

**MINUTES**  
Committee of the Whole  
May 1, 2000

The Penn Manor School Board met as a Committee of the Whole on the above date at 7:00 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson (arriving at 7:05), Mr. Fields, Dr. Frerichs, Ms. Herr, Mr. Herr, Mr. Kline, Mr. Kreider, Mrs. Wert, and Mrs. Withum (arriving at 7:04). Present from the administrative staff were Dr. Campbell, Mr. Skrocki, and Mr. Stewart. Also in attendance were Penn Manor residents, Millersville University students, Mr. Shawn Canady and Penn Manor students for their presentation, and Dolores Warfel.

The meeting was called to order at 7:00 p.m. by Mr. Herr.

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 April 10 and 17, 2000, Committee of the Whole Meetings. Hearing none, on a motion by Ms. Herr, a second by Dr. Frerichs, and a unanimous voice vote, he directed that the Minutes would stand approved as distributed.

Mr. Shawn Canady distributed information to board members which provided an overview of the Cisco Networking Academy Program which is part of the Technology Education Department course offerings at the high school. He stated that the program introduces students to technical engineering, computer networking, and the wiring of computers. Mr. Canady stated that Penn Manor is one of four local school districts offering the program this year with six more preparing to start the program. He informed board members that individuals from the Lampeter-Strasburg School District visited Penn Manor and viewed our program in operation and were very impressed. Lampeter-Strasburg will be starting a Cisco program in 2001/2002. Mr. Canady stated that in the future the Cisco course will be offered to juniors the second half of their junior year and the full year their senior year. Mr. Canady stated that this course places students in an outstanding position to enter a job market that is searching for individuals with knowledge in the computer networking field. He stated that students will have completed their first semester when going to a two year technology school or a four year engineering school after successfully completing this course. Students who complete the course will

receive Cisco Certified Networking Associate Certification. Mr. Canady introduced four students who are juniors at the high school and part of the Cisco program. The students, Andrew Sauders, Jeremy Higgins, Jason Browning, and Kaleb Ruof, answered questions from board members. They informed those in attendance that there were 600 jobs available today, May 1, in the Philadelphia area that students completing the Cisco course would be qualified for, there are 20 students in Penn Manor's program this year, the third part of the program is an internship where they get hands on experience doing networking out in industry instead of in the classroom, and they are proud to be part of the program. Mr. Canady stated that there were initially 20 students in the program last year with one leaving to enter the Career & Technology Center program. When asked by Ms. Herr what the difference is between the Penn Manor program and the program available at the Career and Technology Center Mr. Canady stated that the Career & Technology program is taught by a professional, it is a full day program, and students would get 3-4 certifications via that program as compared to one when taken at Penn Manor. Mr. Fields questioned Cisco's connection with the internet. Mr. Canady said Cisco is the nation's leading networking company. Mrs. Wert asked why the enrollment in this class is limited to 20 students. Mr. Canady said that the equipment available is the reason for the limitation stating that 16 students can comfortably use the equipment. He stated that the equipment is extremely expensive. Mrs. Wert asked if the equipment is used by only Cisco students. Mr. Canady said that only Cisco students use the equipment adding that other classes do not have a need to use this particular equipment. He stated he would like to see the equipment replaced on a 3-5 year timeframe in order to keep it current. The only cost to the district for the program at the current time is Mr. Canady's training as current equipment was purchased via a grant. Board members thanked Mr. Canady and the students for their presentation.

Mr. Stewart reviewed professional leaves requested for the 2000/01 school year. He stated there were 10 leaves being approved - two for a full year, four for the fall semester, and four for the spring semester. He reviewed the fact that one request was denied. Mr. Stewart said the cost to the district for the requested leaves is \$175,631 (down \$59,000 from the current year). He asked for board approval to place this item on the upcoming agenda. On a motion by Dr. Frerichs, a second by Mrs. Wert, and a unanimous voice vote, this item was approved for placement on the May School Board Meeting Agenda.

Mr. Skrocki reviewed background information relating to the Senior Volunteer Program as well as potential pitfalls to the program. He reviewed information contained in the letter from our solicitor in which the solicitor

states they believe the individuals involved in this program would be considered employees (not volunteers) and the amount of tax reduction constitutes earned income to the recipient. Mr. Skrocki stated there are also concerns about potential problems arising in the areas of age discrimination, Worker's Compensation, etc. Mr. Skrocki recommended that the board not consider implementing this program due to the inherent problems that arise. Mr. Herr asked if different solicitors have different opinions since several districts are involved in a Senior Volunteer Program. Mr. Skrocki said other districts are aware of possible problems but decided to assume the risk if challenged due to the public relations benefits derived from the program. Mr. Skrocki stated that he feels the potential pitfalls override benefits derived from the public relations on the part of the school district.

Dr. Campbell then reviewed changes requested by the Drug and Alcohol Policy Committee to the existing Drug and Alcohol Policy. He stated a loophole in the policy was found recently during a court case which is the reason for the requested changes. He indicated that he hopes making these minor changes will tighten the policy and asked for board approval to place the amended policy on the upcoming board agenda for "First Reading." On a motion by Mrs. Withum, a second by Mr. Fields, and a unanimous voice vote, this item was approved for placement on the May School Board Meeting Agenda.

Mr. Skrocki then provided the board with a budget update. He stated that a 2.78% mill increase is currently indicated with a preliminary budget figure being locked in on Wednesday, May 3. He stated that a 2.5% increase is hoped for. The preliminary budget adoption will take place May 8 with the budget being updated until the June 12 final budget adoption. Mr. Skrocki then reminded the board that he will be making a live 20-30 minute web cast budget presentation on Thursday, May 11. He said those viewing the presentation via the web will be able to submit questions which will be given to him to answer at the end of the presentation. Apple computer is donating a server and technical expertise for the presentation. He stated that the Marticville computer lab will be open for community members who do not have computers to view the presentation. Mr. Skrocki stated that an ad will be placed in the newspaper inviting residents to join in the web cast. He stated that he hopes at least 100 individuals, especially employees, will view the presentation. Mr. Reisinger will be able to track the number of people visiting the web site. He will be able to see how many visitors to the web site there are at intervals during the web cast from beginning to end. These numbers will be provided for the board after the presentation. Mr. Skrocki asked if any board members planned on attending the presentation. Mr. Herr indicated he would be

present. Mr. Skrocki asked Mr. Herr to provide an opening statement. Dr. Campbell also stated that he intended to be present. Mr. Skrocki asked board members to e-mail him if they were going to be in attendance.

Dr. Campbell reviewed the Elementary Dean of Students Job Description and explained that the job description is needed because the person currently acting as the administrator at Hambright is not finished with her principal certification. He stated that the person filling an Elementary Dean of Students position would report to Mr. Stewart since the individual may not supervise teachers. Mr. Stewart would also make final decisions regarding discipline. Dr. Campbell informed the board that the Department of Education has approved the job description and asked for approval to place this item on the May School Board Meeting Agenda. On a motion by Dr. Frerichs, a second by Mrs. Withum, and a unanimous voice vote, this item was approved for placement on the May School Board Meeting Agenda.

Mr. Stewart reviewed Penn Manor and sample policies from other districts which dealt with interscholastic sports. He asked if the board felt Penn Manor's existing policy meets district needs. If not, he asked for direction from the board as to what elements of the sample policies should be included in Penn Manor's policy and what issues not appearing in the sample policies need to be addressed in Penn Manor's policy. Ms. Herr said she feels Penn Manor's policy needs defined more and asked if a guideline is needed for facility implications. Mr. Kline indicated he felt you could have too many policies. He suggested that in order to save time several board members form a committee to go through the information provided and decide if a different policy is needed and if it is use Penn Manor's current policy and the sample policies to come up with a draft of a policy to bring to the board for their review. Mr. Kline said he would volunteer to serve on such a committee. Mrs. Withum suggested revising our current policy rather than rewriting it. Dr. Campbell said having subcommittees would be taking a giant step backwards. He said he doesn't feel time will be saved in the long run by having such a committee since it would lead to additional committees. Dr. Campbell stated that school districts of this size function better as a Committee of the Whole. Sub committees, he stated, tend to divide boards. Dr. Campbell suggested having Mr. Mummau, someone from the district office, and board members work collaboratively to recommend a policy to the entire board. He stated that he does not like policies so tight that you have no room for movement. Dr. Campbell said he would like to see an administrative guideline rather than policy which he hoped would be in place by next fall. Mr. Stewart said he would be willing to draft a sample policy or guideline, have it reviewed by the solicitor, and submit it to board members for review and discussion. Board members

agreed with this suggestion. They also agreed that administrative guideline rather than policy was needed. Mr. Stewart will get back to the board in the near future with a draft for their review. Ms. Herr said it might be wise to meet with Mr. Nett regarding athletic facilities.

Mr. Jeff Roth, 157 Scarborough Lane, stated that he feels there is a need for a middle school track program. He reviewed past history of athletics for seventh grade students and said that seventh grade programs have proved to be a great asset to Penn Manor. Mr. Roth also provided Lancaster-Lebanon League information regarding junior high track and field programs. He said five schools have no programs in place with three of those five having programs in a planning stage. Mr. Roth said he is concerned that there are no spring sports for boys in the middle school (girls have soccer). He said a middle school track and field program would help improve the high school program. Mr. Roth stated that track and field is an individual sport but one which allows the individual to still be part of a team. He asked the board to seriously take a look at adding a junior high track and field program which would provide a positive athletic experience to students in the middle school. He stated that he hoped the board would support the program. When asked if he envisions one team for each middle school or one team for two middle schools Mr. Roth said he was looking at it as one team for two middle schools. Mr. Herr questioned if practice time for the middle school team could co-exist with the high school track and field team. Mr. Roth said he feels that could be worked out. Mr. Kline said Mr. Mummau indicated that could be done. Ms. Herr said PIAA did not allow some sports to practice together - wrestling for example. Mrs. Withum said she would like a PIAA ruling on different levels practicing together. Dr. Campbell said he would look into it. Mrs. Withum said she would like to table this item until the new track and policy are complete. Mr. Herr asked if she was making a motion to that affect. Mrs. Withum made a motion to have this item tabled until the new track and policy are done. Ms. Herr seconded the motion. Mr. Herr stated that the middle school team is not being looked at for this spring with the track being completed by next spring. Mr. John Mercado, 2555 Valley Drive, spoke in support of a middle school track team. He said he ran track at an elementary school in the city that did not have a track. He questioned how having a track makes a difference in why you have a track program. He stated that having a track is a benefit but not a necessity stating you can run a track program without a track. Mr. Mercado said all you need is a place to run for practice, a coach, and kids who want to participate. He stated that an activity such as track gives some students a reason to be in school. He said that the less you give students to do at their school the less reason for them to want to be in school. Mr. Mercado said you need enough programs you don't need a track. Mrs. Withum questioned what the board will do

when other sports request a middle school team. She said the budget could double and asked when the board says “no”. Mr. Kline said he is in favor of co-curricular activities. He said he contacted PSBA, PIAA, and PDE regarding co-curricular activities. He stated that information he has gathered indicates that high school activities, sports, drama, etc., are extremely important. They not only generate community involvement and create volunteerism, they help students academically and lower the drop-out rates. Mr. Kline said if high school sports do all of these good things, if students get involved earlier it will be even better. He stated that volunteers to Penn Manor athletic programs have provided dugouts, scoreboards, etc. Mr. Kline said we need to encourage athletics. He stated that he feels Penn Manor fields should be used any time students are not in school. Mr. Kline stated that he spoke with Rettew Associates and they said a middle school track team would cause no deterioration on the track. Ms. Herr said she is in favor of sports but feels the board must decide how they are going to say “yes” or “no” to requests for sports teams. She stated that if the board says “yes” to the middle school track and field team, she feels certain that other high school sports will request a middle school program as well. Mr. Kline said he did not wish to have this item tabled. Mr. Herr stated that he doesn’t understand the amount of debate taking place regarding this item when the cost is so low. Dr. Frerichs said a middle school track program would be one of the few teams where everyone can participate. Mrs. Withum asked if anyone had considered an after school intramural program. Mr. Roth said he feels it is a disgrace that Penn Manor does not have a home track this year. Mr. Fields stated that he feels the issue is what are our guidelines. He stated we must have criteria to approve these teams and recommended tabling this item until the guidelines are in place. Mr. Anderson said the board needs to remember that Letort and Eshleman are still issues. The original motion made by Mrs. Withum and seconded by Ms. Herr to table this item until the new track and policy are complete was amended by Mr. Fields to have this item tabled until the guidelines are established. This motion was seconded by Mr. Anderson and passed by the following vote: Mr. Anderson, yes; Mr. Fields, yes; Dr. Frerichs, yes; Ms. Herr, yes; Mr. Herr, yes; Mr. Kline, no; Mr. Kreider, yes; Mrs. Wert, yes; Mrs. Withum, yes. Mr. Herr thanked those in attendance.

Dr. Campbell reviewed the Administrative Assistants Job Description and asked the board for approval to place this item on the May School Board Meeting Agenda. He also informed board members that the public relations person should be housed in the administrative offices. Ms. Herr questioned the co-curricular liaison job responsibility. Mr. Stewart said he recommended to Dr. Campbell that this duty be added because co-curricular generates issues that are time consuming and he felt he could be an in-

termediary to filter information and provide information to Dr. Campbell. A good example of this responsibility he stated would be drafting the guidelines for the addition/elimination of sports teams. On a motion by Mrs. Withum, a second by Mr. Kline, and a unanimous voice vote, the Administrative Assistants Job Description was approved for placement on the May School Board Meeting Agenda.

Mr. Stewart then requested approval for the addition of the Quiz Bowl advisor as a new paid co-curricular position. He stated that Miss Brady is currently the advisor and is not being paid for that position. Mr. Stewart stated that with a paid position the Quiz Bowl Team would join the Quiz Bowl League and participate in regular competitions leading up to the spring competitions. He stated that of the six districts participating in the Quiz Bowl League four advisors are paid and two are not. The two districts having unpaid advisors have said they would pay an advisor if they lose their unpaid advisor. Mrs. Withum stated that the Quiz Bowls are usually held on Saturday. Dr. Frerichs said he felt we would have to pay an advisor if we anticipate participating in competitions. Mr. Stewart recommended the board make this a paid co-curricular position at a salary of \$1,000. Ms. Herr questioned making this part of a teacher or Department Coordinator's responsibility at no pay. Mr. Stewart said this request is not being made because the person volunteering said if they are not paid they will quit. He stated the administration is making this request. On a motion by Mrs. Withum and a second by Mr. Herr this item was approved for placement on the May School Board Meeting Agenda with board members voting as follows: Mr. Anderson, no; Mr. Fields, yes; Dr. Frerichs, yes; Ms. Herr, no; Mr. Herr, yes; Mr. Kreider, no; Mrs. Wert, yes, Mrs. Withum, yes.

Mr. Skrocki reviewed the Long Range Maintenance/Capital Improvement Proposal and asked for approval to place this item on the May School Board Meeting Agenda. After board discussion, on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote, this item was approved for placement on the May School Board Meeting Agenda.

Mr. Skrocki reviewed the background of the Compensated Professional Leave Policy and the need for minor changes which he reviewed. He asked the board for approval to place this item on the May School Board Agenda. On a motion by Mr. Anderson, a second by Ms. Herr, and a unanimous voice vote, this item was approved for placement on the May School Board Meeting Agenda.

Dr. Campbell then reviewed a request for modification of the Health Services Program which would allow the school district to accept the report of private physical and dental exams completed within one year prior to a

student's entry into the grade where an exam is required. He asked for approval to place this item on the upcoming agenda. On a motion by Dr. Frerichs, a second by Ms. Herr, and a unanimous voice vote, this item was approved for placement on the May School Board Meeting Agenda.

Dr. Campbell then provided board members with cards which will be given to volunteers attending the Volunteer Luncheon. This gift will allow the volunteer and a guest free admission to one athletic event or one musical program during the 2000/2001 school year.

Dr. Frerichs informed fellow board members that the Foundation is going to give six \$1,000 scholarships this spring and fund grants for school projects. He stated that the Foundation is headed in the right direction and that there is \$40,000 in the treasury with plans in place to bring in more money. Mr. Stewart said that a member of the Foundation, Dr. Gemmill, is going to sit in on interviews scheduled for the Public Relations position.

Mrs. Withum said she attended the I.U. Recognition Dinner and was very impressed.

Mr. Herr asked if Penn Manor's Recognition Dinner could be looked at since spouses of retirees are not invited. He asked what the cost would be to invite retiree's spouses. Mrs. Withum said it would be minimal since we do not have many retirees this year and not all of them will be attending. She also stated that the format for the dinner is going to be changed for next year. After discussion, it was decided that spouses of retirees will be invited to attend. Mrs. Withum will contact them by phone and extend the invitation.

Ms. Herr informed those in attendance that the cheerleaders took first place in a recent competition.

The Committee of the Whole adjourned at 9:08 p.m. on a motion by Mr. Kline, a second by Mrs. Withum and a unanimous voice vote.