

Minutes
Committee of the Whole
May 6, 2002

The Penn Manor School Board met in Executive Session for the purpose of discussing real estate and personnel 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 to a Special School Board Meeting at 7:04 p.m. The School Board Meeting adjourned at 7:10 p.m. The board then met as a Committee of the Whole. Present were Mr. Anderson, Dr Frerichs, Mr. C. Willis Herr, Mr. Thomas 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 Mr. Leichliter and Mr. Doan for their presentation, Penn Manor residents, Mrs. Rhoades, and Mrs. Warfel.

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

Mrs. Griffis introduced Mr. Leichliter and Mr. Doan who provided the board with information regarding the proposed middle school Summer School Program. Mr. Leichliter said planning began a year ago for this program. The proposed program is being put in place for students who are failing middle school academic courses. Mr. Leichliter said 20-30 students fail at least one academic course each year. Students who fail two or more subjects must attend a remedial program or be retained for one semester. It has been proven that retention is not a good option. It increases the chance of a student dropping out of school. Mr. Leichliter said last year four students were retained at the middle school level. These students did better the first semester but he feels they would have benefited from a summer school program. The other students who failed courses either attended neighboring district summer schools because Penn Manor did not offer a middle school summer school or paid for private tutoring. Mr. Leichliter said the middle school summer program will be located at the high school and will run from mid June to the end of July. A Summer School Coordinator is hired for the high school program and the middle school program could operate in conjunction with the high school program. Mr. Leichliter said the courses failed most often are English and Reading. There will be two sessions of language arts provided in the summer school program. Math and science courses are also failed but not as frequently as English and reading. One session of math and

science will be provided. This way, students failing two subjects could make up both subjects. Ten students must sign up for courses in order for the courses to be offered. One of the difficulties with having a middle school summer school program is the fact that middle school students often have a problem finding transportation. Mr. Doan informed board members that summer school classes will be held in the morning for two hours each day. The first sessions will be held from 8:00-10:00 a.m. and the second sessions from 10:15-12:15 p.m. No classes will be held on July 4 and 5. The Summer School program consists of a total of 60 hours of instruction. Mr. Doan said the cost to students will be \$165 per course. He stated that the district may offer a shuttle bus which would run from Marticville Middle School to the high school for students from the southern end. The cost to the district for this bus would be approximately \$2,000. Mr. Doan said four teachers would provide the instruction for summer school students at a cost of \$8,686.08. Revenue gained from potential 40 students attending at \$165 per student would be \$6,600. The proposed maximum cost to the district would be \$4,076.58. Mrs. Withum asked if the program would be offered to students from other districts if it proves to be successful. Mr. Leichliter stated that there is a good possibility this will happen. The high school summer school program is now offered to students from other districts. Mrs. Withum asked if it would be better to provide these remedial services in August, before school starts, rather than in June and July so that students enter school with the information fresh in their minds. Mr. Leichliter said one of the problems with scheduling the summer school in August is that it will conflict with in-service programs provided for teachers. Due to this conflict, teachers would be unable to teach in the summer school program. Dr. Frerichs asked if attendance in summer school is an option for students or if attendance is mandated. Mr. Leichliter said it is an option. Mr. Kreider stated that he likes the fact that a shuttle bus is being provided for students from the southern end. Mrs. Wert asked if there is an option for students who can't afford to attend the program. Mr. Leichliter said scholarships have been provided for high school students who can't afford to participate in the program with the students then working at the high school to pay for the cost of the program. He indicated that a similar arrangement could be available for middle school students who can't afford the cost of participation. Board members asked how these students would be identified. Mr. Leichliter said the Guidance Counselors would help identify students needing financial assistance. Board members thanked Mr. Leichliter and Mr. Doan for their presentation.

Mrs. Griffis updated board members with regard to Penn Manor joining the I.U. Reading Recovery Consortium. She stated that she met with Cindy Anderson from the I.U., Mrs. Cuba, and Mrs. Shepherd. Mrs. Griffis said she and the two Penn Manor Reading Recovery teachers left the meeting thrilled with the discussion that took place. She stated that Mrs. Anderson has sent a message to I.U. Consortium members indicating that Penn Manor would like to join the consortium. The members of the I.U. Consortium have to vote on who can be part of their consortium. The consortium members will be meeting on May 23. Mrs. Griffis said she will not know until after that meeting whether Penn Manor will be part of the consortium and if they are how Mrs. Cuba and Mrs. Shepherd will be used. Mrs. Griffis said she will update the board with regard to this matter following the May 23 meeting.

Mrs. Griffis provided board members with a cyber school update. She reviewed recent articles relating to cyber schools which appeared in the Lancaster New Era and Intelligencer Journal. Mrs. Griffis stated that Levin indicated they do not know how the Administrative Agency Law, which states school districts have a right to a hearing, will affect previously withheld subsidy or subsidy withheld in the future. Levin is having a conversation with PDE to find out what will happen next with regard to hearings. Mrs. Griffis stated that proposed House Bill 2401 states that PDE would oversee and license cyber schools. She stated there would also be a cap on what is paid to cyber schools. The cap could be as low as \$1500 per student versus the current tuition charge expected. The cyber schools would have to prove that a student is a resident of the district. The paying district would have access to all records – both academic and financial. Mrs. Griffis reported on the subsidy deductions for April. She stated that she will keep the board informed with regard to the status of the cyber school issue. Mr. Kline asked if any local legislators were sponsoring House Bill 2401. Mrs. Griffis said she did not know. She stated that she is glad Penn Manor is participating in the Levin suit.

Mr. Skrocki presented preliminary budget information. He stated that a 5.03% tax increase was proposed at the April 15 Committee of the Whole Meeting. That figure was reached by using 2.5 million dollars from the fund balance. Mr. Skrocki stated that a lot has happened since April 15. The bond refinancing took place, health care figures were revised, the employer's share of retirement expenses was lowered from 5.64% to 1.15% which saved one million dollars for next year. Mr. Kline asked who does the investing for PSERS. Mr. Skrocki explained that the PSERS board set the 5.64% increase figure and the legislature then said they were to go

with the 1.15% employers share of the retirement expense and spread out the large increase over five years. Mr. Skrocki reviewed the COLA adjustment to be given out to retirees over the next two years. He stated that litigation and legislation relating to cyber schools could also affect the budget. Mr. Skrocki reviewed two 5-year budget projections - one using 1.5 million dollars from the fund balance and one using 1 million dollars from the fund balance. If using 1.5 million dollars from the fund balance, the 2002/2003 tax increase would be 3.47%. The increase for the following four years would be 10.95%, 8.33%, 5.41%, and 5.67%. If using 1 million dollars from the fund balance, the 2002/2003 tax increase would be 5.52%. The increase for the following four years would be 6.71%, 9.43%, 6.90%, and 5.65%. Mr. Skrocki stated the administration was recommending using 1 million dollars from the fund balance next year with a millage increase of 5.52% for 2002/2003. He stated that the 5.52% increase should be in line with or a little below districts in the county. Mrs. Wert asked if it would be prudent to have a high tax increase in 2002/2003 so that the increase in the following four years would be lower. Mr. Skrocki said using the 5.52% increase would still leave Penn Manor with a 12% fund balance which is what is recommended by PSBA. He stated he did not want to have a larger fund balance and also wanted Penn Manor's tax increase to be lower than the county average. He stated that he believes the recommended increase of 5.52% meets both of these criteria. Mr. Skrocki said the budget would continue to be fine tuned until its final adoption. He informed board members that the preliminary budget would be presented to them at the May 13 Committee of the Whole Meeting for approval for placement on the May School Board Meeting Agenda. Mr. Skrocki then reviewed the budget summary. A live web cast budget presentation will take place on Thursday, May 16 at 7:00 p.m. Mr. Skrocki explained that there must be 30 days between the preliminary and final budget adoptions. Since there are not 30 days between the regularly scheduled May 13 and June 10 board meetings a special board meeting is being scheduled for June 13 at 4:00 p.m. at which time the final budget will be adopted. Mr. Skrocki stated that five board members will have to be present at this meeting. Mrs. Wert asked if a meeting has been held regarding the litigation with utilities. Mr. Skrocki stated that nothing further has been heard regarding the litigation. He stated that next year's budget has an expenditure item listed for the possible refund that could have to be made to PP&L. This issue could also impact on the 2002/2003 budget.

Mr. Skrocki reviewed the Student Activity Accounts. He reminded those in attendance that these accounts can be found on the district web page.

Mr. Skrocki stated that the Athletic Student Activity Fund Account consists of gate receipts and officiating expenses. Accounts that are included in the Student Activity Accounts category and have little activity or zero balances are going to be removed next year.

Mr. Stewart reviewed the history behind the Junior High Track Club. He stated that the club has been functioning for two years. There are 62 members in the program. Mr. Stewart said there are 19 Junior High Track teams in the Lancaster-Lebanon League. Three of these teams are still on a club status. Mr. Stewart said the Junior High Track Club serves as a feeder system to the high school Track and Field Varsity Program. The Junior High Track Team utilizes the same facilities as the Varsity Track Program. He reviewed the proposed budget of \$10,507.81 for the Junior High Track Team. Included in the budget is \$7,200 for three coaches, \$1,000 for equipment, \$500 for officials, \$607.81 for meet workers, and \$1,200 for transportation. The budget sites a request for three coaches at a cost of \$2,400 per coach. Mr. Stewart recommended not funding three coaches at \$2,400 per coach. He recommended approving \$4,800 for coaches with the head coach constructing salaries for the coaches as he sees fit. This would adjust the total cost of the program to \$8,107.81. Mr. Roth, Athletic Director, is recommending elevating the Junior High Track Club to an approved Penn Manor interscholastic sport. Mr. Stewart recommended approving elevating the Junior High Track Club to interscholastic team status with the coaches salary adjustment to the budget and asked for board approval to place this item on the May School Board Meeting. Approval was granted on a motion by Mr. Kline, a second by Mr. Thomas Herr, and a unanimous voice vote.

Mr. Stewart reviewed the position of School Resource Officer held by Mr. Jason Hottenstein. He requested permission to place the Resolution and Agreement relating to this position on the May School Board Meeting Agenda. Mr. Hottenstein was employed by Millersville Borough under the COPS Program which was established by the Department of Justice. Under the regulations of this grant the Department of Justice pays municipalities for the expenses involved with employing new police officers for up to three years. The police officer must then be retained by the police force for a fourth year. The proposed agreement states that Penn Manor will pay the Borough for 60% of the employment costs of the School Resource Office for the fourth year. The start date of Mr. Hottenstein's fourth year is October 1, 2003. His fourth year will end September 30, 2004. There is a \$37,000 cap on the cost to Penn Manor for the fourth year of the Resource Officer's employment stipulated in the agreement. If the district

wants to keep the Resource Officer for a fifth year, they must re-negotiate with the Borough at a later date. A new agreement would be re-negotiated with the Borough at that time. Approval for placement of this item on the May School Board Meeting Agenda was granted on a motion by Dr. Frerichs, a second by Mr. Kline, and a unanimous voice vote.

Mrs. Wert distributed individual ballots to fellow board members to sign and return to Mrs. Warfel indicating their approval of the 2002/2003 Lancaster County Academy Budget.

Dr. Frerichs updated the board with regard to the Penn Manor Education Foundation. He said it is continuing to move forward. He asked for board member support of the Foundation.

Mr. Willis Herr stated that he, Mr. Kline, and Mr. Anderson attended the recent Wall of Fame Ceremony. He stated that it was a wonderful event.

The Committee of the Whole adjourned at 8:04 p.m. on a motion by Mr. Lyon, a second by Mrs. Withum, and a unanimous voice vote.

May 6, 2002

The special 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 7:04 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. Donald F. Stewart, Substitute Superintendent, Mrs. Ellen P. Griffis, Administrative Assistant for Curriculum and Instruction, and Mr. Stephen B. Skrocki, Administrative Assistant for Business. Dr. Gary B. Campbell, Superintendent, was absent due to illness.

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, May 13, 2002, in the Board Room of the Manor Middle School at 8:15 p.m.

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the submission of PlanCon F To the Department of Education for the Eshleman Elementary School Project. 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 advertisement of the components necessary to assemble 130 high school replacement Wintel computers for the 2002/2003 school year. 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. Krei-

der, 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 awarding of the bid for HVAC construction at Martic Elementary School to the vendor cited on page 3 of the agenda. Payment to be made from the 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. (see page 3)

It was moved by Mrs. Withum and seconded by Mr. Kreider to approve awarding of the bid for plumbing construction at Martic Elementary School to the vendor cited on page 4 of the agenda. Payment to be made from the 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. (see page 4)

The meeting adjourned at 7:10 p.m. on a motion by Mr. Anderson, a second by Mrs. Withum, and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary