

MINUTES
Committee of the Whole
March 12, 2001

The Penn Manor School Board met as a Committee of the Whole on the above date at 4:00 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Mr. Fields (arriving at 4:34 p.m.), Dr. Frerichs, Ms. Herr (arriving at 4:27 p.m.), Mr. Herr, Mr. Kline (arriving at 4:13 p.m.), Mr. Kreider, and Mrs. Wert (arriving at 4:19 p.m.). Present from the administrative staff were Dr. Campbell, Mrs. Griffis, Mr. Stewart, and Mr. Skrocki. Also in attendance were Penn Manor residents, Mr. Harris for his presentation, Miss Heverling, Mrs. Mastronardo, Mrs. Hostetter, Miss Cirincione, Miss Greenawalt, Mrs. Ruth, and students for their presentation, and Dolores Warfel.

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 February 12, 2001, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Anderson, a second by Mrs. Withum, and a unanimous voice vote, the minutes were approved as printed.

Mrs. Griffis introduced Penn Manor librarians - Miss Heverling, Mrs. Mastronardo, Mrs. Hostetter, Miss Cirincione, Miss Greenawalt, and Mrs. Ruth - for their technology presentation. She informed those in attendance that the librarians and the students they brought with them would be updating them with regard to the media centers and proposed technology for these centers. The system being proposed is the Follet System. This system is being used by most other districts in IU13 but in a more limited fashion than being proposed for Penn Manor. The librarians then reviewed the number of students served by the libraries, the number of books circulated, the library curriculum, and coordination of library services with the teachers. They stated that the work being done to upgrade library technology services was being done to bring Penn Manor libraries into the 21st century. With this new technology they hoped to enhance parental involvement and use by students of the system from their home via the internet. Board members were informed that a student would be able to tell whether a book they are looking for is available anywhere in the district.

If available in a building other than the one the student attends, the book can be reserved and then sent to them via school mail. During the presentations made by the librarians, students acted out various uses of the new technology. The goals for this new system were reviewed as well as potential costs involved (\$42,131.45). Dr. Frerichs asked if the cost of the proposed system was included in the budget. Mr. Skrocki stated that he would like to make this expenditure this fiscal year. A Library Service and Technology Act Grant has been applied for in the amount of \$15,000. This money would help defray some of the costs. In addition, ACCESS PA is making it possible to add the seven elementary schools on line for free (excluding the cost of software). Secondary schools also want to purchase the Follett System so the same library automated information system could be used K-12. Dr. Frerichs then asked when the system would be operational. He was informed that the hope was to have the system operational the beginning of the next school year. Board members thanked the students and librarians for their presentation.

Mr. Harris then presented information regarding the proposed addition of two Emotional Support classes. The two classes being proposed would be high school classes with an estimated 16 students being involved. He said that Penn Manor would be taking the responsibility for Penn Manor students from the I.U. who is currently providing this service. Mr. Harris stated that students placed in Emotional Support classes deal with mental health issues; thus, the psychologists and Bill Leino would be involved in the program. Mr. Harris reviewed the past history of Emotional Support classes and the fact that 45% of I.U. classes are Emotional Support in nature. Mr. Harris reviewed the fact that costs involved with this addition would involve two teachers and one therapist/social worker. Mr. Kline asked if we can provide a better program at less cost. Mr. Harris said Penn Manor can absolutely do this. Mr. Herr asked if a substitute teacher would be in the classroom if the teacher was absent. Mr. Harris indicated a substitute would be in the classroom when the teacher was absent. In addition, Bill Leino and Bob Hoepfel will be part of the mental health team involved with the classes and would be available to help out. Ms. Herr indicated her support of the proposal but wondered what the feelings of the administration were. Dr. Campbell said the administration feels confident that we are able to handle the addition of the proposed two classes and save money at the same time. Mr. Skrocki said the special education contract with the I.U. costs approximately \$1,000,000. He stated that with the addition of these two classes Penn Manor would not only have more control of this portion of the special education program they would be able to do it cheaper. Mrs. Wert questioned why this approach was not taken be-

fore. Mr. Harris said this proposal has come about because Penn Manor has kept reaching out to the I.U. and asking for help we did not get. Discussion ensued regarding whether or not Penn Manor would accept students from other districts for placement in the Emotional Support classes. Mr. Harris said no students would be accepted from other districts the first year with the board and superintendent deciding whether or not to take students from outside the district after that. Mr. Harris also informed the board that similar classes would possibly be looked at for the middle schools and elementary schools at a later date. Dr. Frerichs asked how many potential middle school students there would be. Mr. Harris said he estimated there would be enough students for one class. He stated there is the potential for enough elementary students for one class as well. Mr. Skrocki reminded those in attendance that the addition of these classes would not be a transfer of entity. Penn Manor would therefore be able to hire their own teachers. He stated that the authorization for new teaching positions would be made when the special education budget is addressed and referred board members to the Penn Manor budget web site for information on the special education budget. Board members thanked Mr. Harris for his presentation.

Mr. Reisinger then presented what he stated was a “state of the union” on technology. He reviewed events that are currently taking place in the technology area such as the Millersville University partnership, E-school Mall, New Horizons Partnership, and High School Digital Grassroots Grant. Mr. Reisinger reviewed the Palm Education Pioneers Grant application, the student web page, and the fact that Mr. Skrocki received a PASBO Award of Achievement. He stated that a student survey was done which showed that 80% of the students surveyed have access to a computer and the internet. Results of this survey were instrumental in making decisions such as the one regarding the library proposal presented this evening. Mr. Reisinger then reviewed the Technology Strategic Plan, the On Line Technology Plan which has a deadline for submission of April 30, technology plan steps and goals.

Mr. Skrocki then reviewed budget information that can be found on the budget web page and directed board members on how to get to that site. He reviewed the building level categories and stated there would be no increase over the current year for building level budgets. The need for no increase is brought about by the fact that building principals did not spend the full amount of money budgeted for their building and enrollments are decreasing (with the per pupil expenditure going up as a result). Mr. Skrocki stated that costs relating to staffing, benefits and debt service

make up 85% of the budget. The athletic budget was reviewed with \$96,600 being budgeted for 2001/02. This is an increase of 11.5%. Mr. Skrocki stated that this increase is a result of the purchase of items such as covers for the pole vault pits at the track, wrestling mats, new batting cages, etc. Also reviewed was the \$85,000 recommendation from the Fields Committee to cover the cost of recommended additional fields upkeep, equipment to provide the additional upkeep, and a fields study. Mr. Skrocki requested that this money be taken from the General Funds rather than the Capital Reserve Fund. Discussion ensued regarding the fact that the board heard the presentation by the Fields Committee recommending this expenditure but never voted on its approval. In addition, board members stated that money being discussed for coverage of this expenditure has not yet been seen. After listening to the discussion, Dr. Campbell asked if he was correct in assuming that the administration was not to assume that the hoped for money from Comet Field was to go toward the the fields. Board members indicated they had never committed to payment for all of the recommendations made to them by the Fields Committee and needed additional information before making a decision. Also discussed was the feasibility of outsourcing some of the services in question. Board members questioned whether outsourcing had been looked at. Mr. Skrocki said it had not. Board members indicated their agreement with the fact that Penn Manor athletic fields need to be improved but indicated they want to be sure all avenues for providing these services are examined in the interest of prudent spending. Mr. Stewart reminded the board that the charge to the Fields Committee was to come to the board with a plan for the fields. The board would then act upon the request. He stated that elements of the recommended plan work together. For instance, the employment of the recommended turf management personnel would require the purchase of appropriate equipment to enable that person to do his/her job. He also stated that resodding of the practice football field and development of an additional field are currently underway. Mr. Skrocki said Rettew Associates has finalized estimated costs (\$71,000) for resodding the football field and asked to have this item added to tonight's board meeting agenda for approval to bid. Mr. Stewart said the committee would like to see improved maintenance of these facilities whether it be outsourced or in house. Dr. Campbell asked board members for direction with regard to what they want from administration with regarding to this item. After discussion, board members indicated they would like to receive additional information regarding this topic (i.e., whether outsourcing would be financially feasible, etc.) so they are able to make an informed decision. Mr. Herr asked if Mr. Nett could attend an upcoming board meeting and provide information on this subject. **Mr. Stewart said he would invite Mr. Nett**

to address the board with regard to this topic at the April 2 Committee of the Whole Meeting. On a motion by Dr. Frerichs, a second by Mr. Anderson, and a unanimous voice vote approval was granted to advertise for bids for renovation of the high school

football practice fields for placement on the March School Board Meeting Agenda.

Mr. Skrocki then directed board members to the budget web page for in depth review of the proposed budget. He briefly reviewed the Data Processing budget, the Transportation budget with a \$115,000 increase due to the increase in payment to contractors which is calculated by state formula and additional transportation costs due to Letort busing needs. Ms. Herr asked whether anyone had looked in to a previous concern regarding the number of students riding the athletic buses. Mr. Stewart said a bus is provided for transportation of athletes and he has directed the Athletic Department not to encourage students to transport other students in private cars. **Dr. Campbell asked Mr. Stewart to check on the approximate number of students riding the athletic buses.** Mr. Skrocki reviewed the Long Range Plan budget in the amount of \$472,000 - a large portion of which is for the heating system at Martic Elementary. Mr. Skrocki stated that he will provide the board with information regarding a proposed tax increase, etc. in April. He stated that he is currently looking at a \$690,000 in increased expenditures excluding salaries and benefits. He asked that board members continue to visit the budget web page for updates to the budget.

Mr. Stewart reminded board members that the YWCA operates a Before and After School Program in all district elementary schools except Conestoga. The program runs from 7:00 a.m. to 9:00 a.m. and from 3:30 p.m. to 6:00 p.m. This program is operated in Penn Manor Schools but has no connection with Penn Manor. Mr. Stewart said an alternate program is being looked at for various reasons. The Medallion School Partnership is being considered as a provider. They have a Customized Before-and-After School Learning Program. Penn Manor would be their first foothold in the area. Mr. Stewart stated that some of the advantages of using Medallion are that Medallion can provide a full service operation including running the program during Christmas week, during scheduled school vacation days, and over the summer. They will provide an instructional type program and will do remedial work with the students. Mr. Stewart said Medallion offers tuition reimbursement to their staff and are therefore able to obtain qualified staff more easily. Mr. Stewart said a meeting will be held

on March 16 with parent representatives from every building involved in before and after school care, Medallion representatives, and YWCA representatives. He indicated he does not know what costs will be involved but wanted the board to be aware of the fact that a different program is being considered. **Mr. Stewart said he may have a recommendation for the board after the meeting on March 16.** Board members questioned where Medallion, if chosen to provide the before and after school service, would hold their program during vacation and over the summer. Mr. Stewart said they would use Penn Manor facilities or local churches just as the YWCA does.

Mr. Skrocki reviewed a Calendar Production Contract being proposed for placement on the March School Board Meeting Agenda. The contract would cover the 2001/2002, 2002/2003, and 2003/2004 calendars at a total cost to the district not to exceed \$4,000. He introduced Ms. Becky Germer from Clipper Magazine. Ms. Germer showed the Penn Manor calendar which was produced by Clipper Magazine at no cost to the district for the 2000/2001 school year. She stated that production of this calendar was funded through the sale of advertising space. Clipper Magazine would like to keep the same format for the proposed contract. She said the contract would cover three years with Clipper Magazine doing the production, printing, and sale of advertising space. If the sale of advertising space exceeds \$16,500, Penn Manor would share in the additional revenue. If the sale of advertising space does not exceed \$10,500, Penn Manor would pay up to a maximum of \$4,000 over the three year period. Ms. Germer stated that Penn Manor will have no cost if the same amount of advertising space is sold as was sold last year. She showed a proposed 2001/2002 calendar cover. Mr. Stewart asked if the Penn Manor logo could be made more prominent. Ms. Germer said this could be done. Mrs. Rhoades will be working with Clipper Magazine on the production of the calendar. Mr. Skrocki asked for board approval to place this item on the March School Board Meeting Agenda. Approval was granted on a motion by Mrs. Withum, a second by Mr. Anderson, and a unanimous voice vote.

Mr. Skrocki reviewed the New Horizons Agreement. He stated that New Horizons is a training organization that provides high level technology training. Courses of the caliber presented by New Horizon would cost \$5,000-\$7,000 to take. Mr. Skrocki said he was proposing that New Horizon use two Penn Manor high school labs to conduct training courses during week nights during the school year when students are not in the building and during the day in the summer and possibly during weekends. The district would be guaranteed two free seats in every course offered by

New Horizon at the high school thereby allowing Penn Manor to have two staff members participate at no charge whatsoever. A 15% discount would also be provided to any Penn Manor resident enrolling in a course. Mr. Skrocki said the district would also receive 10%-16% of the revenue derived from these courses depending on the number of students enrolled in the courses. Board members questioned who would be liable for potential damage to equipment, etc. Mr. Skrocki said New Horizon would be liable for any damage they cause. He said the proposed agreement is in essence a unique rental arrangement. It allows New Horizon to promote and expand their organization in the Lancaster area and provides Penn Manor with an opportunity to get free training for staff members and derive revenue for the district. Mr. Kreider questioned whether New Horizon had made a similar offer to other districts. Mr. Skrocki said only Penn Manor has this opportunity due to the fact that Penn Manor approached New Horizon. Dr. Frerichs asked if Penn Manor residents would get priority placement with regard to seating. Mr. Skrocki said two seats will be reserved for Penn Manor every course but Penn Manor residents do not get priority.

Dr. Campbell reviewed the recommended scheduled meeting dates. Mr. Stewart brought the tentatively scheduled August 27 and November 26 meetings to the attention of the board. He explained that the August 27 meeting is being scheduled a week in advance of the normally scheduled date due to the Labor Day weekend. The November 26 meeting is scheduled a week in advance of the normally scheduled date due to the fact that the organizational meeting in December by state law must be held the first week in December. After discussion, board members decided to keep the August 27 meeting as proposed but eliminate the November 26 meeting. They decided to begin the December 3 meeting at 4:00 p.m. rather than 7:00 p.m. in order to accommodate any items that may have appeared on the eliminated November 26 agenda. Discussion ensued regarding the location of the meetings with Mrs. Withum stating that she was not in favor of holding all board meetings in the Board Room at Manor Middle School. She stated her preference for holding the meetings in buildings throughout the district as well as the Board Room on a rotating basis. Dr. Frerichs suggested that if board meetings were to be web cast in the future, they would have to be held in a central location to accommodate the required equipment. Also discussed was the need for regularly scheduled quarterly 4:00 p.m. meetings. After discussion, it was determined that meetings would to be scheduled for the Board Room at Manor Middle School with 4:00 p.m. meetings being scheduled on an as needed basis. This item was approved for placement on the March School Board Meeting Agenda on a motion by Mr. Kline, a second by Mr. Fields and the following vote: Mr.

Anderson, yes; Mr. Fields, yes; Dr. Frerichs, yes; Ms. Herr, yes; Mr. Herr, yes; Mr. Kline, yes; Mr. Kreider, yes; Mrs. Wert, yes; Mrs. Withum, no.

Board member committee assignments were discussed. It was decided that committee assignments would be as attached. Dr. Frerichs questioned **board member assignment to the Athletic Wall of Honor Committee. Dr. Campbell said he would check on this assignment and get back to the board at a later date.** (see attached ivory sheets)

Mr. Stewart asked for approval for placement of the Community Relations Coordinator Job Description on the March School Board Meeting Agenda. He explained that the job description has been fine tuned and was now ready for adoption. This item was approved for placement on the March School Board Meeting Agenda on a motion by Mrs. Withum, a second by Ms. Herr, and a unanimous voice vote.

Item 12 - Senior Groundskeeper Job Description was tabled. It will be revisited after a decision has been made regarding athletic fields improvements.

Mr. Stewart reviewed the suggested addition of a paid National Honor Society Advisor position at the high school. The position is currently split by two teachers and is unfunded. Ms. Mindish is recommending making it a funded position with the stipend to be in agreement with the range of the middle school advisor. Mr. Stewart said he checked with other districts regarding payment for this position and found that of the nine districts poled, 6 paid for the position and 3 did not. He stated that the nature of the job has changed. For instance, National Honor Society students now tutor students who fall below a "D" with the advisors being responsible for organizing this tutoring. Ms. Herr questioned if the National Honor Society is considered a club. Mr. Stewart said it is a club that students are invited to join but members can be placed on probation or removed which is different from the way other clubs are run. Discussion ensued regarding the payment of club advisors. Dr. Campbell said it depends on the circumstances as to whether club advisors receive a stipend or not. This item was approved for placement on the March School Board Meeting on a motion by Dr. Frerichs, a second by Mr. Kline, and a unanimous voice vote.

Mrs. Griffis reviewed changes made to the Use of Electronic Communication Equipment Policy. She directed board members to section two of the policy relating to authority. This section was revised to list extreme circumstances by which a board member may use electronic communication

equipment for board participation and cited the number of times it could be used by one board member. Mrs. Griffis asked for input regarding the number of times the board wished a member to be able to use this means of participation. After discussion it was decided to revise the policy to simply list “extreme circumstances” as the reason for use of the policy and not list examples. It was also determined not to cite the number of times a board member could use the policy. This item was approved for placement on the March School Board Meeting Agenda as revised on a motion by Mr. Kline, a second by Ms. Herr and a unanimous voice vote.

Mr. Skrocki reviewed a tax assessment appeals partial settlement proposal for Holtwood and Safe Harbor parcels in the amount of \$161,853.20. This agreement would be for interim tax bills for the properties involved for the period of January 1, 2000 to June 30, 2000. Safe Harbor would settle in the amount of \$124,430.66 and Holtwood would settle in the amount of \$37,422.34. Mr. Skrocki recommended that Penn Manor agree to the settlement and requested approval for placement of this item on the March School Board Meeting Agenda. On a motion by Mr. Anderson, a second by Mrs. Withum, and a unanimous voice vote, this item was approved for placement on the March School Board Meeting Agenda.

Mr. Herr reviewed the March School Board Meeting Agenda.

Dr. Frerichs suggested that an item dealing with the payment of students to attend Cyber Schools or Charter Schools be placed on an upcoming agenda. Dr. Campbell said this would be done. Mr. Skrocki reviewed potential costs to the district if home schooled students attend a Cyber School or Charter School and the fact that those students could then participate in Penn Manor athletics, etc. Ms. Herr asked if Mr. Brubaker, the school solicitor, could guide the board with regard to this matter. Mr. Skrocki had a letter from Mr. Brubaker that he shared with board members.

The committee adjourned at 8:11 p.m. on a motion by Mrs. Withum, a second by Ms. Herr, and a unanimous voice vote.

March 12, 2001

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 the President, Mr. C. Willis Herr, at 8:18 p.m.

The following members were present: Mr. Donald H. Anderson, Mr. P. Wayne Fields, Dr. Richard L. Frerichs, Mr. C. Willis Herr, Ms. Sharron M. Herr, Mr. Patrick T. Kline, Mr. Jeffrey G. Kreider, Mrs. Donna J. Wert, and Mrs. Kelly K. Withum. Also present were Dr. Gary B. Campbell, Superintendent, Mr. Stephen B. Skrocki, Administrative Assistant for Business, Mr. Donald F. Stewart, Administrative Assistant for Personnel and Planning, and Mrs. Ellen P. Griffis, Administrative Assistant for Curriculum and Instruction.

The meeting was opened with prayer by Ms. Herr and was followed by the salute to the flag.

Mr. Herr announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, April 9, 2001, in the Board Room of the Manor Middle School.

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

Mr. Herr asked if there were any additions or corrections to the Minutes of the February 12, 2001, School Board Meeting. There were none. It was moved by Mrs. Withum and seconded by Ms. Herr to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Dr. Campbell welcomed Millersville University students and Penn Manor residents. He reviewed the make up and responsibilities of the board and introduced board members and administrators. Dr. Campbell stated that the Science Fair was taking place in the high school cafeteria as the board meeting was being held. He introduced Mr. Stewart and asked him to update those in attendance with regard to the Science Fair. Mr. Ste-

wart reviewed past history relating to the Science Fair and explained reasons behind the conflict of the Fair with tonight's board meeting. He indicated that every effort would be made to eliminate a similar conflict in the future. Dr. Campbell then commended Cameron Hollinger for his third state swimming title. Cameron broke the 19 year old state record in the 200 freestyle and also won the 100 freestyle. A spring pep rally will be held on March 23 in recognition of Cameron's accomplishment. Dr. Campbell shared a newspaper article regarding the upcoming "City Jam" - a 3-on-3 basketball tournament being sponsored by Teen Haven. Board member, Mr. Wayne Fields, is Executive Director of Teen Haven. Dr. Campbell then congratulated Mr. Stephen Skrocki for receiving an Award of Honor in the 2000 PenSPRA Excellence in Education Communications Contest for his Budget Webcast. Mrs. Cindy Rhoades was also commended for winning an Award of Honor in the 2000 PenSPRA Excellence in Education Communications Contest for the Above & Beyond. Dr. Campbell informed the board that five Manor Middle School students, 2 Marticville Middle School students, and 5 high school students will be competing at the state level of the Technology Student Association Competition held in Champion, PA.

Michelle Fisher, Student Council Representative, informed board members that the recent Student Council fund raiser, Date-a-Match, raised \$200. She stated that the money will go toward Spring Fling. Michelle stated that Entertainment PM will be held April 21 at 7:00 p.m. and that auditions for Entertainment PM have been held. There will be 20 acts involved. She reminded those in attendance that the Science Fair was being held at the high school this evening. Michelle stated that Student Council members gave tours of the high school to the younger students participating in the Science Fair in order to acquaint them with the building. Michael Stone, Student Council Representative, informed those in attendance that spring sports opened on March 5, informed them of an upcoming motivational speaker, and stated that the third marking period would end on March 29.

It was moved by Mr. Fields and seconded by Mrs. Wert to approve the Treasurer's Report for the month of February, 2001 as presented and to authorize payment of bills in the amounts of \$87,527.26 dated February 10, 2001, \$71,174.50 dated February 9, 2001, \$300,049.94 dated February 7, 2001, \$58,396.30 dated February 13, 2001, \$213,614.67 dated

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February 20, 2001, \$400,463.08 dated February 21, 2001, \$20,046.70 dated February 20, 2001, and \$355,649.08 dated February 27, 2001, for a total of \$1,506,921.53 from the General Fund; \$49,331.55 dated February 12, 2001, and \$44,534.82 dated February 23, 2001 for a total of \$93,866.37 from the Cafeteria Fund; and payroll in the amounts of \$552,087.84 dated February 21, 2001, and \$563,290.58 dated March 7, 2001. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kline and seconded by Mr. Anderson to approve the "First Reading" of the Revised Use of Electronic Communication Equipment Policy as amended and as cited on pages 9-10 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 9-10)

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve a school calendar design and production agreement with Clipper Magazine, Inc. for the years 2001/2002, 2002/2003, and 2003/2004 at a total cost not to exceed \$4,000 as per the Agreement cited on pages 11-12 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.
(see pages 11-12)

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve a contract with New Horizons Computer Learning Center of Harrisburg for providing a computer technical and application training course at Penn Manor High School effective March 12, 2001 for a period of 3 years as per the contract cited on pages 13-20 of the agenda. The contract allows for use of high school computer facilities and equipment while the district shares in all tuition revenue. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

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It was moved by Ms. Herr and seconded by Mr. Kline to approve the Scheduled Meeting Dates as amended for the period January 1, 2001 through August 2002 as cited on pages 21-24 on the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 21-24)

It was moved by Mr. Fields and seconded by Dr. Frerichs to approve the Job Description for the Community Relations Coordinator as cited on pages 25-26 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 25-26)

Item 1F - Job Description - Senior Groundskeeper was tabled.

It was moved by Mrs. Withum and seconded by Mr. Kreider to approve a new position - National Honor Society Advisor - to the co-curricular list of positions at the high school effective with the 2001/2002 school year at the pay structure cited below.

Entry Level	-	\$700
Level 1	-	\$713
Level 2	-	\$727
Level 3	-	\$741
Level 4	-	\$755
Level 5	-	\$770
Level 6	-	\$784

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Anderson and seconded by Mr. Kreider to approve the Notice of Intent to Award the following bids for the contract at the Letort Elementary School project per the bid tabulations cited on

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pages 30-42 of the agenda.

General Trades
Plumbing
HVAC
Electrical

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 30-42)

It was moved by Dr. Frerichs and seconded by Mr. Kreider to approve for "Final Reading" the Revised Public Attendance at School Events Policy as cited on page 43 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 43)

It was moved by Mrs. Wert and seconded by Mr. Kline to approve for "Final Reading" the Revised Class Rank Policy as cited on page 44 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 44)

It was moved by Mrs. Withum and seconded by Dr. Frerichs to approve for "Final Reading" the GASB Statement 34 Policy as cited on pages 45-46 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 45-46)

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve the budget transfers listed on Penn Manor's web page. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis

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Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (<http://www.pmsd.k12.pa.us./tr/tr.html>)

It was moved by Mr. Fields and seconded by Mr. Anderson to accept the following bus driver for the 2000/2001 school year.

Beth Winters

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Fields to approve for ratification the Lancaster County Tax Collection Bureau 2001/2002 Budget in the amount of \$1,547,586 as approved by the Lancaster County Tax Collection Bureau's Executive Committee on February 21, 2001. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Fields to approve the Lancaster-Lebanon IU13 Budget Proposal for the 2001/2002 school year as follows. Penn Manor School District's contribution for 2001/2002 is \$43,885.

General Operating Budget	\$3,261,028
IMS Budget	\$854,150

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Anderson to approve the individuals listed on page 47 of the agenda 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

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substitute teacher list. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 47)

It was moved by Mr. Fields and seconded by Mr. Anderson to grant Designated Family Medical/Family Medical and/or Child Rearing Leaves to the individuals listed on page 48 of the agenda according to the terms listed. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 48)

It was moved by Mrs. Wert and seconded by Mr. Kline to appoint the individuals listed below to co-curricular positions cited for the 2000/01 school term with the stipend as approved at the 10/9/00 school board meeting.

Softball Coach, Assistant.....Brandi Gerstenberg
Weight Room Supervisor, Spring.....Frank Dell'Estate

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It as moved by Dr. Frerichs and seconded by Mr. Anderson to accept the following co-curricular resignation.

Basketball Coach, Head Girls'.....Jennifer Finch

This motion was approved by a unanimous voice vote.

It was moved by Dr. Frerichs and seconded by Mr. Kline to grant Family Medical Leave to the individual listed on page 48 of the agenda according to the terms listed. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 48)

It was moved by Mrs. Withum and seconded by Dr. Frerichs to accept the individuals listed below and on the addendum for employment according to the conditions cited.

Testerman, Shelbra J. - Technology Support Specialist -
\$30,000 - effective 3/28/01

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kline to accept the resignations listed below and on the addendum.

Kelley, Michelle - Secretary/Pequea - effective 2/15/01

This motion was passed by a unanimous voice vote.

It was moved by Mr. Kline and seconded by Mrs. Withum to approve the individuals listed on page 49 to the positions of track judges, ticket takers, ticket sellers, timers, and scorers for the spring sports season with the stipend as approved at the 10/9/00 school board meeting. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 49)

It was moved by Mrs. Withum and seconded by Mr. Fields to approve the following Special Education Supplemental Contracts with Lancaster-Lebanon I.U.13:

Employment of an Instructor in the Home for a student for 5 hours a week during the 2000/01 school year at an estimated cost of \$4,300.

Employment of an Instructor in the Home for two students for 5 hours a week each student during the 2000/01 school year at an estimated cost of \$12,000.

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Kline to approve advertising for bids for asbestos removal at Letort Elementary School. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Fields and seconded by Dr. Frerichs to award the bid for the repair of gym bleachers at Marticville Middle School to the vendor listed on the bid tabulation to be distributed. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Fields to award the bid for boiler repairs at Marticville Middle School to the vendor listed on the bid tabulation to be distributed. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kline to reject the bids for replacement of the domestic hot water storage tank at Manor Middle School. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Fields and seconded by Mr. Kreider to approve the submission of PDE-3074(A) non-reimbursable applications to the Pennsylvania Department of Education for the following:

- Repair of Marticville Middle School Gym Bleachers
- Boiler Repairs at Marticville Middle School
- Replacement of Domestic Hot Water Storage Tanks at Manor Middle School
- Asbestos Abatement at Letort Elementary School

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to ratify the Lancaster-Lebanon Joint Purchasing Board award of long distance services for the district to National Telephone Exchange, Inc. for the period of July 1, 2001 through June 30, 2004 per the bid tabulation cited on page 50. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 50)

It was moved by Dr. Frerichs and seconded by Mrs. Withum to ratify the Lancaster-Lebanon Joint Purchasing Board award of cellular phone service at AT&T Wireless for service plan 2 for the period of July 1, 2001 through June 30, 2002 as per the bid tabulations cited on pages 51-52. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 51-52)

It was moved by Mrs. Wert and seconded by Mr. Fields to approve the following student as a Tuition Free Senior effective March 2, 2001 as she has met the criteria as set forth in our Non-resident Student Policy.

Colleen Anderson

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The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Anderson to approve the tax exonerations as listed on page 53 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 53)

It was moved by Mr. Fields and seconded by Mr. Kreider to exonerate the abandoned parcel (44-0-1415-13-12) located adjacent to 152 Kready Avenue in Millersville Borough from all school district real estate taxes that are owed with the Lancaster County Tax Claim Bureau. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kreider to approve the actions of the Judicial Review Committee as listed on the green sheet attached to the addendum. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see green sheet attached to addendum)

It was moved by Mr. Kline and seconded by Mr. Fields to approve a tax settlement agreement for the interim tax bills for the properties listed below for the period of January 1, 2000 to June 30, 2000:

<u>Owner</u>	<u>Account Number</u>	<u>Amount</u>
PP&L	4306836100000	\$37,422.34
Safe Harbor	4102390200000	\$124,430.86

The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C.

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Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve advertising for bids for renovation of the high school football practice fields. The following call vote was taken on this motion. Donald H. Anderson, yes; P. Wayne Fields, yes; Richard L. Frerichs, yes; Sharron M. Herr, yes; C. Willis Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

The meeting adjourned at 8:55 p.m. on a motion by Mr. Kreider, a second by Mrs. Withum, and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary
