

MINUTES
Committee of the Whole
June 4, 2001

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

Mr. Herr asked if there were any Citizen's Comments. Mr. Vince Plumbo, Penn Manor resident, reviewed the fact that he came to the board in the fall with a request for a middle school track program which was approved. He stated that his purpose for attending the board meeting was to say "thank you" for approving the program.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the May 7, 2001, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Kline, a second by Mr. Kreider, and a unanimous voice vote, the minutes were approved as printed.

Dr. Campbell distributed and reviewed the Administrative Compensation Plan for the year beginning July 1, 2001 and ending June 30, 2002. He reviewed upcoming new administrative positions, administrative salaries and how they were established, coordinator salaries and how they are determined. Mr. Fields inquired about percentages of raises given to the administrative staff. Dr. Campbell said that information is not shared with the public since it is a personnel item for Executive Session discussion but he would be willing to go over the percentage increases with Mr. Fields. Ms. Herr asked if there were any changes in the Administrative Compensation Plan from the one approved last year other than the salaries. Dr. Campbell indicated that stipends which were included in the last plan due to extra work assumed by administrators during Dr. Moskalski's absence were deleted and the amount available for the Vision Fund was increased per the Negotiated Agreement. Dr. Campbell informed board members that teachers will receive a 3.33% increase this year per the Negotiated Agreement and he stated that figure was used as a basis for administrative staff increases. He requested board approval for placement of this item on the June School Board Meeting Agenda. Approval was granted on a motion by Dr. Frerichs, a second by Mrs. Wert,

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Mr. Skrocki provided updated information regarding the proposed 2001/2002 budget. Final budget adoption will take place, Monday, June 11. No budget increase will be recommended. The millage rate will remain at 14.12 mills. Mr. Skrocki reviewed changes made in the budget figure since the May meeting resulting in a \$77,020 decrease. He said changes such as retirements were added as late as the morning of this meeting. There is a shortfall of \$651,000 which is to be absorbed by the fund balance. Mr. Skrocki stated there will be an approximate \$5,000,000 fund balance remaining at the the end of the next fiscal year. Final adoption of the 2001/2002 budget was approved for placement on the June School Board Meeting Agenda on a motion by Mrs. Withum, a second by Mr. Kline, and a unanimous voice vote.

Mr. Skrocki reviewed the proposed bond issue to be used to finance the Eshleman Elementary construction project. He distributed information analyzing three options - 1)flat debt over the term of the bond, 2)modified wrap, 2 year balloon with smallest annual payments, and 3)modified wrap, 1 year balloon with higher annual payments than option #2. The options were based on a 4.5 million dollar bond issue. He indicated that he would feel comfortable with either option #2 or #3. Mr. Skrocki stated that he would like a recommendation from the board at this meeting if possible due to the declining interest rates. He stated that the underwriters could make a presentation to the board at the July School Board Meeting if a decision is made immediately. Discussion ensued regarding the various options, reasons for choosing or not choosing each option, the \$400,000 scheduled for transfer to the Capital Reserve Fund, possible future budget implication of cyber schools, and school subsidy. After discussion, it was determined that board members were in favor of Option #2. Approval of a bond issue which reflection Option #2 was approved for placement on the July School Board Meeting Agenda on a motion by Mrs. Wert, a second by Mrs. Withum, and a unanimous voice vote.

Mr. Stewart reviewed the Revised 2001/2002 School Calendar which reflects the addition of an early dismissal for middle school students on September 28. He stated that originally elementary and middle school students were scheduled for an early dismissal on September 21. The change to a separate date (September 28) for a middle school early dismissal is being made so that there is no conflict for parents having students at both levels. Mr. Stewart asked for approval to place this item on the June School Board Meeting Agenda. Placement of this item on the

on the June School Board Meeting Agenda. Placement of this item on the June School Board Meeting Agenda was approved on a motion by Ms. Herr, a second by Mrs. Withum, and a unanimous voice vote.

Mr. Stewart then discussed the Strategic Plan. He stated that Penn Manor is a phase three school. Mr. Stewart reviewed the Strategic Planning process, changes and additions that will occur in the new Strategic Plan, membership on the Steering Committee and how they are elected, and involvement of the public in the plan. Standards are now in place and will be addressed in the new Strategic Plan. Portfolios were addressed in the existing Strategic Plan but were removed from the Strategic Planning process. Mr. Stewart said there will be an article in the Above and Beyond that will deal with this topic and solicit individuals interested in serving on the Steering Committee. He stated that two board members will be needed to serve on the committee. He said they would have to attend 8-10 evening meetings.

Mr. Skrocki reviewed the history behind payment for unused sick days to classified staff members. He stated that the last teacher's contract raised payment for unused sick days from \$15 per day to \$50 for the professional staff. Currently classified staff members are paid \$5 per day for each unused sick day upon retirement. Mr. Skrocki recommended this payment be increased to \$15 per day effective July 1, 2001. He stated that he feels a move to this level will be well received by the classified staff and more equitable. Total annual cost to the district is anticipated to be approximately \$1,000. Mr. Skrocki asked for approval to place this increase on the June School Board Meeting Agenda for approval. This item was approved for placement on the June School Board Meeting Agenda on a motion by Dr. Frerichs, a second by Ms. Herr, and a unanimous voice vote.

Mr. Stewart reviewed the history behind coaching salaries and the fact that a "step" placement system had been used. He then reviewed the proposed Guidelines for Coach's Salaries and the 2001-2005 Coaching Salary Proposal. He offered thanks to two board members, Mr. Anderson and Mr. Kline, who served on the committee which established the guidelines and proposed salaries. Mr. Stewart said that coaches wanted to remove the former step system. The proposed system allocates a set amount of money (based upon its classification and involvement) for each individual sport. Head Coach and Assistant Coach salaries will be suggested. These amounts may be changed (negotiated) by the head coach, with approval of the Athletic Director and principal (i.e., the head coach may negotiate assistant coach salaries based on length of tenure,

performance, etc.). Final approval of salaries must be made by the Athletic Director and Principal. If an agreement can not be reached between the Athletic Director and Head Coach, the Principal's decision is final and binding. Discussion ensued regarding the number of assistants needed for various sports, student/coach ratio, equity between male and female athletes, the fact that some teams have gate receipts and others do not, and the use of these gate receipts. Dr. Frerichs asked if there is a minimum number of assistants set for individual sports. Mr. Stewart said the number of assistants designated for each sport is cited on the 2001-2005 Coaching Salary Proposal. He said additional assistants can not be added to an individual sport without approval of the Athletic Director and principal. He explained that the allocated money per sport may be negotiated by the head coach for division among the coach and the specified number of assistants but may not be used to add an additional coach without the above cited approval. The total dollar allotment per sport can not be increased. Dr. Frerichs said he is concerned with a head coach having the authority to negotiate salaries. Mr. Stewart requested permission to place this item on the June School Board Meeting Agenda. Permission was granted on a motion by Mr. Kline, a second by Mr. Anderson, and a unanimous voice vote.

Mr. Stewart provided a board requested update with regard to home school participation in co-curricular activities. He shared the results of a survey he conducted of numerous Lancaster-Lebanon school districts. Of the sixteen districts surveyed, four permitted home school participation either in sports only or in sports and other portions of the school's programs. The schools allowing participation had minimal participation with no apparent problems. Mr. Stewart also provided a proposed Home School Athletic Eligibility Report which the home school parent would complete providing an assessment of school work performed for a specified week. The parent would check either "P" for passing or "F" for failing. They would also provide attendance information by indicating days missed. The form would be due each Monday for the previous week. Proposed Guidelines defining "the door" for home school student participation in co-curricular activities was also reviewed. These guidelines defined 1)a home school student, 2)a co-curricular activity, 3)eligibility, 4)transportation obligations of district, 5)requirements to remain eligible for participation, and 6)home school student eligibility for recognition. Mr. Frankhouser has reviewed the guidelines and is comfortable with them but would draft a complete policy after the board makes a decision regarding home school participation. Mr. Stewart also provided Home School Guidelines for Interscholastic Athletics which defined procedures to be followed by home school students who wish to

participate in co-curricular activities. Mr. Stewart stated that Mr. Frankhouser has reviewed these guidelines and would let them stand as drafted. Mr. Stewart stated that after reviewing the information from other district's and giving this topic much thought about the validity of the issue, the administrative team does not recommend changes to the present policy in this area. Mr. Fields asked what the administration is basing their recommendation on. Mr. Stewart stated it is based on the feeling that when a family decides services and programs of Penn Manor students are inappropriate for their children they are making a determination about the whole product. Therefore, based on the parents' decision, he recommends they not be allowed to select from the menu and put additional demands on the district and its agents. Dr. Frerichs asked how cyber schools fit into home school participation. Mrs. Griffis said that students enrolled in a cyber school must be allowed to participate in any school activity in their resident district. This fact is currently in litigation. The Department of Education is, however, forcing schools to pay the tuition as they feel students enrolled in cyber schools are part of resident school districts. Also, resident districts must pay tuition to the cyber school for students enrolled. A student can enroll in a cyber school anywhere in the state of Pennsylvania. Ms. Herr said she would like to deal with the cyber school issue and home school participation issue separately. Mrs. Griffis stated that though she is not in favor of home school participation, school districts who are allowing participation indicate that one reason they are doing so is to keep students from becoming involved in cyber schools. Dr. Campbell stated that he talked with the Student Council and they are not in favor of home school participation. He also stated that the coaches are overwhelmingly op-posed to it. Mr. Nelson Shertzer, 97 Charlestown Road, said he would like a decision to be made on reality and not on "what might happen." Mrs. Rita Simmons, 1018 Fieldstone Court, asked if the students and coaches had any contact with home schoolers in the district. Mr. Kline questioned why they are against home school participation. Discussion ensued regarding reasons for being against home school participation, potential fears regarding participation and ability to deal with these fears, completion of proposed forms dealing with eligibility, definition of co-curricular, and the possibility of taking a survey of students and/or taxpayers regarding their desires in this area. Mr. Stewart indicated he would be willing to ask the solicitor to prepare a policy statement permitting participation of home school students in co-curricular sports only. Dr. Campbell said the board should give the administration direction by deciding where they want to go with this topic. Discussion ensued regarding whether parochial students could choose to participate if home schoolers are given participation rights. Mr. Stewart said the policy could be written so that only registered home school students have the right of

policy could be written so that only registered home school students have the right of participation. Also discussed was possible impact on the budget and state subsidy. Dr. Frerichs said he doesn't think we should look at sports only. We should look at the impact if "door" is opened to participation in all aspects of participation. Mr. Kreider stated that he thinks participation in sports and recognition for participating is a privilege of attending Penn Manor School District which should be extended to Penn Manor students. After discussion it was decided that Mr. Stewart should request a document from the solicitor for the June 11 meeting for board consideration on the June 11 Committee of the Whole Meeting Agenda.

Mr. Stewart thanked Mrs. Wert and Mr. Kline for serving on the Girls' Basketball Coach Selection Committee. He said Mr. Jeff Roth was selected to fill this position. Mr. Stewart reviewed Mr. Roth's qualifications and stated that the committee was very impressed with what he has to offer the program. The recommendation to employ Mr. Roth as Girls' Basket-ball Coach will be brought to the board for approval at the June School Board Meeting.

Mr. Stewart then discussed the employment of a Long-Term Substitute to fill the Athletic Director position while Mr. Mummau is on sabbatical. Four individuals applied for the position. Mr. Stewart said he is recommending Mr. Jeff Roth for this position. Mr. Roth, who is being recommended for the Girls' Basketball Coach position, has the background to be Athletic Director as well as having a background that will allow him to deal with the business side of the Athletic Director position. He stated that Mr. Jeff Roth is willing to take a leave of absence from his current employment and act in this capacity for six month. Mr. Stewart said that while it is unusual to recommend an individual for a coaching position and Athletic Director position he is pleased to recommend Mr. Roth.

Mrs. Griffis informed board members that she attended the Lancaster County Conservancy Roundtable Meeting. She said Penn Manor was one of four schools - Penn Manor, Conestoga Valley, Hempfield, and Manheim Township - who received a Pennsylvania Department of Education grant via the Conservancy. The meeting was a culmination of their work. Representatives from the Conservancy Board, students, and science teachers were involved. There were 1,980 acres in the conservancy with five properties being located in Penn Manor School District. Mrs. Griffis said three hundred and fifty Penn Manor students visited the conservancy properties assigned in the district. Hopefully the conservancy will get more money next year. Mrs. Griffis said most of the grant money will go

more money next year. Mrs. Griffis said most of the grant money will go for substitutes and transportation rather than supplies which allows a lot of student participation.

Dr. Campbell reviewed the change in retirement benefits for Pennsylvania school district employees. He informed board members that the multiplier used for figuring retirement benefits was raised from 2.0% to 2.5% (a 25% increase). He stated that this change in legislation becomes effective July 1, 2001, which is after the date required (April 1) for individuals to inform the district of their intention to retire. In order to allow recent retirees to take advantage of this new legislation, administration met with PMEA and reached an agreement which allows recent retirees to change their effective date of retirement from June 6, 2001, to July 2, 2001. He then reviewed the Memorandums of Understanding which would allow this change in retirement date for teachers who have already submitted their intention to retire and also allow teachers who did not submit their intention to retire by April 1, 2001, but are interested in retiring this year due to the new legislation to do so no later than June 4. Dr. Campbell asked the board for approval to place these Memorandums on the June School Board Meeting Agenda. Board members asked how many additional retirements are expected. Mr. Skrocki said four additional people have indicated they will be retiring. Dr. Campbell said we will be replacing a person with a lot of years of service with a soon to be graduate at a lower salary. This will result in a savings to the district.

Mrs. Withum handed out a Legislative Alert regarding Bill 891 and asked board members to read it and contact their legislator. She said it is imperative that board members take action. Mr. Anderson congratulated Mr. Fields on his running time in the Red Rose Run. Mr. Herr said he received a letter from Jan Fisher thanking the board for the Recognition Dinner. He also reminded board members of the time and place of Baccalaureate and Graduation.

The committee adjourned to Executive Session at 8:55 p.m. on a motion by Mr. Kline, a second by Mr. Anderson, and a unanimous voice vote.