission are Frank Roschel, Renee Horn, Gerald Sangrey, Joan Matterness, Jacqueline Rieker, Rachael Wywadis and Joseph DeLuca. With the exception of Rachael Wywadis, all present and introduced to the board. Mr. Skrocki said the recommendation for the first Tax Study Commission meeting on Tuesday, September 19 at 6:30 p.m. in the board room is on the agenda for board approval. At the first meeting a calendar of additional meetings will be decided. The calendar of meetings will be advertised and are open to the public. A public hearing will be held in November and a formal recommendation from the Commission will be presented to the school board on December 4. Mr. Skrocki explained that the Tax Study Commission is charged with making a non-binding recommendation to the school board with respect to further reduction in property taxes by increasing earned income tax or by switching to a personal tax in the school district. Mr. Stewart said he would send a letter to the individuals who were not selected for the Commission. Approval for placement of the seven individuals for appointment to the Tax Study Commission on the September School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Dr. Frerichs and a unanimous voice vote.

Mr. Stewart asked for approval and authorization to move ahead with artificial surfaces for Comet Field and the high school site. He explained that approval to proceed at this time with the design of the fields and to advertise for bids is necessary to maintain a timeline to allow the vast majority of the work to be done on the fields before the start of the 2007-2008 school year. He said many decisions still need to be made regarding the design of the fields. Mr. Stewart also requested direction regarding booster participation and naming rights opportunities for the fields. Mr. Skrocki reviewed the following projects that are planned over the next five years: significant renovations at Marticville Middle School, significant renovations at Martic Elementary School, the 5 year capital improvement projects approved by the board including the purchase of 26 acres on Donerville Road, Comet Field House renovations and the 2 artificial turf fields. Mr. Skrocki reported how the 2 artificial turf fields, amounting to approximately \$3.7 million, and the future capital projects will be funded. Funding for the projects, total amount of approximately \$34 million, will be from the \$20 bond issue, the transaction for the sale of 2 distinct parcels at Comet Field, the district capital reserve fund balance, the district construction fund balance and interest earnings in the next five years. He said there is enough money in capital projects fund at this time to fund the projects listed assuming the construction contingency for the projects comes in close to budget and with the sale of the Comet Field land. After much discussion from board members about the cost and use of the artificial fields, the cost of artificial turf for one field versus two fields, other Penn Manor playing fields, the Millersville stadium use and the use of the recently purchased property on Donerville Road, Mr. Rintz amended a motion for placement on the September Board Meeting Agenda. The revised motion: the committee is recommending approval to proceed with the design of one artificial surface field at Comet Field and the required authorization to advertise for bid if necessary. Mr. DeLuca seconded the motion. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs,

yes; Mrs. Friedman, yes; Mr. Geist, absent; Mr. Herr, yes; Mr. Kreider, no; Mr. Lyon, no; Mr. Rintz, yes; and Mrs. Wert, yes.

Dr. Leichliter reported on drug and alcohol policy violations in Penn Manor for the past three years. He provided a detailed list of policy violations to the Penn Manor Drug & Alcohol Policy for Manor and Marticville Middle Schools and Penn Manor High School. He said data on drug and alcohol violations are collected for the Weapons and Violence Report mandated by Act 26, the Safe & Drug Free Schools Grant and the Special Education Bureau. Penn Manor School District administration and staff is also interested in the total number of violations that occur within the Penn Manor Drug and Alcohol Policy. Information is also collected for the School Board on the number of judicial review hearings that are conducted in violation to the Policy and the Student Assistance Program. Dr. Leichliter reviewed the issues with data collection. Mr. Donmoyer reviewed the number of drug and alcohol violations in the past three years and the conflicts in the reports. He explained that because of details in the District Drug and Alcohol Board Policy, the drug and alcohol policy offences will continue to be equal or greater than the number reported to PDE for the Weapons & Violence Report. Dr. Leichliter said in the future the new discipline menu in Sapphire will improve the tracking of all offenses. Questions were asked for clarification of the information presented and answered by Dr. Hoepfel, Dr. Leichliter and Mr. Donmoyer.

Connor O'Neill reported that at the Senior Class Meeting it was announced that 96% of the senior class was proficient in writing, 77% proficient in reading and 72% proficient in math. Overall there was a 20% improvement. He also said that four students in the senior class attended the Governor's School in the summer, Chelsea Shover has a perfect score in her SAT's, the Fall Kick-off Classic was held recognizing all the fall sports. During lunch the high school students are now allowed in the area outside of the cafeteria. He said there are three foreign exchange students at the high school this year. This year students in extra-curricular activities and those requesting a parking pass must submit a signed Random Drug Screening form. Mr. Herr asked how the student body reacted to signing the form. Connor responded that there was a lot of discussion about the Policy and he felt it was a deterrent for students taking drugs.

Mr. Stewart explained that he was requested to place on the agenda a discussion for a waiver for roll back taxes for the property purchased by Manor Brethren Church. He provided the board members with information on this topic. Mr. Herr corrected the acreage amount to 6.8 acres and provided additional information about the property. Questions were asked for clarification. Approval for placement of the request for waiver of the roll back tax was placed on the board agenda addendum on a motion by Mrs. Wert and seconded by Mr. Lyon. The following vote was taken on this motion: Mr. DeLuca, no; Dr. Frerichs, no; Mrs. Friedman, no; Mr. Geist, absent; Mr. Herr, yes; Mr. Kreider, yes; Mr. Lyon, yes; Mr. Rintz, yes; and Mrs. Wert, yes.

The Committee of the Whole adjourned at 8:50 p.m. on a motion by Mr. Lyon, a second by Mr. DeLuca, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

September 11, 2006

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 8:55 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Dr. Frerichs, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Geist was absent. Present from the administrative staff were Mr. Donald Stewart, Ms. Ellen Pollock, Mr. Christopher Johnston, Mr. Steve Skrocki and Dr. Michael Lechlitter. Also in attendance were Mrs. Barnett, Mrs. Biblioni, Mrs. Rhoades and Mrs. Paula Howard.

Mr. Willis Herr announced that and the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Tuesday, October 10 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 August 7, 2006 School Board Meeting. There were none. It was moved by Dr. Frerichs and seconded by Mr. DeLuca to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart said he was pleased with the opening of school. He reported that to date 560 student numbers have been sent to Lancaster General hospital for random drug testing. Of those 560, approximately 140 are volunteer entries from the Middle Schools and one from the high school. The remaining entries are from high school students requesting parking passes or involved in activities. Mr. Stewart said he had conversations with 4 parents regarding the Drug Screening Program and signing the required form. He reported that over 200 Comet Classic cards have been issued to senior citizens.

Mr. Johnston updated the board on the Tax Rebate Program and the total amount of tax payments returned to date. Mr. Johnston reported Treasurer's Report for the month of August has been posted. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mr. Rintz to approve to authorize payment of bills in the amounts of \$353,781.52 dated 8/2/06, \$414,811.56 dated 8/3/06, \$552,902.09 dated 8/9/06, \$251,103.68 dated 8/11/06, \$90,488.78 dated 8/15/06, \$281,383.67 dated 8/16/06, \$126,300.32 dated 8/17/06, \$1,905.76 dated 8/18/06, \$30,894.10 dated 8/23/06, \$355,580.16 dated 8/24/06, \$145,015.14 dated 8/30/06, \$552,887.87 dated 8/30/06, \$169,915.71 dated 8/31/06 for a total of \$3,326,970.45 from the General Fund; \$63,258.57 dated 8/1/06, \$97,664.48 dated 8/31/06 for a total of \$160,923.05 from the Cafeteria Fund; \$546.60 dated 8/3/06, \$7,887.76 dated 8/9/06 for a total of \$8,434.36 from the Capital Reserve Fund; \$8,708.60 dated 8/3/06, \$96,731.10 dated 8/9/06, \$12,275.17 dated 8/16/06 for a total of \$117,714.87 from the 2005 Construction Fund; \$39,445.40 dated 8/3/06 for a total of \$39,445.40 from the 2006 Construction Fund and payroll in the amounts of \$623,720.27 dated 8/2/06, \$643,149.14 dated 8/16/06, \$708,135.84 dated 8/30/06 for a total of \$1,975,005.25. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna

Friedman, yes; Frank Geist, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The September 11 School Board Meeting Agenda was reviewed.

Item 2. A. – D. **Consent Agenda for the September 11, 2006 Committee of the Whole Meeting**

- A. “First Reading” – Special Education Policy #113 – The committee is recommending approval of the “First Reading” of the Special Education Policy #113. (see pages 6 - 8)
- B. “First Reading” – Discipline of Students with Disabilities Policy #113.1 – The committee is recommending approval of the “First Reading” of the Discipline of Students with Disabilities Policy #113.1. (see pages 9 - 13)
- C. Tax Study Commission Appointments – The committee is recommending the following individuals be appointed to the Penn Manor School district Tax Study Commission as per the requirements of Act 1.

Frank Roschel	Joan Matterness
Renee Horn	Jacqueline Rieker
Gerald Sangrey	Rachael Wywadis
Joseph DeLuca	

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A-C: It was moved by Joseph DeLuca 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, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

- D. Synthetic Turf Field – The committee is recommending approval to proceed with the design of 1 artificial surface field at Comet Field and the required authorization to advertise for bid if necessary.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2 D: It was moved by Carlton Rintz and seconded by Joseph DeLuca to approve this item as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, absent; C. Willis Herr, yes; Jeffrey Kreider, no; Jeffrey E. Lyon, no, Carlton Rintz, yes; and Donna J. Wert, yes.

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

- A. “Final Reading” – Students and the Police Policy – The administrative staff is recommending approval of the “Final Reading” of the Students and the Police Policy #225. (see page 14)

- B. Tax Study Commission Meeting – The administrative staff is recommending approval to advertise for the first Tax Study Commission meeting on Tuesday, September 19 at 6:30 p.m. in the Board Room at Manor Middle School.
- C. Plancon C Approval – The administrative staff is recommending approval to accept the receipt of the Plancon C approval for the property located at 493 Donnerville Road, Lancaster. (see pages 15 - 17)
- D. Elementary Student Handbooks – The administrative staff is recommending approval of the Elementary Student Handbooks for the 2006-2007 school year.
- E. Pediatric Services of America, Inc. – The administrative staff is recommending approval of the contract for services at a rate of \$50 per hour, 7 hours per day, with Pediatric Services of America, Inc. effective August 28, 2006 for the 2006-2007 school year.
- F. Engineering Services Contract – Conestoga Elementary School Air Conditioning Project – The administrative staff is recommending approval of a contract with Moore Engineering Company in the amount of \$1,500, plus reimbursable expenses, for engineering services for the addition of two branch circuit panels in Conestoga Elementary School.
- G. Engineering Services Contract – High School Agricultural Shop Lighting Project – The administrative staff is recommending approval of a contract with Moore Engineering Company in the amount of \$2,400, plus reimbursable expenses, for engineering services to design replacement lighting for the high school agricultural shop.
- H. Integrated Pest Management Bid – The administrative staff is recommending the 5 year integrated pest management bid to Western Pest Services, effective October 1, 2006 through September 30, 2011 as cited. (see page 18)
- I. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as cited. (see page 19)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A. – I.: 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; and Donna J. Wert, yes.

Item 4. A., C. - N.:

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 20 - 21)

- C. Updated 2006/2007 Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2006-2007 school year. (see page 23)
- D. Middle School Tutors – The administrative staff is recommending approval of the following individuals to the position of middle school tutors for the 2006-2007 school year, for a total of four hours per week at the rate of \$ 31.00 per hour.

Peggy Annunziata	Jennifer Ennis
Victoria Grosser	Mary Iovino
Erica Repsch	Courtney Costello
Karen Miller (substitute)	Curt Snelbaker (substitute)

- E. After-School Service Monitors – The administrative staff is recommending approval of the following individuals to the position of after school service monitors at Manor Middle School for the 2006-2007 school year, for a total of two hours per week at the rate of \$29.60 per hour.

Doug Eby	Karen Miller
Curt Snelbaker	Cheryl Youtz

- F. Classroom Consultant – The administrative staff is recommending the approval of Matt Scheuing as a teaching classroom consultant at the rate of \$100 per day for 6 days from August 28 to September 6, 2006.
- G. Mentor – The administrative staff is recommending approval of the individual listed as a Mentor for the 2006-2007 school year.

Donna Brady – Entry Level - \$788 for Matt Scheuing, Secondary

- H. Volunteer Coach – The administrative staff is recommending approval of the individual listed as a volunteer coach for the 2006-2007 school year.

Zach Bowers – Boys Soccer

- I. Parenting Workshops – The administrative staff is recommending approval of the individuals listed below for 12 hours each of parenting workshops at the professional rate of \$31.00 per hour.

Suzanne Elia Hoyes	Kim Juba
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- J. After-School Library Hours – The administrative staff is recommending approval of the following individuals to the position of after school library monitors for the 2006-2007 school year, for a maximum total of one hour per week at the rate of \$31.00 per hour.

Jeff Taylor	Candy Thompson
Phil Weaver	Jeff Churchill
Teri Hay	Kim Pace

- K. Security – The administrative staff is recommending approval for the following Pennsylvania constables to provide security for the school district during the 2006-2007 school year for co-curricular activities at the rate of \$31.30 per hour.

Robert Benson	Greg Leisey	Fred Townson
Jeff Jackson	Robert Parmer	Jeff Pokepec
Randall Kreiser	Christopher Wiggins	Holly Jackson
Robert Benson, Jr.		

- L. Wellness Coordinator – The administrative staff is recommending approval of the individual listed below to the position of Wellness Coordinator for 2006-2007 at the rate of \$2,000.

Steve Kramer

- M. In Service Hours – The administrative staff is recommending payment to Carolann Cheng for 12 hours of in service during June, July and August at an hourly rate of \$8.39.

- N. Transportation Clerical Hours – The administrative staff is recommending payment to Sue Zeigler for 8 hours of clerical assistance on August 25 at an hourly rate of \$12.00.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A., C. – N.: It was moved by Joseph 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, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4. B.: Consent Agenda for Personnel

- 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 22)

MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 B.: It was moved by Jeffrey Kreider and seconded by Johnna Friedman to approve this item. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, abstained; and Donna J. Wert, yes.

Item 5. Request for Waiver of Roll Back Tax

- A. Request for Waiver of Roll Back Tax – The committee is recommending approval of the waiver of Act 319 roll back tax for approximately 6.8 acres belonging to Wilmer, Esther Shertzer and Samuel Shertzer purchased by Manor Brethren

Church for use as a religious organization. Roll back taxes for this property are estimated at \$27,000.00.

MOTION ON AGENDA ITEM 5: It was moved by Donna Wert and seconded by Jeffrey Lyon to approve this item. The following call vote was taken on this motion. Joseph DeLuca, no; Richard L. Frerichs, no; Johnna Friedman, no; Frank Geist, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 6.

Change in Status

A. Change in Status(*) – The administrative staff is recommending the board accept the individual listed for change in status according to the conditions listed.

Alissa Hockley, change from 3.5 hours to 4 hours per day, Elementary ESL teacher, effective Wednesday, September 13, 2006.

MOTION ON AGENDA ITEM 6: It was moved by Richard Frerichs and seconded by Donna Wert 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, absent; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes and abstained from Item 4C.; and Donna J. Wert, yes.

The meeting adjourned at 9:29 p.m. on a motion by Mr. Rintz and seconded by Mrs. Friedman and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary