

MINUTES
Committee of the Whole
APRIL 1, 2002

The Penn Manor School Board met in Executive Session for the purpose of discussing personnel, real estate, and legal matters at 6:00 p.m. on the above cited date in the Board Room of the Manor Middle School. They adjourned the Executive Session and met as a Committee of the Whole at 7:17 p.m. Present were Dr. Frerichs, Mr. H. Thomas Herr, Mr. C. Willis Herr, Mr. Kline, Mr. Kreider, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Mr. Anderson was absent. 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 Librarians Miss Cirincione, Mrs. Hostetter, Miss Greenawalt, Miss Lang, Mrs. Kean, and Mrs. Ruth for their presentation. Mr. Edward Nett was present for his presentation. Mr. Charlie Reisinger, and Mrs. Dolores 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 March 11, 2002, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Thomas Herr, a second by Mr. Kline, and a unanimous voice vote, the minutes were approved as printed.

Mrs. Griffis introduced Miss Cirincione, Mrs. Hostetter, Miss Greenawalt, Miss Lang, Mrs. Kean, and Mrs. Ruth - Penn Manor School District librarians. Mrs. Griffis commended them for the outstanding job they do in Penn Manor's libraries and thanked them for making a presentation at the Committee of the Whole Meeting when they did not have school today. Mr. Charlie Reisinger was also in attendance in support of the librarians. Mrs. Griffis said the librarians are very involved with technology. They made a request last year and were given approval to purchase the Follet Electronic Card Catalog System which their presentation would be reviewing. Miss Cirincione showed the board how to access the card catalog system which can be accessed from home, school, and the classroom via the Penn Manor web site. Mrs. Ruth then reviewed searches that can be done by book title, author, and subject. She reviewed the fact that a key word search is also

possible. Miss Cirincione reviewed the BookBag function. Mr. Kline asked if a book can be reserved via this site. Mrs. Hostetter said that could not be done at this time but is a feature that could be added. Mrs. Hostetter reviewed the POWER Library feature which is offered by Pennsylvania's public libraries, school libraries and the State Library. It is a feature that allows you to access thousands of full text periodical articles, newspapers, photographs, pictures, charts, maps, and reference material. To access this site you need a public library card. Mrs. Hostetter said there is a line item in the State budget to help encourage citizens of Pennsylvania to use their libraries. Board members questioned how students who did not have a library card might get one. They were informed that registration forms for obtaining a library card are available via the librarians. Mrs. Hostetter said Penn Manor librarians were involved with a partnership with Lancaster area libraries to do a presentation on POWER Libraries on April 16 at 6:30 p.m. at the high school. Mrs. Kean reviewed Pro Quest - a site that allows you to view magazines, books and newspapers. The Lancaster Newspapers are on this site which allows you to access articles for free. The Searchasaurus Site was also reviewed. This is a site that provides reference material for children at the middle school and elementary levels. It includes an encyclopedia of animals and general encyclopedia. Mrs. Griffis said the Follet Electronic Card Catalog system brings the library into the home. Dr. Frerichs suggested advertising this system to make residents aware of its services. Mrs. Ruth informed the board that there would be a drop in session for review of the system being held June 12 at Marticville Middle School. Board members thanked the librarians for their presentation.

Mr. Nett provided the board with an update of the Letort Elementary School project. He stated that Letort construction is almost complete. Most of the inside work is finished and school district personnel are cleaning the building. He stated that outside work still needs to be completed. The occupancy permit inspection check is being done on April 2. Mr. Nett provided a digital photographs of classrooms, the office space, art/music room, corridors, cafeteria, multi-purpose room, library and the new Letort sign. He stated that punch lists are currently being done. Student furniture is expected to be delivered on April 16. Mr. Nett offered to take board members on a tour of the building. Dr. Frerichs asked if Letort teachers have seen the building. Mr. Nett stated that they toured the building approximately a month ago. He stated that Eshleman teachers have also toured

the building. Dr. Frerichs asked if there is a game plan for the Open House. Mr. Stewart said some individuals advocate having an Open House in May while other individuals suggest August. If there was an Open House in May, parents and students would have questions that could not be answered regarding who the students teacher would be, etc. Teachers have concerns about having an Open House in August because they would have to have their rooms ready earlier than normally anticipated. He stated he is not prepared to comment regarding a date for an Open House. Mr. Nett stated that he advocates waiting until school is open and functioning so that individuals visiting the building can see it as an operating facility. Mr. Stewart said Dr. Campbell had spoken with Letort people about holding the sixth grade Commencement at the school. He indicated he would like to give this idea further thought. Mr. Stewart said he would like to have an Open House which community members could attend as opposed to one for just Letort parents and students. Board members supported this suggestion. Board members thanked Mr. Nett for his presentation.

Mrs. Griffis asked for approval for placement on the April 15 Board Meeting Agenda of the list of textbooks attached to the agenda. Mrs. Griffis again reviewed the fact that only the books cited to be purchased via 2002/2003 budget funding would be paid for by the district (\$7,719.20). The books cited for purchase by the 2001/2002 PSSA Grant Funding would be paid for via the grant. She stated that the books being discussed were available for review by board members. This item was approved for placement on the April School Board Meeting Agenda on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Stewart asked for approval to place the change of status of the May 6 board meeting to a voting meeting on the April School Board Meeting Agenda. He indicated the meeting needs to be changed to a brief voting meeting so that a PlanCon item can be voted on. Approval for placement of this item on the April School Board Meeting Agenda was granted on a motion by Mrs. Withum, a second by Mr. Kline, and a unanimous voice vote.

Mr. Stewart stated that the \$250,000 Community Revitalization Grant check has been received. He reviewed the grant proposal and time line. He stated a resolution of and additional funding source was needed by July of this year as to whether it is stand alone money or whether the district

has to provide additional funds. By August, 2002, a proposal is needed for the expenditure of the money. He reviewed options for both instances. Dr. Frerichs asked how the grant money will figure into the budget. Mr. Skrocki said the district may have to establish a separate account from the General Fund for this money. He stated that the district can only keep \$50 in interest earned on this money with anything earned more than that being returned to the State. Mr. Skrocki stated that he anticipates coming to the board with an agenda item at the next board meeting requesting the establishment of an account for the grant money. Mr. Stewart said a revised grant proposal will be submitted in September and if needed a grant extension to a June 30, 2004 deadline can be requested in March, 2003. The project is to be completed by July 2004 at which time a grant audit is conducted. Dr. Frerichs asked if the budget would have to be increased due to this grant. Mr. Skrocki said not for next year.

Mr. Stewart then reviewed a request for 60 additional hours of secretarial support to the office of the Director of Co-Curricular Activities. He indicated this would amount to approximately \$600. He stated that these hours would be utilized during the summer and would be scheduled at Mr. Roth's discretion. Mr. Stewart reviewed the need for these additional hours due to the addition of sports which impact on the work load in this office as well as the impact of preparing for the fall sports season. Mr. Stewart asked for approval for placement of this item on the April School Board Meeting Agenda. Approval was granted on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote.

Mrs. Griffis reviewed the ESL program in place in Penn Manor. She stated that ESL is required for school districts. The parental completion of a home language survey, which is later placed in the student's cum folder, when new students are enrolled assists in identifying students in need of this service. If a language other than English is spoken in the home, Mrs. Griffis will be notified and will then contact one of the three part-time ESL teachers and have them test the child in question. If the student qualifies for ESL services, one of the tutors will be assigned as his ESL teacher. Mrs. Griffis stated that a letter is sent home to parents if their child qualifies explaining the ESL services. Pennsylvania schools are being monitored for compliance beginning in the spring of 2001/2002 school year and the 2002/2003 school year. Specifically stated in the regulations from PDE is that the teacher(s) of ESL must be a certified teacher with an Instructional

I or II certificate. Certification and staff assignment requirements are in accordance with Pennsylvania Department of Education CSPG Nos. 80 and 80A. They permit a person holding any Level I or II certificate to teach ESL. Mrs. Griffis said Penn Manor is attempting to comply with the intent of CSPG No. 80 by assigning a person who possesses certification appropriate to achievement of the Planned Course objectives. Mrs. Griffis reviewed additional recommendations of the Department of Education regarding ESL including the fact that ESL teachers should demonstrate acquired knowledge and skill to teach English as a foreign language, demonstrate fluency in both the English language and the language of the target population, and possess a knowledge of the culture(s) of the target population. Mrs. Griffis stated that an ESL teacher should not act in the capacity of an aide, which Penn Manor ESL teachers do. State guidelines call for 3 hours of instruction time per day. Penn Manor provides 1/2 hour per day plus CSS services. She stated that a certified teacher may not be paid aide wages to teach ESL. A certified teacher must be paid a teachers wages. Penn Manor currently pays ESL teachers \$12 per hour. Mrs. Wert asked if the district would get in trouble if we did not pay teacher salaries. Mrs. Griffis said it would. She also stated that she is having difficulty finding certified teachers who are willing to teach for the current \$12.00 per hour rate when they can be substituting at \$100 per day or doing homebound instruction for \$27 per hour. Mrs. Griffis stated that the number of ESL students in Penn Manor continues to grow. For the above cited reasons Mrs. Griffis proposed an increase in pay to the regular teacher hourly rate effective with the 2002/2003. This would place the hourly rate at \$28 per hour for 2002/2003. Mrs. Griffis requested approval to place this item on the April School Board Meeting Agenda. Approval was granted on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Skrocki then reviewed new positions proposed for 2002/2003. He said the employment of 4.26 full time equivalent teachers was being proposed at this time at a cost of \$180,824. That figure includes \$36,165 in estimated benefits costs. This is the lowest number of requests for additional staff in three years and the second lowest in seven years. Mr. Skrocki stated that these positions are included in the budget. He stated that a 3.25% increase is being looked at for classified staff. He also stated that to date three individuals have indicated they will be retiring. This is the lowest number of retirees in the last six years. Mr. Skrocki also stated that Professional Development Leaves - 4 half year leaves each semester at full

pay - are included in the budget. The deadline for applying for these leaves was April 1. He stated that special adjustments will be presented at a later date for Health Room Techs and additional salaries for classified staff. The Preliminary Budget will be approved in May. Mrs. Wert asked if the Wastewater Treatment/Well Specialist position is a new position. Mr. Skrocki stated that it will be a new position because of the fact that a current employee will take over this position and the existing position vacated by that employee will have to be filled. Mr. Skrocki then reviewed the updates made to the budget on the web site as well as information relating to I.U. comparisons and debt service. He reviewed projected budget figures. Mr. Skrocki stated that historically expenses are underspent by 3%. He stated that he anticipates expenses to be underspent by 1.2 million dollars for 2001/2002. Expense money that is underspent is usually transferred to the Capital Reserve Fund. He stated that this action may not be recommended for 2002/2003 due to the potential tax increase. One reason for coming in under budget is the fact that the \$265,000 which had been proposed for the HVAC work at Marticville Middle School will not be completed during 2001/2002 and will be carried over to 2002/2003. There was also \$20,000 included for driveway upgrades at Comet Field which was not done due to the potential sale of the property. \$339,000 was under spent in salaries due to teachers going out on leave during the year and substitutes being hired at a lower rate. Also a factor was money not spent on overtime and underspent hospitalization funds. Mr. Skrocki reminded board members that Penn Manor hospitalization is self-insured. He stated that there is no way to know what claims will be submitted in a particular year. He explained the budgeting process for this category. Mrs. Wert asked how long Penn Manor has been self-insured and how much has been saved because of the self-insurance. Mr. Skrocki said Penn Manor has been self-insured for at least ten years. He stated it is hard to tell how much is saved but he knows that our costs per employee are lower than districts that are not self-insured. He stated that he anticipates a 25% increase for re-insurance. Mr. Skrocki said he anticipates coming in under budget by \$18,545 in revenue for 2001/2002 because of lower interest earnings and PlanCon J money that was received last fiscal year after the budget was adopted. He stated that being under budget on the revenue side is a negative. Mr. Skrocki then reviewed options for dealing with the anticipated shortfall in the 2002/2003 budget - 1)use no money from the fund balance which would result in a 16% tax increase, 2)use 1.5 million dollars from the fund balance which would result in a 9.67% tax increase,

3)use 2.0 million dollars from the fund balance which would result in a 7.56% tax increase, or consider the following option 4)use 2.5 million dollars from the fund balance which would result in a 5.45% tax increase. Mr. Skrocki said no decision is needed at this time. He stated that the administration was leaning toward Option 4. The maintenance budget which showed an increase of \$16,500 for 2002/2003 was reviewed. Mr. Skrocki said this increase was due to integrating fire alarm systems with burglar alarm systems, an increase in cost of custodial supplies, and an increase in price of gas. Mr. Nett oversees this budget which consists of custodial and maintenance supplies and equipment. The Health Budget which relates to nursing services was reviewed. It is a \$10,000 budget which is the same amount budgeted in 2001/2002. The Disposal/Safety Budget was reviewed with a 6% increase indicated. The Legal Services Budget - \$116,000 - was reviewed. This budget is for non-special education legal expenses and has an increase of 19.6%. Included in this category is GASB34 and the cost of an audit of PlanCon J for Letort. Mr. Skrocki said he expects a \$150,000 budgetary reserve for 2002/2003. He said the budget will continue to be updated. Preliminary budget information and a recommendation with regard to a tax increase figure will be made at the April 15 meeting with the board being asked to approve the Preliminary Budget in May.

Mr. Stewart asked for approval for placement of the Addendum to the Administrative Compensation Plan with regard to retirement compensation on the April School Board Meeting Agenda. This item was approved on a motion by Mr. Kline, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart asked for approval for placement of the Addendum to the Administrative Compensation Plan with regard to secretarial compensation on the April School Board Meeting Agenda. This item was approved on a motion by Mr. Kline, a second by Mr. Thomas Herr, and a unanimous voice vote.

Mrs. Griffis updated the board with regard to cyber school litigation. She stated that it has been determined that Einstein Academy can continue to operate, money will continue to be deducted from State subsidy, and Secretary of Education Zogby and PDE may not withhold money from the Academy. She said the PSBA class action suit and the school district litigation is pending and the local hearing has been pushed back until April or May.

Mrs. Griffis said a law suit is being filed against the Western PA Cyber Charter School and/or the PA Virtual Cyber Charter School by the Levin Legal Group. Penn Manor has 9 students participating in the PA Virtual Cyber Charter School. Mrs. Griffis said Levin is predicting that the suit against the Western PA Cyber Charter School and/or the PA Virtual Cyber Charter School will be less costly than the suit against Einstein because a class action suit will be done in one county and work is already done for Einstein. She said the administration is recommending that Penn Manor be part of this law suit. Dr. Frerichs asked if there is a financial limit needed. Mrs. Griffis said a cap, similar to that approved for the Einstein suit, could be applied. Mr. Stewart supported having a cap on financial costs. After discussion it was determined that a \$10,000 cap would be put on financial costs for this litigation which could be revisited if the need arises. Mr. Kline asked if Morrisville is going to continue their charter. Mrs. Griffis said they were but that Einstein Academy would relocate to the administrative offices of Morrisville. Mr. Thomas Herr asked if Tutorbots is allowed to continue to supply the curriculum. Mrs. Griffis said that Morrisville determined that Tutorbots and Einstein had to separate. Mr. Skrocki said \$30,000 was budgeted for cyber schools in 2001/2002 with that figure being raised to \$250,000 for 2002/2003. Mrs. Griffis asked for approval of a Resolution permitting participation in this law suit for placement on the April School Board Meeting Agenda with the understanding that there is a \$10,000 cap on financial costs. Approval was granted on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Skrocki reviewed the proposed revised vacation schedule for classified staff. He compared Penn Manor's current schedule with that of the Career and Technology Center, Manheim Central, and Hempfield and stated that all three schools have vacation schedules that accelerate their employees faster than Penn Manor does. Mr. Skrocki stated that this revised vacation schedule would be a morale enhancer for long time staff members. In most positions a substitute is not brought in when an individual is off sick or on vacation. Their work simply waits for them. Therefore, the cost to the district is minimal. He said the revised schedule would give an extra week of vacation in year seven, an acceleration of 4 years, and an employee would be eligible for 20 days in year 17 versus year 20 which would also be an acceleration of 4 years. Mr. Skrocki asked for board approval to place this item on the April School Board Meeting Agenda. Approval was granted on a motion by Mr. Lyon, a second by Mr. Thomas

Herr, and a unanimous voice vote.

Mr. Skrocki reviewed the Section 125 Administrative Plan. This is an employee flexible spending account where, for instance, they can set aside money for child care. The contract with the current provider, Ameriflex, ends June 30, 2002. Mr. Skrocki recommended approving AFLAC as the third-party administrator of the Section 125 Plan for a fee of \$3.00 per month, per flexible plan participant effective July 1, 2002. AFLAC would also be permitted to offer various premium only plans at no cost to the district. The board approved placement of this item on the April School Board Meeting Agenda on a motion by Dr. Frerichs, a second by Mrs. Wert, and a unanimous voice vote.

Mr. Stewart reviewed a request for amendments to the building use fee. He recommended a custodial charge of \$20 per hour (currently \$25) which would be considered a “dance rate.” This charge would apply when a group of students such as the Junior Class would want to hold a dance at the high school. The proposed amended building use fee would save these groups money. He also asked for approval for the creation of a fee of \$50 for partial set up and \$100 for full set up for these functions. Approval was granted for placement of these amendments on the April School Board Meeting Agenda on a motion by Mr. Lyon, a second by Mr. Kline and a unanimous voice vote.

Mrs. Withum suggested the development of an “Event Calendar” which would indicate upcoming banquets, etc. which the board might be invited to so that at least one board member can attend every event. Mr. Stewart indicated he would look into it.

Mr. Thomas Herr discussed the upcoming Post Prom and gave each board member an invitation to attend the Open House preview of the Post Prom being held on Friday, May 24. The Post Prom has a theme of IT'S FRI-DAY

NIGHT LIVE complete with, among other things, a Hard Rock Cafe, Studio 54, and carriage ride.

Mr. Stewart presented Mrs. Withum with a Boardmanship Award from PSBA. It is a life time award given to those who have earned 54 credits

for attending PSBA workshops, etc. Mr. Stewart said he would have Mrs. Rhoades get in contact with Mrs. Withum to do an article relating to the fact that “Board Members Go to School Too.”

Mr. Stewart shared a note with board members that he received from Mrs. Tara Coleman, custodian at Manor Middle School, which shared her feelings about being nominated as an Outstanding Employee.

The meeting adjourned at 9:12 p.m. on a motion by Mrs. Wert, a second by Mr. Lyons, and a unanimous voice vote.