

**MINUTES**  
Committee of the Whole  
November 5, 2001

The Penn Manor School Board met as a Committee of the Whole on the above date at 7:02 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Dr. Frerichs, Mr. H. Thomas Herr, Mr. C. Willis Herr, Mr. Kline, Mr. Kreider, Mr. Lyon, 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 parents and Mrs. Warfel.

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

Ms. Patricia Herr and Ms. Gail Goulet from the firm of Trout Ebersole & Groff reviewed the Annual Report of the audit for the fiscal year ended June 30, 2001. Ms. Herr reviewed the Independent Auditors' Report which stated the purpose of the audit. She then reviewed the assets, liabilities, and fund equity of the General Fund, Special Revenue Fund, Capital Projects Fund, Debt Service Fund, Enterprise Fund, Trust Fund, Agency Fund, General Fixed Assets, and General Long-Term Debt. Ms. Herr stated that Penn Manor currently has a fund balance that is 17.3% of actual revenues. A recommended fund balance is 10%. Ms. Herr said Penn Manor's excellent fund balance puts the district in a good position should there be a recession or should the pension fund increase. The current fund balance would allow Penn Manor to operate for 67 days. Mr. Skrocki stated that the level of the fund balance will be an item of discussion during the next budget preparation. Ms. Goulet reviewed the Cafeteria Fund. She stated that the cafeteria made a profit this year for the first time in several years. Also reviewed was the schedule of expenditures of federal awards. Ms. Herr reviewed a Management Points Memorandum which dealt with opportunities for strengthening internal controls and operating efficiency. Suggestions made dealt with the 1)use of the school district federal tax identification number by non-school directed programs and the recommendation that such groups need to determine whether they want to be school directed or take the necessary steps to establish their own tax identification number, 2)need for a detailed list of all grant expenditures and the recommended reconciliation of these expenditures, 3)accounting principle changes which will occur in the district effective for the fiscal year ending June 30, 2003 due to GASB34, and 4)need for implementation of a

capitalization policy for reporting fixed assets due to GASB34. This policy should be implemented before June 30, 2002 for use during the 2002-2003 fiscal year. Ms. Herr reviewed the Reports on Compliance. She also reviewed the Summary of Audit Results which showed no reportable conditions relating to the audit of the general purpose financial statements, no instances of noncompliance material to the general purpose financial statements of the district, no reportable conditions relating to the audit of the major federal programs, auditor's report on compliance for the major federal award program for the district expresses an unqualified opinion, no findings in the Financial Statements Audit, and no findings and questioned costs in the Major Federal Awards Programs Audit. Ms. Herr thanked Mr. Johnston, Mr. Skrocki, and Dr. Campbell for their help during the audit. She stated that district books and records are in excellent condition. Ms. Herr said these individuals do an excellent job of managing school district money. Mr. Willis Herr thanked Ms. Herr and Ms. Goulet for their presentations. This item was approved for placement on the November School Board Meeting Agenda on a motion by Mrs. Withum, a second by Mr. Thomas Herr, and a unanimous voice vote.

Miss Mindish provided the board with information regarding course offerings she was recommending for the 2002/2003 school year. She said implementation of these courses would result in no increase in staff needs and that the courses were junior and senior high electives. There will be costs involved relating to books and equipment. She reviewed the course descriptions and any possible costs involved with the following courses: Advanced Principles of Ag Machinery which is designed for junior and senior agriculture students who have an interest in larger agricultural machinery, International Business & Investing which is designed for juniors and seniors and will deal with global economics, Fitness Training/Current Health Issues II a class for seniors who have completed Fitness Training/Current Health Issues I which would provide an additional physical education opportunity, Women's Studies an elective social studies course for juniors and seniors and Military History an elective social studies course for juniors and seniors (These two social studies courses would not count as required social studies credits. The administration feels there may not be enough interest to offer both courses.), Forensic Science which would be open to juniors and seniors and would offer one science credit, and Cisco Networking Academy Program Fundamentals of Web Design for students in grades 10-12 focusing on web site production. Mr. Willis Herr asked how many students are needed for a class. Miss Mindish said that 20 is the desired number of students. Mrs. Withum suggested looking at an A.P. Physics course. Miss Mindish said she can check on that possibility

if the board wishes. She said such a course would require an increase in staff and the writing of course plans by the department if approved. Mrs. Wert asked if it would be possible to work with Millersville University in conjunction with this type of course. Miss Mindish said that students currently take courses at F&M and Millersville if they seek a course that is not offered by Penn Manor.

Mr. Stewart reviewed the Coordinator of Counseling Services for the Secondary Level Position Description for which he was requesting approval for placement on the November School Board Meeting Agenda. He stated that this position description is being proposed due to the fact that Mr. Leichliter used to be Guidance Coordinator but that Dr. Hoepfel is now being asked to take over those responsibilities. This would be a new assignment for Dr. Hoepfel in addition to his current responsibilities with no additional pay at this time. Mr. Stewart stated that Dr. Hoepfel will, however, no longer manage the entire Safe Schools Program. Mr. Kevin Peart will be assisting with the accounting portion of this program. Mr. Stewart asked for approval to place this item on the November School Board Meeting Agenda. Approval was granted on a motion by Mrs. Withum, a second by Mr. Kline, and a unanimous voice vote.

Mr. Stewart updated the board with regard to elementary class size. He stated that there are currently 445 sixth grade students and 314 first grade students. The district is down two first grades this year but is still able to maintain an average first grade class size of 19.6. Mr. Stewart said kindergarten enrollment is slightly larger than the first grade enrollment. He provided a twenty year enrollment history and reviewed the benefits of having low class size in the elementary schools. Mr. Stewart also reviewed a nine year history of summer time enrollments. He stated that we usually have a 1-2% increase in enrollment in grades 2 through 6 during the summer months. Mr. Stewart thanked the board for their willingness to support lower class size. Dr. Campbell stated that low class size is not by accident. It is by design. He reviewed steps taken by the district in addition to low class sizes such as additional guidance counselors and CSS teachers to promote student learning at the elementary level.

Mr. Stewart provided the board with background information regarding a previous request from Lacrosse parents and reviewed the request currently being made for Lacrosse to be recognized as a co-curricular club for the 2001/2002 spring season. Mr. Stewart stated that there is currently no official Lancaster Lebanon Lacrosse League and Lacrosse is not recognized by PIAA in our area. Mr. Stewart reviewed schools in the Lancaster Leba-

non area who support Lacrosse teams with a full budget, potential costs for officials and coaches per team (boys and girls), potential cost of equipment, and the impact of the proposed addition of Lacrosse would have on athletic facilities and co-curricular programs. He also reviewed Penn Manor's policy for Addition or Deletion of a Co-curricular Activity including the fact that, if approved as a club, Lacrosse players would be governed by all policies governing participation in an existing co-curricular activity - academic eligibility and signing and adherence to the Code of Conduct. Mr. Stewart said he was initially contacted by Mr. John Dantine asking that the board add Lacrosse to those co-curricular sports cited as spring sports during the 2000/2001 school term. He stated that he sent Mr. Dantine the appropriate policy and alerted the board to this request in April. Mr. Stewart compared the Lacrosse request to the request received last year for approval of a junior high track program at club status. He stated that Lacrosse would need both boys and girls teams where the track request was for a co-ed team. Mr. Stewart also stated that the junior high track team serves as a feeder program to the high school track team where this would not be true of Lacrosse teams. Currently community Lacrosse teams use Penn Manor facilities. Mr. Stewart said that, after reviewing the request, the administration was not recommending changing the status of the Lacrosse program to club status. At this time, Mrs. Withum made a motion to keep Lacrosse at its current status. Mr. Anderson seconded the motion. Board members asked for clarification of the current status before voting. Mr. Stewart said that Lacrosse is currently a community program which uses Penn Manor's athletic facilities. He stated that the Lacrosse program is asking for elevation to club status. Once elevated to the status of a club sport the Superintendent could after a two year review approve making the program an approved sport. Mrs. Withum stated her concern with regard to athletic fields and the fact that Lacrosse is not an approved Lancaster-Lebanon team. She indicated her desire to wait before approving the club status for Lacrosse. Mr. Kline questioned whether he understood correctly that if elevated to club status Lacrosse would require no funding. Mr. Stewart indicated that there would be costs associated with transportation. Mr. James Miller, 110 Bridle Circle, stated that there is no funding involved with this request. The costs that have been reviewed were presented to indicate costs involved if Lacrosse were to become a school sport at some point. Mr. Miller stated that there is no Lancaster Lebanon Lacrosse League because Lancaster Lebanon said schools must approve Lacrosse as a sport in order to form a league. He stated that nine Lancaster Lebanon schools will field girls' Lacrosse teams - seven will have varsity teams and two junior varsity teams. Mr. Miller stated that Lacrosse is a recognized sport in the state of Pennsylvania. He stated that the Lancaster

Lebanon League needs six schools to have a program in place before Lacrosse can be recognized. Mr. Kline asked if being recognized as a club program counts as one of the six teams needed. Mr. Miller said he was not sure. Mrs. Withum said she is concerned with the use of the athletic fields if Lacrosse is approved as a club team which would have to use fields rather than a community team that is granted permission to use the fields with that permission being able to be taken away should it be deemed necessary. Mr. Miller stated that individuals involved with Lacrosse are aware of the need to take care of the fields. He stated that he aerated and fertilized the fields last spring in an effort to pay back to Penn Manor for the use of these facilities. A concern was raised regarding liability insurance costs for Lacrosse players should it be recognized at some point as an approved team. Mr. Kline asked Mr. Skrocki about possible cost of insurance premiums to cover the Lacrosse players. Mr. Skrocki stated that Penn Manor only covers football at this time. Mr. Miller stated that the Lacrosse team must provide liability insurance for the team and then provide the school district with a certificate of insurance. The insurance costs them \$1,200. Mrs. Cindy Yoder, 26 Peach Lane, informed board members that all Lacrosse players are fully uniformed and that, should the team be elevated to club status, the uniforms would be handed over to the district. She said five goals and goalie equipment would also be turned over to the district. She stated that Penn Manor could open the door to students who haven't played other sports by elevating Lacrosse. Mrs. Yoder said Lacrosse is a sport where the girls and boys work together and support each other. Mr. Miller informed the board that girls' Lacrosse in Lancaster County began in Penn Manor. He stated that Penn Manor now has the opportunity to continue that trend. They can be the first district to recognize a girls' Lacrosse program in the county. He stated that the board would also have the opportunity to review Lacrosse for two years if approved as a club status without having to fund the program. Mr. Stewart stated that if Lacrosse's status is elevated a request to do winter training could be anticipated. He also stated that additional administrative duties might be placed on the Athletic Director with regard to scheduling games, officials, and transportation. Mr. Miller stated that scheduling is prepared by the team. Mr. John Dantine, 210 North George Street, said participation in boys' Lacrosse has grown from 34 participants to 150 participants in five years. Dr. Campbell said his major reservation is the wear and tear on the fields. He stated that the fields need to be rested. The question was raised as to what difference it would make to the fields whether the Lacrosse teams are considered community teams using the fields or have a club status since the amount of wear and tear would be the same as currently taking place. Dr. Campbell stated that he is concerned that if the property at

Comet Field doesn't sell and Penn Manor continues to have heavy usage of fields, community teams will have to be told they will not be able to use the fields. He stated that he would not have a problem with this request at all if the district were financially in a position to provide more fields. He stated that he would like to have time, possibly 60 days, to determine what is going to happen with the sale of the Comet Field property before making a decision. He suggested possibly even waiting until February 1 to make a decision with the Lacrosse teams continuing to use the facilities without interfering with an existing sport. Mrs. Yoder stated that three Penn Manor boys are currently in college playing a varsity Lacrosse sport. She then reviewed other Penn Manor students playing Lacrosse at universities. She stated that these successes stem from a non-club status team. She said that more support from the district for Lacrosse would enable students to further their education in college. Dr. Frerichs asked if there is any difference between Lacrosse being a community group which requests fields and being a club sport with regard to financial obligations. Dr. Campbell said busing would be an issue. Gretchen Berlin, 2305 Louxmont Drive, read a letter from girls participating in Lacrosse in support of their sport and asking that the board approve their request; thus, providing them the opportunity to play Lacrosse as a team. Mr. Miller stated that Penn Manor can be proud of the Lacrosse players and how they represent Penn Manor. Mrs. Withum said she would like this item to be revisited after a decision is made with regard to the sale of the Comet Field property. Mr. Kline asked what affect it would have on the Lacrosse program if this item was not looked at again for 60 days. Mrs. Yoder said that would be fine. She stated that there are parents willing to give the time to promote the sport and students ready to play that need the board's support of the team so a Lancaster Lebanon Lacrosse League can be formed. Dr. Frerichs asked whether the same fields would be used by the Lacrosse teams whether it is considered a community group or a club. Mr. Miller said he hoped it would be the same fields. Discussion ensued regarding interested parents attending the Millersville Borough meeting regarding the sale of the Comet Field property. Dr. Campbell said a date had not yet been set. He reviewed what Millersville Borough is asking for. Mrs. Yoder said she would be willing to e-mail Lacrosse parents as to the meeting date. Mrs. Withum and Mr. Anderson rescinded their original motion that Lacrosse stay at its current status. Mrs. Withum made a motion that this item be tabled for 60 days. Mr. Anderson seconded the motion. The motion was passed by a unanimous voice vote.

Mr. Skrocki informed the board that there are currently four third shift custodians at the high school who work 10:30 p.m. to 7:00 a.m. at a rate of

\$8.45 per hour. He stated that two of these four custodians work a split shift which means they work six out of seven days to work 40 hours. Three of these four custodians have been hired within the past 60 days. Mr. Skrocki stated that it is very difficult to attract qualified individuals to these positions at the current pay rate. He was, therefore, requesting a \$1.00 per hour increase effective immediately for third shift custodians at the high school. He stated that this would be a \$5,000 non-budgeted increase for the remainder of the year. This item was approved for placement on the November School Board Meeting Agenda on a motion by Mr. Kline, a second by Mr. Anderson and a unanimous voice vote.

Mr. Skrocki reviewed Penn Manor's current property insurance with Philadelphia Insurance Company and the fact that this insurance is obtained for Penn Manor and several other Lancaster Lebanon school districts via a consortium. Mr. Skrocki informed the board that he was contacted by Philadelphia Insurance Company indicating they would be canceling Penn Manor's policy effective November 7 due to the closure of one of the buildings of a participating school district - McCaskey East. Mr. Skrocki said consortium members met with Philadelphia Insurance Company representatives two weeks ago. After the meeting, the insurance company agreed to rescind canceling consortium member policies with McCaskey East being taken out of the pool. Mr. Skrocki agreed with this solution as it has no affect on any of the participants. There was no premium increase as a result of this problem. Mr. Skrocki said current policy costs would double if Penn Manor were to get a new policy at this time. He indicated that the consortium might go back to being self-insured next year. Mr. Kline asked what property insurance covers. Mr. Skrocki said basically anything that happens on Penn Manor grounds.

Dr. Campbell reviewed the terms under which Mr. Jason Hottenstein was obtained as a Community Resource Offer at the high school. He stated that there was a three year agreement after which time Penn Manor would pick up Mr. Hottenstein's salary. He stated that Penn Manor now has the opportunity to pick up a second Community Resource Officer. The agreement would be the same except for the fact that at the end of the three year period there is a three month period (summer) where the office would not be working for Penn Manor. He stated that Millersville Borough wants Penn Manor to pay the officer's salary for those three months with the Borough paying his benefits. Mrs. Withum asked how much this would amount to. Dr. Campbell said it would amount to approximately \$5,000. Mr. Kreider stated that in this case Manor Township taxpayers would be paying for an officer that will not benefit them. Mr. Kline questioned how

Millersville Borough can determine this three month usage of the officer since there were grant guidelines establishing his employment. Discussion ensued regarding this topic. Dr. Campbell proposed that he talk with Chief Rochat of the Millersville Police Department and get back to the board following this discussion. It was decided to

table this item on a motion by Mrs. Withum, a second by Dr. Frerichs, and a unanimous voice vote.

Mr. Herr reminded those in attendance that November 6 was Election Day and encouraged everyone to get out and vote.

Mrs. Withum shared with fellow board members the fact that the legislative body at the Hershey conference she recently attended said school districts are not responsible to pay for public roads. She said Penn Manor students attending the conference were great and represented Penn Manor well.

Mr. Kline commended Penn Manor for their State Audit. He said he has attended many audits and the Exit Audit he attended for Penn Manor was the quickest review he ever sat in on. He stated that Penn Manor had a very positive audit. Mr. Herr commended those involved with the audit for a job well done. He stated that Dr. Campbell had a luncheon for those individuals.

Dr. Frerichs asked how taxes were being received. Mr. Skrocki said he will update the board with regard to this topic at the November 12 meeting. He stated that PP&L paid the taxes on all of their properties for this year but did not pay for last year.

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