

**MINUTES**  
Committee of the Whole  
August 26, 2002

The Penn Manor School Board met as a Committee of the Whole at 7:12 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. Kline, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Mr. H. Thomas Herr and Mr. Kreider were absent. Present from the administrative staff were Mr. Stewart and Mrs. Griffis. Mr. Skrocki was absent. Also in attendance were Mrs. Kristin Anelli, Dr. Michael Curley, 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.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the August 12, 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. Stewart introduced Mrs. Kristin Anelli, Assistant Principal at the high school. He provided background information relating to Mrs. Anelli. Mr. Stewart informed the board that the administration is very excited about Mrs. Anelli's addition to the administrative team. Mrs. Anelli thanked the board for the opportunity to serve as Assistant Principal at the high school. Board members welcomed Mrs. Anelli.

Mr. Stewart informed those in attendance that the first day of school went extremely well. He stated that the Lancaster Newspaper and WGAL were at Letort for the opening day. The Letort administration gave every student and staff member a T-shirt saying "It's Great to be Back." Mr. Stewart commended Mrs. Susan Kelshaw, Transportation Coordinator, for a job well done. He stated that some of the Eshleman students arrived home as late as 5:00 p.m. This situation is expected to get better. If this problem continues, changes will be made. Mr. Lyon stated that he attended the teacher's opening day and commended Mr. Stewart for his motivational message to the staff. He indicated that he heard very positive comments regarding the message.

Mr. Stewart introduced Dr. Michael Curley, the new Director of the Career and Technology Center. Dr. Curley thanked Mr. Kline for being Penn Manor's representative to the Career and Technology Center. He stated that he wanted to introduce himself and let board members know there is an "open door" at the Career and Technology Center for anyone with questions. He invited board members to attend a dinner and tour of the "CTC" being held at the three centers on three different evenings. He indicated that the board was welcome to hold their board meeting at the CTC and then have dinner and the tour if the dates in question conflict with scheduled board meeting dates. Dr. Curley invited the board to a picnic being held on September 26 in recognition of Dr. Richard Burley, former Director of the CTC. Dr. Curley then presented board members with a brochure citing adult education courses available at the CTC during the fall of 2002 and a Program of Studies Catalog for 2001-2003. Dr. Curley reviewed courses offered and enrollment information relating to the CTC. He also provided a Board of School Directors Survey Questions relating to various aspects of the CTC that he asked board members to complete and return to him if they so desired. Mr. Kline thanked Dr. Curley for what he has done for the adult education programs in the past. Board members asked Mr. Stewart to arrange a date with Dr. Curley when the board could hold their meeting and participate in one of the three designated dinner/tours.

Mr. Stewart reviewed the request for the bowling team to be elevated to club status. He stated that it had been indicated in the past that a failure to elevate the team to club status by October 1 would exclude Penn Manor students from participation in the league. Mr. Stewart stated that this is inaccurate. He stated that the bowling team has submitted the required information for its elevation to club status and met with Mr. Roth. Mr. Roth has indicated that the bowling team attracts and involves students who may not be involved in other sports. Mr. Stewart provided information relating to 14 districts in IU13 who have bowling teams. Of those 14 districts, eight teams have club status with four of these teams receiving funding from their district. Several of the districts provide the use of school vans for transportation. Mr. Stewart stated that Penn Manor's bowling team had no support from the district last year. They are asking for transportation to Leisure Lanes via either school vans or buses that currently pass Leisure Lanes. Mr. Stewart stated that bowling is a co-ed sport. Mrs. Withum asked if the co-ed status indicates it is a girls

and boys team. Mr. Stewart said that at entry level it is a co-ed sport consisting of both boys and girls but that down the road there is a chance that individual girls and boys teams could be asked for. Mrs. Withum said she would like to have the athletic department look at each athletic program in relationship to the cost per program, cost per child, and how many students are impacted in order to determine how cost effective the athletic programs are. Mrs. Wert asked if a team that is elevated to club status would have to be elevated to a sport. Mr. Stewart said the elevation of a team from club status to that of a sport would have to be approved by the board per the policy. Mr. Kline questioned what the bowling team would gain by elevation to club status. Mr. Stewart said they would gain busing to Leisure Lanes. Mr. Kline indicated that there would be no additional cost for the Athletic Director or Trainer's time since their current schedule would simply include the addition of bowling as a club. Mr. Kline asked if other clubs use buses for transportation. Mr. Stewart stated that club procedures allow clubs to take advantage of in-house busing but do not allow for any extra provisions. Discussion ensued regarding topics such as the pros and cons of elevating the team to club status, concerns with value of athletics versus academics, and how many teams can or should be added to existing athletic programs. Mr. Willis Herr stated that he would support use of existing busing or school vans, if available, if the bowling team is elevated to club status. Mr. Stewart stated that the school van cannot be operated by the bowling coach if he is not a school district employee. After discussion, the board voted as follows regarding approval for the elevation of the bowling team to club status with no funding and approving placement of this item on the September School Board Meeting Agenda: Mr. Anderson, yes; Dr. Frerichs, yes; Mr. Thomas Herr, absent; Mr. Willis Herr, yes; Mr. Kline, yes; Mr. Kreider, absent; Mr. Lyon, yes; Mrs. Wert, yes; Mrs. Withum, no.

Mr. Stewart then updated the board with regard to construction. He said that with regard to Martic Elementary the asbestos removal is complete, the plumbing installation is complete, the HVAC installation in the classrooms is complete, the casework and shelving in the classrooms is complete and the boilers, pumps, etc. are on site. With regard to Eshleman Elementary the asbestos removal is complete, the plumbing demolition is complete, HVAC demolition is 95% complete, the electrical demolition is 75% complete, the site work for storm water management installed, and the site work for the multi-purpose addition is in progress.

Mr. Stewart updated the board regarding new staff members for 2002/2003. He stated that both he and Mrs. Griffis are impressed with the newly hired individuals. Mr. Stewart reviewed the New Staff Member Survey. Ten of the 20 new employees graduated from Millersville University, three are Penn Manor graduates, and seven of the 20 student taught in Penn Manor.

Mr. Stewart informed board members that he is working on a Crisis Response Plan with Millersville University and Millersville Borough. The three organizations are looking at a joint effort should there be a disaster such as at TMI or Peach Bottom which would require emergency housing, evacuation routes, provision of transportation to get individuals out of town, and designated people to help individuals who need assistance.

Penn Manor is working with the Millersville Borough Police on school violence training. A mock violence exercise will be held in the high school on September 22. The exercise will have a SWAT Team, Lancaster County Emergency Management, three police departments, and four fire departments involved. There will be a pretend perpetrator entering the building who will start a fire and cause injuries to Millersville students portraying victims. The activity will be video taped and then used as a training activity for police agencies across the state. Penn Manor is supporting the Millersville Borough Police in this activity. If there were ever a disaster at Penn Manor High School these individuals would be the people counted on to assist us.

Mr. Stewart informed board members that the local ministerium held a Prayer Breakfast for Penn Manor staff members prior to the opening of school. He stated that he will be meeting with a small group of the ministerium who are interested in providing counseling assistance to Penn Manor guidance counselors should there be a tragedy requiring additional help.

Mr. Stewart updated the board with regard to a law recently passed which makes the driving history of everyone available on line. He stated that the solicitor has advised him that the district has an obligation to check the driving history of employees such as coaches who will be driving school vehicles since the ability to do so is available. Mr. Stewart stated that he will be coming back to the board with a policy relating to this

subject. Mrs. Withum suggested that there might be a need for a DUI Policy in conjunction with this policy. Mr. Stewart stated that it is his understanding that if an individual would have a DUI the district could say that individual could not drive a school vehicle but it is not a reason to not hire that individual. However, if the individual would have several DUI's their employment could be in jeopardy. Mrs. Withum asked if individuals must be made aware of the fact that their driving history will be checked. Mr. Stewart said that they would be made aware of the check as it would be an element of the policy. He indicated that he sees this as being an activity taking place in the Athletic Director's office.

Mr. Stewart reviewed kindergarten enrollment history from 1994 to the present. He stated that the district has seen an increase in the event of late enrollments taking place immediately prior to school starting. There were 245 kindergarten students expected at the end of the kindergarten registration for 2002. As of August 26, the kindergarten enrollment has increased to 335. Mr. Stewart stated that the a.m. kindergarten session at Martic now has 27 students. Mrs. Wert asked if aides could assist this teacher. Mr. Stewart said an aide is already planned for. He reviewed the fact that permission was granted at the last board meeting to add an additional kindergarten in the district should the need arise. Consideration is being given to adding a kindergarten session at Martic. The addition of a kindergarten class there would involve reassigning students. Preliminary enrollment figures indicate an increase of 100 students in the district. However, the special education count is down. Mr. Stewart stated that changes in staff are also occurring later in the summer.

Mrs. Griffis asked Mr. Reisinger to review proposed elementary technology software. Mr. Reisinger stated that LetterGrade attendance software is being initiated at the elementary level. It is the same software used at the secondary level. Parents will have access to attendance information on line immediately after the teacher enters it. Mr. Reisinger said elementary report card software is also being looked at. There would be two report cards - one report card for 4, 5, and 6 grade and another report card citing basic information (i.e., can count from 1-100, knows colors) for the other elementary grades. Mr. Reisinger indicated it will be more difficult to put this type of report card on line. Mrs. Griffis said a committee of district elementary teachers will meet to convert the elementary report card so that it is more computer friendly.

Mrs. Griffis informed board members that a more complete reading program is being looked into for the elementary level that combines the best elements of Reading Recovery with the best elements of the Academic Support Team (formerly CSS). Mrs. Griffis stated that elements of Reading Recovery will be used at all levels in the elementary schools. She stated that the program will no longer be a Reading Recovery site but will be a Reading Recovery/Academic Support Team Program that best fits the needs of Penn Manor students. At the middle school level the AST teachers will have four goals. 1) A team made up of teachers, counselors, the principal and AST teacher will meet with elementary teachers in the spring to talk about students with academic needs so that middle school teachers are aware of student needs before the student arrives. 2) Meet with all seventh grade sections to review study skills. 3) Identify students, other than Learning Support students, who are in the middle school and have special needs. 4) Diagnostic testing with AST to be done at the middle school level. Middle level teachers will be trained to test in reading and math.

Mrs. Wert and Dr. Frerichs attended the summer Jump Start Camp held at Conestoga. Mrs. Wert stated that it was exciting to see students give up their summer time to come in and practice reading. She commended the teachers involved in the program. Dr. Frerichs stated that he very much enjoyed his visit and was impressed with the program. Mr. Griffis said seven students participated in the program the summer of 2000, 15 students participated the summer of 2001, and 55 students participated the summer of 2002.

Mr. Stewart reminded board members that the Kick Off Classic would be held Thursday night. It will consist of the introduction of sports teams and fire works.

Mrs. Wert then shared information she garnered from her attendance at the Technology Leadership Conference. She encouraged other board members to attend. Mr. Reisinger responded to "Food for Thought for Penn Manor" items cited in Mrs. Wert's notes from the conference.

Mr. Reisinger reviewed technology in the district and the need for staff members to be technologically literate. He reviewed technology programs currently in place.

Mr. Stewart provided board members with a list of past and present members of the Penn Manor Board of Directors. He asked board members to look over the list and inform Dolores of any changes they are aware of. Mr. Stewart stated that past and present board members are going to be invited to a dinner to be held in December during the reorganization meeting.

Dr. Frerichs asked if the board needed to do anything with regard to a letter from Mr. James Miller that was included in a packet provided by Mr. Stewart. Mr. Stewart said that the letter from Mr. Miller is for informational purposes. Mr. Miller is requesting support from Penn Manor to the Lancaster/Lebanon League for the creation of a LL League for Girls Lacrosse. Mr. Stewart said he will be returning to the board regarding this request and the cost involved for such a program.

Mrs. Griffis informed board members that there are 25 ESL students anticipated for the 2002/2003 school year as compared to 19 students at the close of the 2001/2002 school year.

The Committee of the Whole adjourned to Executive Session for the purpose of discussing a real estate matter at 10:07 p.m. on a motion by Mr. Jeffrey Lyon, a second by Mrs. Wert, and a unanimous voice vote.