

August 12, 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, 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. Dr. Richard L. Frerichs was absent. Also present were Mr. Donald F. Stewart, 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. Donald F. Stewart 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, September 9, 2002, in the All-Purpose Room at Letort Elementary 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 July 8, 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.

Mr. Stewart introduced Mrs. Beth Kaplan, Mr. "Skip" Rhoades, and Mrs. Dottie Saunders who served on the committee responsible for the Strategic Plan for 2002-2008. Mr. Stewart stated that the

Strategic Plan is required by the Department of Education. It is a response to Chapter IV requirements. He stated that it is an opportunity for the district to look at current programs and determine what they need to improve. Mr. Stewart also reviewed the Vision Document that will be made available to residents. He reviewed the makeup of the committee and thanked those who served on it for their dedication and efforts. Mrs. Kaplan, Mr. Rhoades, and Mrs. Saunders then provided overviews of the proposed Strategic Plan. Mrs. Griffis reviewed the Chapter IV elements of the Strategic Plan. She stated that Chapter IV covers curriculum, standards, and assessment.

Mr. Stewart reminded those in attendance that the September School Board Meeting would be held at Letort Elementary School. He reviewed the fact that the athletic fields are very dry due to the drought and that the grass is dormant. He stated that he is concerned about injuries due to the extremely dry conditions. Mrs. Griffis informed board members that the in-service programs have started. She stated that 10-15 in-service programs are being held each day and will continue to be held until the opening of school. Mrs. Griffis stated that the in-service programs are being taught by Penn Manor staff members. Mrs. Griffis also invited board members to attend the upcoming New Teacher Induction Day Luncheon, participate in the bus tour of the district taking place that day, and attend the opening day breakfast being held on August 21. Mrs. Griffis stated that the summer reading program at the high school for eighth graders going into ninth grade has ended. She said 10 teachers worked with students on a one to one basis for a two week period. They worked with the ninth grade science and social studies workbooks. The students also completed a technology related project and had a graduation ceremony. Mrs. Griffis also reviewed the Jump Start Reading Camp held at Conestoga Elementary School for third and fourth grade students across the district who would benefit from additional instruction in reading. Mr. Stewart reminded board members of the upcoming reception being held for Dr. Campbell on August 21.

It was moved by Mrs. Withum and seconded by Mr. Kline to approve the Treasurer's Report for the month of July, 2002, as presented and to authorize payment of bills in the amounts of \$273,360.89 dated July 1, 2002, \$408,062.13 dated July 9, 2002, \$270,768.23 dated July 10, 2002, \$122,134.59 dated July 10, 2002, \$18,446.95 dated July 11, 2002, \$179,603.05 dated July 11, 2002, \$163,460.36 dated July 16, 2002, \$195,586.82 dated July 17, 2002, \$389,139.12 dated July 24, 2002, \$49,072.44 dated July 24, 2002, \$217,198.49 dated July 26, 2002, \$63,108.93 dated July 31, 2002, and \$203,699.79 dated July 31, 2002, for a total of \$2,553,641.79 from the General Fund; \$7,571.20 dated July 23, 2002, \$40,343.60 dated July 26, 2002, and \$713.49 dated July 31, 2002, for a total of \$48,628.29 from the Cafeteria Fund; \$760.00 dated July 10, 2002, \$277.50 dated July 11, 2002, \$12,341.80 dated July 16, 2002, \$2,655.00 dated July 23, 2002, and \$27,235.96 dated July 30, 2002, for a total of \$43,270.26 from the Capital Reserve Fund, \$5,167.23 dated July 10, 2002, \$182.50 dated July 11, 2002, and \$3,563.53 dated July 23, 2002, for a total of \$8,913.26 from the Eshleman Reserve Fund; and payroll in the amounts of \$539,746.30 dated July 10, \$544,411.31 dated July 24, and \$542,596.89 dated August 7, 2002. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 Mrs. Wert and seconded by Mr. Lyon to approve an additional kindergarten session, if necessary, effective with the beginning of the 2002/2003 school year. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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. H. Thomas Herr and seconded by Mr. Lyon to approve the addition of a Middle School Technology Student Association Advisor position effective with the 2002/2003 school year as cited on page 8 of the agenda. The following call vote

was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 Mr. H. Thomas Herr and seconded by Mr. Kreider to approve the amended Auditorium Technical Supervisor Position – General Work and Coordinator as cited on page 9 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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. Kreider to approve the English As A Second Language/Bilingual Program Policy as cited on pages 10-12 of the agenda for “First Reading”. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 10-12)

It was moved by Mr. Kline and seconded by Mr. Lyon to approve the Integrated Pest Management Policy for “First Reading” as cited on pages 13-16 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 13-16)

It was moved by Mr. Lyon and Mr. H. Thomas Herr to approve the appointment of Mrs. Kelly Withum as representative to the Lancaster-Lebanon I.U. Board. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 submission to the Pennsylvania Department of Education of the Request for Section 1504 (Act 80) Exception for the 2002/2003 school year as cited on pages 17-20 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 17-20)

It was moved by Mr. Anderson and seconded by Mr. Kline to authorize Mr. Donald F. Stewart, Superintendent, to approve change orders for the Eshleman Elementary School renovation project in amounts less than \$10,000. The school board must later ratify these change orders. Change orders in the amount of \$10,000 or more must receive school board approval prior to permitting the contractors to proceed. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 bus routes for the 2002/2003 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 accept bus drivers for the 2002/2003 school term as cited on pages 21-22 on the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 21-22)

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve Field Trip Rates for the 2002/2003 school year as cited on page 23 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 23)

It was moved by Mrs. Wert and seconded by Mr. H. Thomas Herr to approve the co-curricular salaries as cited on page 24 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 24)

It was moved by Mr. Kline and seconded by Mr. Lyon to approve the individuals listed on page 25 of the agenda to the positions of track judges, ticket takers, ticket sellers, timers, and scorers for the fall sports season. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 25)

It was moved by Mrs. Wert and seconded by Mr. H. Thomas Herr to approve provision of security and traffic control for co-curricular activities at Penn Manor High School for the 2002/2003 school year by Millersville Borough Police and Millersville University Police at a rate of \$40.40 per hour. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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. H. Thomas Herr and seconded by Mr. Lyon to approve Jack Sauders and other constables for provision of security for the school district during the 2002/2003 school year for co-curricular activities at a rate of \$26 per hour. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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. Kelly Withum and seconded by Mr. Kline to accept the individuals listed on pages 26-28 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, absent; 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 26-28)

It was moved by Mr. Anderson and seconded by Mr. Kline to accept the following resignations.

Bunce, Arthur - part-time custodian/Martic Elementary - effective 8/23/02

Leedy, Tricia J. - elementary professional employee - effective August 20, 2002

McKinney, Latinia - secondary professional employee - effective July 17, 2002

Theilacker, Jennifer - elementary professional employee - effective July 13, 2002

Wenger, Susan P. - elementary professional employee -
effective July 22, 2002

This motion was passed by a unanimous voice vote.

It was moved by Mrs. Wert and seconded by Mr. Kline to approve the retirement of the individual listed below.

Wilt, Clair - Head Custodian/Pequea - effective 9/20/02

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 Mr. Lyon to grant Designated Family Medical Leaves to Michael Ressler and Rita Boger and rescind a previously approved Child Rearing Leave and revise the Family Medical Leave granted to Justine Webster as cited on page 29 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 29)

It was moved by Mrs. Wert and seconded by Mr. Kreider to approve the individuals listed on page 30 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, absent; 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 30)

It was moved by Mr. Kline and seconded by Mr. Lyon to appoint the individuals listed on pages 31-35 of the agenda to the

co-curricular positions cited for the 2002/2003 school term with the stipend as listed. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 31-35)

It was moved by Mrs. Wert and seconded by Mr. Lyon to approve the tax exonerations cited on page 36 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 36)

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the assessment appeals as cited on page 37 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 37)

It was moved by Mrs. Withum and seconded by Mr. H. Thomas Herr to approve the individual listed below to the position of Twilight School Coordinator for the 2002/2003 school year at a rate of \$21 per hour.

Donald Krow

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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. Kreider to approve an agreement with the Lancaster-Lebanon IU13 for provision of special education programs and services for the 2002/

2003 school year at an estimated cost of \$797,532. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 an agreement with the Lebanon Consortium of the Lancaster-Lebanon IU13 for provision of special education programs and services for the 2002/2003 school year at an estimated cost of \$16,123. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 approve ratification of the I.U. Custodial/Maintenance bid to the vendors cited on page 38 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 38)

It was moved by Mr. Kreider and seconded by Mr. Kline to award the bids for Milk and Drinks and Ice Cream to the vendor cited on page 39 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 39)

It was moved by Mr. Kline and seconded by Mr. Kreider to approve the individuals listed below to the position of tutor for the 2002 high school Summer reading Program for 20 hours at a cost of \$28 per hour.

Sallie Bookman
 Frank Dell'Estate
 Sue Hostetter
 Al Karcheski
 Cynthia Martin
 Lisa May
 Carrie McGough

Sean McKnight
 Ben Mordan
 Linda Roscoe
 Carole Shellenberger
 Marianne Sullivan
 Phil Weaver

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 Mr. Anderson to approve PlanCon G - Project Accounting based on Bids - for Eshleman Elementary School (project number 2855) and submission of it to the Pennsylvania Department of Education. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 individuals listed below to the position of tutors for the 2002 Jump Start Reading Camp at a cost of \$28 per hour.

Kris Kenna
 Mark Schettler
 Rhonda Schoonover

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, absent; 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 9:05 p.m. on a motion by Mr. Anderson, a second by Mr. H. Thomas Herr, and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary