

July 8, 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 8:33 p.m.

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

The meeting was opened with prayer by Mr. C. Willis Herr 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, August 12, 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. There were none at this time.

Mr. Herr asked if there were any additions or corrections to the Minutes of the June 10 and 13, 2002, School Board Meetings. 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.

Mr. Stewart stated that the mock bus accident was a worthwhile activity. He commended Mrs. Kelshaw and the bus con-

tractors for their effort in putting the training together. He stated that it was very realistic. Families portrayed alarmed family members, there was a circumstance where a child (portrayed by a bus driver) was trapped in the overturned bus, performers acted out the role of panicking parents rushing to the scene, four police and three different fire companies were represented, and there was a helicopter evacuation. He stated the activity was extremely well done and extremely efficient. Mr. Stewart said Mrs. Kelshaw is being encouraged to take the review and video tape of the activity to the PASBO Conference and make a presentation on practice emergency drills. The drill was done in cooperation with Solanco School District and was an excellent activity. Mr. Stewart stated that he received information that the I.U. Board will, based on new legislation from Harrisburg, now have 22 voting members rather than 20.

Mr. Stewart introduced Mr. Dana Edwards the new Manor Middle School Assistant Principal. He stated that Mr. Edwards has been a health and physical education teacher for the Pequea Valley School District for nine years. His wife, Amy, is an art teacher for Hempfield and is their Field Hockey Coach. Mr. Edwards has a 12-week old son named Ian. Mr. Stewart stated that prior to beginning his career in education Mr. Edwards was in the Navy for six years stationed at Norfolk and was on the U.S. John King. Mr. Stewart stated that he is excited about having Mr. Edwards join the Penn Manor staff. He stated he thinks he will be committed to the school district and match well with Mr. Leichliter at the Manor Middle School. Mr. Edward stated that he appreciates the opportunity provided him to be part of the Penn Manor team. He indicated he has met with Mr. Leichliter several times and is looking forward to working with him and the students and faculty at Manor Middle School.

Mr. Stewart then introduced Mrs. Cindy Rhoades who shared the cover sheet for the 2002/2003 school calendar with board members. Mrs. Rhoades distributed the proposed cover and sample page. She asked board members to let her know if there is

anything they did not like about the proposed cover and sample page.

Mr. Skrocki reviewed the results of Penn Manor's assessment appeal with regard to PP&L. He stated that unfortunately it was not favorable news for Penn Manor School District. The two appeals at Safe Harbor and Holtwood had their total assessed value reduced by \$16,000,000. This will result in a reduction in revenue this year of \$235,000 and will also require the issuance of refunds back to July 1, 2000 amounting to \$408,000. There is money in an escrow account for the prior year's refunds; however, the current year revenue loss of \$235,000 is not accounted for in this year's budget. The sum of \$235,000 will be lost every year in the future. Mr. Howard Kelin, the legal expert working on this case, has been authorized to proceed with an appeal to the Commonwealth Court. Mr. Skrocki reported that the district received an additional \$168,000 in state revenue when the state passed their budget. There are some strings attached which were discussed at the Committee of the Whole Meeting. Mr. Skrocki said he was asking for authorization tonight to add the \$168,000 placed in a Sinking Fund Account to offset next year's debt service payment. He stated that on July 18 the auditors will be here for the 2001/2002 audit. Mr. Skrocki stated that real estate tax bills were in the mail on Saturday, June 29. He stated that \$482,000 has already been collected.

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve the Treasurer's Report for the month of June, 2002, as presented and to authorize payment of bills in the amounts of \$70,221.59 dated June 4, 2002, \$114,357.46 dated June 10, 2002, \$29,309.75 dated June 11, 2002, \$289,068.06 dated June 12, 2002, \$4,336,098.71 dated June 12, 2002, \$620,126.18 dated June 19, 2002, \$119,048.54 dated June 24, 2002, \$278,585.66 dated June 25, 2002, \$501,416.10 dated June 26, 2002, \$89,623.56 dated June 27, 2002, \$85,993.61 dated June 28, 2002, and \$7,000.00 dated July 1, 2002, for a total of \$6,540,849.22 from the General Fund; \$43,804.09 dated June 27, 2002, and \$73,216.87 dated June 28,

2002, for a total of \$117,020.96 from the Cafeteria Fund; \$43,244.33 dated June 6, 2002, \$5,773.48 dated June 24, 2002, and \$84,967.17 dated June 27, 2002, for a total of \$133,984.98 from the Capital Reserve Fund; \$1,171.24 dated June 24, 2002, and \$36,195.67 dated June 27, 2002, for a total of \$37,366.91 from the Eshleman Reserve Fund; \$2,000.00 dated June 6, 2002, and \$6,129.60 dated June 27, 2002, for a total of \$8,129.60 from the Athletic Reserve Fund; and payroll in the amounts of \$594,268.93 dated June 12 and \$626,083.99 dated June 26. 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, absent; 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 approve the position description of the Wastewater Maintenance Position Description as cited on pages 6-9 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, absent; 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. Anderson to approve the Revised Code of Conduct as cited on pages 10-15 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, absent; 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 School Physician's Agreement as cited on page 16 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, absent; 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 Dr. Frerichs to approve the hourly fee of \$125 to be charged by the school solicitor's firm of Hartman Underhill & Brubaker effective July 1, 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, absent; 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. Kreider to ratify the following I.U. bids and accompanying memos as cited on pages 17-20 of the agenda.

Natural Gas
Fuel Oil

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, absent; 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. Jeffrey Lyon to ratify the 2002/2003 Lancaster-Lebanon IU13 Joint Purchasing Budget in the amount of \$60,019. Penn Manor School district's share is \$1,400. 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, absent; 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 Dr. Frerichs to approve the School Board Legal Liability Insurance with PSBA in the amount of \$15,042 effective July 1, 2002 through June 20, 2003. 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, absent; 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 Dr. Frerichs to approve the 2002/2003 School Breakfast and Lunch Prices 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, absent; 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 approve the National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2002 to June 30, 2003. 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, absent; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Lyon and seconded by Mrs. Withum to approve programs between the Penn Manor School District and Lancaster-Lebanon IU13 and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2002. These agreements provide students with services authorized by the National Lunch Program and the National School Breakfast Program. 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, absent; 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 22 of the agenda for employment or change in status(*) according to the conditions 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, absent; 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 Family Medical Leave, Child Rearing Leave, or Designated Family Medical Leave to the individuals listed on page 23 of the agenda with a change in Lisa Suydam's Child Rearing Leave indicating the leave should begin December 9 (not 19th), 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, absent; 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 Dr. Frerichs to accept the following resignations:

Moyer, David – secondary professional employee – effective 8/20/02

Mummau, Arlen – secondary professional employee – effective 7/5/02

Weaver, Michelle – elementary professional employee – Effective 8/20/02

This motion was passed by a unanimous voice vote.

It was moved by Dr. Frerichs and seconded by Mrs. Withum to approve a contract with Lancaster County Office of the Aging effective July 1, 2002, through June 30, 2003, for participation in the Senior Community Service Employment Program. 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, absent; 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 Dr. Frerichs to approve the individuals listed below to the position of instructor for the 2002 high school Summer School Program at a cost of \$27 per

hour from June 17 to June 30 and then \$28 per hour from July 1 to the end of the program.

Crystal Helton
Kaca Wee

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, absent; 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 Mrs. Withum to approve the 2002/2003 cafeteria salaries as cited on pages 24-26 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, absent; Jeffrey G. Kreider, abstained; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Wert and seconded by Mr. Lyon to approve participation in the Voyageur Asset Management Program for the 2002/2003 fiscal 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, absent; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Lyon and seconded by Mr. Thomas Herr to approve the tax exoneration cited on page 27 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, absent; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Lyon and seconded by Mr. Anderson to approve the appointment of Mr. Donald F. Stewart as Superintendent of the Penn Manor School District effective July 1, 2002 according to the terms cited in the attached agreement following the review of the district solicitor. 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, absent; 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. Lyon to approve the reopening of the Penn Manor School District 2002/2003 Budget. 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, absent; 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. Anderson to approve the following resolution:

RESOLVED, that the General Fund Budget for the school year 2002/2003 is reopened and adopted in the form presented by the Business Administrator, showing total estimated revenues and other financing sources of \$49,817,418, and total estimated expenditures and other financing use of \$50,835,638. The increased state allocation made available by Act 88 shall be applied to the reduction of the 2003/2004 debt service Sinking 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, absent; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

The meeting adjourned at 9:05 p.m. on a motion by Mr. Kreider, a second by Mr. Lyon, and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary