

**MINUTES**  
Committee of the Whole  
February 11, 2002

The Penn Manor School Board met as a Committee of the Whole on the above cited date at 7:03 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Dr. Richard L. 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 Mr. Stewart, Mrs. Griffis, and Mr. Skrocki. Dr. Campbell was absent due to illness. Also in attendance were Penn Manor residents, Millersville University students, and Mrs. Warfel.

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

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the February 4, 2002, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Withum, a second by Dr. Frerichs, and a unanimous voice vote, the minutes were approved as printed.

Mr. Skrocki reviewed the history behind the Award of Achievement presented each year by PASBO. He introduced Mr. Christopher Johnston, Penn Manor School District Accountant, and informed those in attendance that Mr. Johnston has won the PASBO Award of Achievement for his submission to PASBO of the budget web site he developed. Mr. Skrocki said that Penn Manor is one of three Pennsylvania school districts winning this award. One of these districts will be selected to have a senior receive a \$1,500 scholarship. The district will find out in March if a Penn Manor senior will be given the scholarship. Mr. Skrocki reviewed the web site. He commended Mr. Johnston for a job well done. Penn Manor also won this award last year with a Penn Manor senior receiving a scholarship at that time. Mr. Willis Herr commended Mr. Johnston on his achievement and thanked him for his efforts.

Mr. Stewart provided the board with background information relating to a previous decision of the high school administration to use the Lancaster-

Lebanon I.U. 13 Evaluation process in place of having the formerly used Middle States Evaluation. He introduced Miss Janice Mindish, High School Principal, for a review of the I.U. conducted evaluation. Miss Mindish said the move from Middle States to the I.U. was made due in large part to the difference in cost involved. She stated that the evaluation will be done every ten years. Miss Mindish stated that she felt one of the main benefits from the I.U. Evaluation is the self-evaluation that is completed. She described the evaluation process which begins with the self-evaluation. The self-evaluation began in 1999-2000 with the formation of subcommittees involving the entire high school faculty and was completed in 2000/2001. The next phase took place between October 30 and November 1, 2001 with a team of ten I. U. Visiting Committee members conducting a site visitation. This phase concluded with a final report being received by the high school administration on December 21, 2001. Phase Three consists of the high school/district response to the School Evaluation Report received from I.U.13 and completion of a Progress Report which must be submitted to the Chairperson of the Visiting Committee within one year of the visit. The areas of the evaluation were: (1)the learning community (community support and involvement, school climate, school facilities), (2)school personnel and organization (staff development), (3)curriculum, instruction and assessment (curriculum design and instructional practices and climate for learning), (4)student services, and (5)learning media and technology. Miss Mindish stated that the high school has received the Final Report from the I.U. and is now in Phase Three of the evaluation where they will have to respond to recommendations made by the Visiting Committee. She said the team visited Penn Manor for three days and spent a month writing the report. Miss Mindish reviewed the Final Report and touched on several of the recommendations made. For example, the committee recommended the installation of cameras throughout the building and on buses, and recommended the school should contemplate the elimination of backpacks and coats during the school day. Miss Mindish noted that some of the recommendations are already being addressed such as consideration of elimination of backpacks and coats during the school day. She also noted that some of the recommendations are not recommendations that the high school administration can respond to as they are items the board would have to address such as renovations in the auditorium and additional athletic fields. Mr. Stewart stated that the I.U. complemented the high school administration on their accessibility to students and parents and their effectiveness as an administrative team. Mrs. Wert asked if other districts

within the I.U. were using the I.U. for their evaluations. Miss Mindish said seven districts already use the I.U. and more are now heading in that direction. Miss Mindish gave board members and administrators a copy of the 2002/2003 high school Course Selection Guide.

Mr. Stewart gave a brief report on preliminary professional staffing needs. He provided the board with a confidential packet of information related to staffing for 2002/2003. Mr. Stewart stated that the information provided reflects reductions, additions, and adjustments to the professional staff. He stated that additional retirements and Professional Development Leave requests would have an impact on the information provided. Chapter 4 mandates stating that services for those students who are not performing at the proficient level as indicated by PSSA also play a big part in requests. Information developed by Mrs. Griffis regarding these mandates was included in this packet. Also included in the packet was information relating to the proposed 2002 Summer School program for high school students.

Mr. Skrocki reviewed 2,375 classified staffing position requests for the 2002/2003 school year. He discussed the request for one additional Technology Support Specialist which is needed to support the district's expanding technical infrastructure and provide training to teachers and students to insure its proper integration into the classroom. Filling this position could cost \$37,500 to \$43,750. Mr. Skrocki reviewed the various technology plan initiatives and district systems that would be better served via this addition in personnel. He then reviewed changes and additions to the custodial staff which would account for the remainder of the increase in the classified staffing requests being presented. Mr. Anderson asked if individuals from Eshleman were being utilized to fill needs in this area during the time that Eshleman is closed for renovations. Mr. Skrocki said a person would be acting as a fields person as was done when Letort was under construction. Mr. Skrocki asked if board members had any objections to the proposed classified staffing. Board members did not voice any objections to this proposal.

Mr. Skrocki presented a first draft of the 2002/2003 Long Range Maintenance/Capital Improvement Proposal and notes explaining these proposals. He stated that Mr. Nett provides a list of recommended projects which are then put in a priority listing format for board review. Mr. Nett also solicits items from building principals. Mr. Skrocki stated that no rec-

ommendations are being made with regard to this list at this time. He restated that it is a first draft. Discussion ensued regarding the building improvements to Martic project which is cited as a number one priority item at a cost of \$680,700. Mr. Skrocki reviewed background information relating to the four wells currently located at Martic Elementary. The well currently being used had a flow problem in December 2001 and was being pumped dry. The output of this pump was throttled back via valves to approximately six gallons per minute at that time and is currently being operated using that configuration. Mr. Skrocki said there is a potential problem of the well running dry. Solutions to this problem would be to haul in water at a cost of \$25,000 per year, drill a new well for which Penn Manor would have to acquire land and a right-of-way with the estimated cost to do this being unknown. Mr. Skrocki stated this project does not need to be done immediately and that no money for this project is being requested out of the 2002/2003 budget. Also discussed was the Wastewater Treatment Plant at Martic which was installed in 1988. It has been operated by district personnel since March, 1999. The effluent discharged from this plant is pumped into an on site sand mound due to the lack of a suitable stream for discharge. The Department of Environmental Protection requires non-stream discharge treatment plants to denitrify the effluent with no greater than 15 parts per million of total nitrogen for the effluent coming from the plant. It has been almost impossible to consistently operate this plant within the total nitrogen licensing standards. Mr. Skrocki reviewed the denitrification process used at the plant and modifications that have been made. He indicated that these modifications, the hiring of Buchart-Horn Engineers, the diligences of our plant operator, and the sampling method changes by the DEP in the Consent Agreement have allowed the district to comply with our licensing. Discussion ensued regarding potential problems for the district if they are unable to remain in compliance. Mr. Skrocki stated that the administrative staff is recommending the engineering and installation of a sand filtration system at an estimated cost of \$117,100 to be completed by the fall of 2002. He informed board members that an item for the engineering of this project would appear on the February School Board Meeting Agenda. An item to bid the sand filtration system would also appear on that agenda. Mr. Skrocki stated that funding for the filtration system would be part of the 2002/2003 budget. He stated that it is believed this type of sand filtration will allow the district to constantly meet DEP requirements. Mr. Kreider asked if Buchart-Horn is going to guarantee that this project will work. Mr. Skrocki said they will

not guarantee it in writing but based on their expertise they think it will put us in compliance. They will not refund money if it does not work. Mrs. Withum asked if DEP has been consulted. Mr. Skrocki said DEP thinks it will put the district in a better situation than it is now in. Mr. Withum asked where the sand filtration system would be located. Mr. Skrocki said Buchart-Horn is recommending a building be constructed close to the current treatment plant with the filtration system inside the structure. He then discussed the heating system at Martic stating that with the exception of the boiler and pump package which were installed in 1987 it is original to the building (1953). Mr. Skrocki stated that the system has deteriorated because of age, the condition of the building, and poor pipe insulation. Also, the thermal insulation on the pipes is asbestos and has deteriorated. The replacement of this system has been on the Long Range Maintenance list since the 1999-2000 school year. Moore Engineering Company is designing a replacement system at an approximate cost of \$350,000 with funds for this project being budgeted in the 2002/2003 Long Range Maintenance budget. This project will require removal of asbestos which is not in the above cited cost estimate but is anticipated to be \$150,000. This amount should be included in the 2002/2003 budget. Mr. Skrocki stated that a potential problem with the current heating system is that if the boiler in the building fails during an extremely cold period it could cause the building to be closed. He stated that the administrative staff was placing items on the February School Board Meeting Agenda requesting approval of the engineering proposal for asbestos removal for this project from Cumberland Analytical and for the actual removal of the asbestos. Mr. Anderson asked Mr. Kreider if the boiler at Martic is the same as those at Eshleman. Mr. Kreider said the Martic boiler is older. Mr. Skrocki stated that Martic has one boiler and Eshleman has two boilers. One of the boilers was to be used as a backup if necessary but in actuality had very little use. After discussion, it was determined that the two boilers at Eshleman would be scrapped if the Eshleman project moved ahead with the proposed geothermal system. Mr. Anderson questioned whether the relatively unused boiler currently at Eshleman could be used at Martic. Mr. Skrocki said he would ask Moore Engineering to look into it. Mrs. Withum raised concerns regarding moving asbestos related items from one elementary school to another. Mr. Stewart stated that if the boilers at Eshleman are original to the building, they are 42 years old. Mr. Skrocki also reviewed problems with the domestic water distribution system. Most of the pipes are showing their age and have caused numerous pipe failures. Unless the water

distribution system is upgraded, continued pipe failures can be anticipated. Mr. Skrocki recommended proceeding with an upgrade of the water distribution system in conjunction with the heating upgrades to minimize the costs. He stated that the cost of this project is unknown until an engineer studies the scope of the project. Mr. Skrocki stated that an item for the engineering service would appear on the February School Board Meeting Agenda with funding for the project coming from the 2002/2003 budget. It is expected that Martic building improvements would be completed in late summer or early fall of 2002. Mr. Skrocki then reviewed other priority one projects. He indicated that the reconstruction of the upper tennis court at the high school would be one of the top priority items. If not completed, the tennis team would once again not have a home court to play on. He stated that the water leak at the cafetorium foundation at Manor Middle School needs to be looked at as a priority item. Mr. Skrocki restated that this is a first draft of these proposed projects and that the administration will look at these items closely before getting back to the board with a final recommendation regarding these items at a later date. He stated that recommendations for funding items on this list are not expected to go beyond priority one items for the upcoming year.

Mr. Stewart asked the board to grant approval for placement for "First Reading" of the School Age Defined Policy on the February School Board Meeting Agenda. He reviewed the need for this policy stating that some special education students may receive a free public education until they reach the age of 21 and for that reason it is necessary to define how a student achieves that age. This policy will state that children with disabilities who attain the age of twenty-one between the first day of school for students and the end of the school term immediately following shall remain eligible to receive a free public education from the school district through the end of that school year. Mr. Stewart stated that all school districts in I.U.13 are developing a similar policy. Penn Manor is currently providing or supporting a free public education for 42 students between the ages of 18-21. Approval was granted for placement of this item on the February School Board Meeting Agenda on a motion by Mrs. Wert, a second by Mrs. Withum, and a unanimous voice vote.

Mr. Willis Herr reminded those in attendance that Dr. Gary Campbell is currently recuperating from recent surgery and complications to that sur-

gery. Due to this situation the board finds it necessary to appoint someone to the position of Substitute Superintendent so that official documents can be signed, etc. He stated that the board is very pleased with the administrative staff currently in place and are recommending the appointment of Mr. Donald Stewart, Administrative Assistant for Personnel and Planning, to the position of Substitute Superintendent until the return of Dr. Campbell. Board members approved the placement of this appointment on the February School Board Meeting Agenda on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Skrocki reviewed the 2002/2003 budget website which was developed by Mr. Johnston and can be found at [www.pennmanor.net](http://www.pennmanor.net). He stated that information on this website is continually updated and is being made available to the community in an attempt to keep them informed. The budget website provides various areas relating to the budget which can be visited such as summary, highlights, details, history, comparisons, debt, miscellaneous, and links. In these areas you can find such things as building budget information, enrollment information, historical tax millage information, and an area that will show you how to compute your potential tax cost. Mr. Skrocki suggested that individuals who feel uncertain of their understanding of the budget process or have questions pertaining to it visit the School Finance 101 PDE website. This site can be accessed from the Penn Manor Budget Website and is well done and easy to understand. Final budget adoption will take place in June.

Mr. Skrocki reviewed the need for a change order relating to the high school track project. He stated that the final invoice was received with a \$650.00 charge that had not been submitted as a change order. This item now needs to be approved before payment can be made. Mr. Skrocki stated that the work was authorized by the district but the change order was never approved by the board. He reviewed the need for new disc cage sleeves which resulted in this change order and asked for approval of this item for placement on the February School Board Meeting Agenda. This item was approved for placement on the agenda on a motion by Dr. Frerichs, a second by Mr. Kline, and a unanimous voice vote.

Mr. Skrocki reviewed the fact that the district currently has a sales agreement with WAWA for the sale of land at Comet field which was entered into December of 2000. He stated that the deadline for this contract was

January 26, 2002. Mr. Skrocki reviewed the zoning issues relating to this project which have delayed the sale of the land. He stated that since Penn Manor and WAWA would like to continue with the sale of the land and the contract has expired, the district and WAWA would like to extend the contract. Mr. Skrocki said he was asking the board to consider a "First Addendum" to the land purchase option with WAWA that would extend the deadline. He stated that a meeting is scheduled for March 12 with the Millersville Borough Council regarding this subject. He asked for an extension to April 15, 2002 in order to see if a zoning change is obtained. If nothing is determined by that date, either party - Penn Manor or WAWA - may terminate the contract. If zoning is approved, the contract can be extended to October 15, 2002. WAWA could then obtain the necessary permits. If the permits are not in place by October 15 the district can terminate the contract. Mr. Skrocki said \$10,000 is being held in escrow for this sale which would be moved from the escrow account to a Penn Manor School District account to be applied to closing of the sale in October 2002. Approval for placement of this item on the February School Board Meeting Agenda was approved on a motion by Mrs. Withum, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Skrocki requested approval for placement of a "First Reading" of the proposed Mobile Technology Policy on the February School Board Meeting Agenda. He reviewed the proposed policy stating that the purpose of the policy was to define the appropriate use of Penn Manor School District Mobile Technology Devices by district personnel. Also reviewed was the fact that Mobile Technology Devices are the property of Penn Manor School District and must be returned to the technology department upon termination of employment or leave-of-absence. Mr. Skrocki stated that the Acceptable Use of Internet and Network Resources Policy (AUP) applies to Mobile Technology Devices and accessories both on and off school property. Employees are required to have a signed AUP before Mobile Technology Devices will be issued. Mr. Kline asked who would be responsible for repair or replacement of a technology device (lap top for instance) if off of school premises when broken. Mr. Skrocki said he checked with our insurance carrier and they may or may not pay depending on the circumstances. For instance, if a device was stolen from an individual's car or home, the individual's personal insurance would be responsible. Penn Manor's carrier would not pay. Mr. Skrocki stated that in most cases claims would be submitted to the individual's insurance first. This item



was approved for placement of “First Reading” on the February School Board Meeting Agenda on a motion by Mrs. Withum, a second by Mr. Kreider, and a unanimous voice vote.

The meeting adjourned at 8:06 p.m. on a motion by Mrs. Wert, a second by Mr. Thomas Herr, and a unanimous voice vote.

February 11, 2002

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 8:16 p.m.

The following members were present: Mr. Donald H. Anderson, Dr. Richard L. Frerichs, Mr. H. Thomas Herr, Mr. C. Willis Herr, Mr. Patrick T. Kline, Mr. Jeffrey G. Kreider, Mr. Jeffrey E. Lyon, Mrs. Donna J. Wert, and Mrs. Kelly K. Withum. Also present were 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. Dr. Gary B. Campbell, Superintendent, was absent due to illness.

The meeting was opened with prayer by Mr. Jeffrey E. Lyon and was followed by the salute to the flag.

Mr. Willis Herr announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, March 11, 2002, in the Board Room of the Manor Middle School at 8:15 p.m.

Mr. Willis Herr asked if there were any Citizen's Comments. Mr. Don Ranck, 439 Strasburg Road, Paradise, PA introduced himself and provided biographical background information. Mr. Ranck stated that he is running for the new 100th District State Representative seat and wanted to introduce himself to those in attendance. He asked that board members contact him with regard to one to three improvements they felt could be made between the board and legislators or one to three things that they feel are working well and they would hate to lose. Mr. Willis Herr thanked Mr. Ranck for his appearance.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the January 7, 2002, School Board Meeting. There were none. It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Miss Melissa Pohlman, Junior Student Council Representative, informed those in attendance that planning has started for Entertainment PM which will be held later in the school year. Mr. Michael Stone, Senior Student Council Representative, informed those in attendance that the PSSA Grant Committee met at the end of January to review applications. He said the senior class is planning a trip to Six Flags in New Jersey and the purchase of a new sign at Comet Field. The juniors completed PSSA tests and class selection process has started for next year. Mr. Stone also reviewed the current status of various athletic teams.

Mr. Stewart discussed the recent tragic death of a fifth grade student at Martic Elementary School due to a sledding related accident. He stated that he contacted the parents of the student involved and he expressed a concern for all families impacted by the event. He reviewed steps being taken to assist those touched by this accident. Mr. Stewart informed the board that Mrs. Mabel Kleinhans, a long-time former employee of the district, recently passed away. He stated that she was a shining example of why community schools are cherished. Mr. Stewart reminded those in attendance of the upcoming Middle School Science Fair being held at the high school. He stated that there will be 145 entrants. He also thanked Mrs. Carroll for her efforts in making this event successful. Mr. Stewart questioned whether board members would like to hold the May School Board Meeting at Letort Elementary School. Board members agreed with this suggestion.

It was moved by Dr. Frerichs and seconded by Mrs. Wert to approve the Treasurer's Reports for the month of January, 2002, as presented and to authorize payment of bills in the amounts of \$80,174.83 dated January 8, 2002, \$290,959.93 dated January 9, 2002, \$91,303.23 dated January 10, 2002, \$71,610.60 dated January 15, 2002, \$442,185.22 dated January 16, 2002, \$40,149.45 dated January 22, 2002, \$414,682.08 dated January 23, 2002, \$9,944.51 dated January 27, 2002, and \$242,233.96 dated January 29, 2002, for a total of \$1,683,243.81 from the General Fund; \$64,867.11 dated January 4, 2002, and \$109,595.58 dated January 23, 2002, for a total of \$174,462.69 from the Cafeteria Fund; \$78,015.91 dated January 7, 2002, \$478,727.34 dated January 8, 2002, \$309,165.92 dated January 17, 2002, \$103,335.03 dated January 25, 2002, and \$39,983.23 dated January 31, 2002, for a total of \$1,009,227.43 from the Capital Reserve Fund; \$58,193.39 dated January 7, 2002, and \$8,012.06

dated January 25, 2002, for a total of \$66,205.45 from the Eshleman Reserve Fund; \$1,456.92 dated January 7, 2002, and \$985.06 dated January 25, 2002, for a total of \$2,441.98 from the Athletic Reserve Fund and payroll in the amounts of \$559,639.60 dated January 9, 2002, and \$550,465.02 dated January 23, 2002. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

2901

25, 2002, for a total of \$2,441.98 from the Athletic Reserve Fund and payroll in the amounts of \$559,639.60 dated January 9, 2002, and \$550,465.02 dated January 23, 2002. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Thomas Herr to approve the scheduling of a public hearing (Act 34 Hearing) for the review of all relevant matters relating to the additions and renovations to the Fred S. Eshleman Elementary School on March 6, 2002, at 7:00 p.m. in the Auditorium of the Manor Middle School per the Notice of Public Hearing as cited on page 8 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 8)

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve the 2002/2003 calendar as cited on page 9 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 9)

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve for "First Reading" the School Age Defined Policy as cited on page 10 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 10)

It was moved by Mrs. Withum and seconded by Mr. Kreider to approve the appointment of Mr. Donald F. Stewart as Substitute Superintendent effective immediately until the return of Dr. Gary B. Campbell, Superintendent. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes;

Donna J. Wert, yes; and Kelly K. Withum, yes.

2902

It was moved by Mrs. Wert and seconded by Mr. Kreider to approve a change order in the amount of \$650 to B. R. Kreider & Son, Inc. for furnishing and installing two discus cage sleeves at the high school track. Payment to be made from the Capital Reserve Account. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve for "First Reading" the Mobile Technology Policy as cited on pages 11-13 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 11-13)

It was moved by Mrs. Wert and seconded by Mr. Kreider to approve the "First Addendum" to the Land Purchase Option with WAWA. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Anderson and seconded by Dr. Frerichs to approve the Letort Change Orders as cited on page 14 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 14)

It was moved by Dr. Frerichs and seconded by Mr. Thomas Herr to approve the budget transfers as listed on Penn Manor's web page (<http://www.pmsd.k12.pa.us./tr/tr.html>). The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the actions of the Judicial Review committee as cited on page 15 of the agenda. The following call vote was taken on this motion. Donald H.

**2903**

Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 15)

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve authorization to advertise for bids for the purchase of point of sale (POS) software and hardware for the Letort cafeteria operations. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve authorization to advertise for bids for acoustic pianos. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Kline to approve a supplemental transportation contract with Eschbach Bus Service due to transportation of special education students to the Career & Technology Center at a cost of \$5,045.22. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Kline to approve the appointment of the firm of TROUT, EBERSOLE AND GROFF as auditor for the school district for the 2001/2002 fiscal audit. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Anderson

to accept the individuals listed on page 16 of the agenda for employment or reassignment according to the terms listed. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey

2904

G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 16)

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the individuals listed on page 17 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 substitute teacher list. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 17)

It was moved by Dr. Frerichs and seconded by Mrs. Withum to accept the resignation of the following individual.

Set Construction, Spring Musical.....John Skworch

This motion was approved by a unanimous voice vote.

It was moved by Dr. Frerichs and seconded by Mr. Kline to appoint the individuals cited on page 18 of the agenda to the co-curricular positions listed for the 2001/2002 school term with the stipend for coaches as listed and for the Spring Musical, Set construction position and Spring Musical, Orchestra Director position to be determined. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 18)

It was moved by Mrs. Withum and seconded by Mr. Anderson to grant Designated Family Medical Leave, Family Medical Leave, and or Family Medical/Child Rearing Leave to the individuals listed on page 19 of the agenda according to the terms listed. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

(see page 19)

It was moved by Mr. Thomas Herr and seconded by Dr. Frerichs to accept the individuals listed on page 20 of the agenda for employment or change in status(\*) according to the terms listed. The following

2905

call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 20)

It was moved by Mrs. Wert and seconded by Mr. Kreider to grant Family Medical/Intermittent Family Medical Leaves to the individuals listed on page 19 of the agenda according to the terms listed. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 19)

It was moved by Mrs. Withum and seconded by Mr. Thomas Herr to accept the following resignation.

Morrison, Harold - Part-time Custodian/Martic Elementary -  
Effective 12/21/01

This motion was passed by a unanimous voice vote.

It was moved by Mrs. Withum and seconded by Mr. Kline to approve authorization to advertise for bids for asbestos removal at Eshleman Elementary School. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kreider and seconded by Mrs. Withum to approve authorization to advertise for bids for asbestos removal at Martic Elementary School. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.



It was moved by Mr. Kline and seconded by Mrs. Withum to approve authorization to advertise for bids for a wastewater sand filtration system at Martic Elementary School. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

2906

It was moved by Mrs. Withum and seconded by Dr. Frerichs to approve Cumberland Analytical Laboratories as asbestos consultant at Martic Elementary School at a cost as cited on page 21 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 21)

It was moved by Dr. Frerichs and seconded by Mrs. Wert to approve Bucharth-Horn, Inc. for the engineering design, bidding, and construction phase services of a sand filtration system for the Martic Elementary School wastewater treatment plant at a cost of \$22,000. Payment to be made from the Penn Manor School District General Fund. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mrs. Withum to approve the following students, having met the criteria as set forth in the Penn Manor School District Non-resident Student Policy, as Tuition Free Seniors with the effective dates cited.

Briana Lively - effective 1/23/02

Keri Ritchey - effective 1/25/02

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

It was moved by Mr. Kline and seconded by Dr. Frerichs to approve the individuals listed below to the position of ticket taker, ticket seller, timer, and scorer for the winter sports season.

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Pa-

2907

trick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Thomas Herr to grant approval to authorize participation in the Chester County I.U. Apple Computer purchasing program per the resolution cited on page 22 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 22)

It was moved by Mr. Kline and seconded by Dr. Frerichs to approve the establishment of a new account with PLGIT titled the PP&L Assessment Appeal Escrow Account. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Thomas Herr and seconded by Mr. Donald Anderson to approve Moore Engineering Company for the engineering services for the design, bidding, and construction administration for the replacement of the existing domestic water piping system at Martic Elementary at a cost of \$7,300. Payment to be made from the Penn Manor School District General Fund Account. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

The meeting adjourned at 8:50 p.m. on a motion by Mrs. Wert, a second by Mrs. Withum, and a unanimous voice vote.

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C. Willis Herr, President

Dolores E. Warfel, Secretary

