

November 11, 2002

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Auditorium of the Manor Middle School. The meeting was called to order by the President, Mr. C. Willis Herr, at 8:15 p.m.

The following members were present: Mr. Donald H. Anderson, Dr. Richard L. Frerichs, 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. Mr. H. Thomas Herr 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. 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 Tuesday, December 3, 2002, in the Auditorium at 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 October 7, 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.

Miss Janice Mindish, High School Principal, recognized Penn Manor's three National Merit commended students (Chadd M. Funk,

Samuel A. Miller, and Caroline E. Reist) and one semifinalist (Christian T. Herr). She reviewed the criteria for this recognition and provided background information on each student. Mr. Willis Herr presented the students with a certificate and gift from the board in recognition of their accomplishment.

Chris Ichter, Junior Student Council Representative, informed board members that Entertainment PM will be held on April 26. Student Council members will organize the event at their next meeting. The student council room representatives will be meeting to plan ideas for dances. Melissa Pohlman informed board members that the juniors won the Powder Puff football game. She stated that Penn Manor student, Dusty Lewis, passed away from cancer. A blood drive held for Dusty was very successful. Melissa reminded board members that the fall play, Rally Round the Flag Boys, will be held November 21-23. She stated that the band took 14th place in the Eastern U.S. Championship and Penn Manor's FFA was recognized as one of the best chapters in the country when in Louisville, KY.

Mr. Stewart informed those in attendance that Mrs. Holt, Principal at Central Manor Elementary School, had some excitement in her building. He reviewed the fire alarm system that was activated resulting in the arrival of 8 fire companies. There was no evidence of a fire upon inspection by the fire departments. Mr. Stewart also reviewed the bus accident which resulted from a bus being rear ended. No students were injured. Mr. Stewart reviewed procedures used when Penn Manor students are involved in a bus accident.

Mrs. Wert informed those in attendance that winners from the 4th Annual Essay Contest were going to be recognized. She reviewed the criteria for the contest. This year's topic was..... "Why It Is Important To Attend School". Each winning student then read their essay and was presented with a certificate in recognition of their win.

It was moved by Mrs. Withum and seconded by Mr. Anderson to approve the Treasurer's Report for the month of October, 2002, as presented and to authorize payment of bills in the amounts of \$234,273.95 dated 10/1/02, \$308,838.76 dated 10/2/02, \$35,157.20 dated 10/3/02, \$111,297.43 dated 10/8/02, \$123,125.09 dated 10/9/02, \$1,972.76 dated 10/11/02, \$115,224.60 dated 10/13/02, \$284,508.04 dated 10/16/02, \$10,267.40 dated 10/17/02, \$89,386.73 dated 10/18/02, \$85,897.51 dated 10/22/02, \$27,383.15 dated 10/25/02 and \$495,553.57 dated 10/30/02, for a total of \$1,922,886.19 from the General Fund; \$67,447.50 dated 10/21/02, and \$70,474.10 dated 10/31/02, for a total of \$137,921.60 from the Cafeteria Fund; \$2,785.75 dated 10/1/02, \$380.00 dated 10/9/02, \$1,071.75 dated 10/15/02, \$190.00 dated 10/22/02, and \$3,000.00 dated 10/23/02, for a total of \$7,427.50 from the Capital Reserve Fund, \$95.00 dated 10/1/02, \$87,543.50 dated 10/4/02, \$340,147.24 dated 10/10/02 \$7,537.50 dated 10/15/02, and \$790.00 dated 10/23/02, for a total of \$436,113.24 from the Eshleman Reserve Fund; and payroll in the amounts of \$608,133.86 dated October 16, 2002, \$628,302.36 dated October 30, 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, absent; 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. Withum and seconded by Dr. Frerichs to approve the addition of a full-time learning support teacher at Penn Manor High School effective with the second semester of the 2002/2003 school year. The salary from this position is to be paid from the IDEA Grant for the 2002/2003 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, absent; 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. Kreider to appoint Caparo Associates L.L.C. to conduct a classified staff comp-

ensation plan at a cost of \$5,580 plus project expenses, and an administrative staff compensation plan at a cost of \$3,095 plus project expenses. The district may also request job description design and development at a cost of \$75 per position. The job descriptions would only be needed where one does not exist. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Kline and seconded by Dr. Frerichs to approve the following changes to the School Board Meeting Schedule.

Monday, April 7, 2003 – Committee of the Whole Meeting and School Board Meeting is cancelled and rescheduled for Monday, April 14, 2003, with the Committee of the Whole starting at 4:00 p.m. and the School Board Meeting starting at 8:15 p.m. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Kline to authorize the administration to advertise for bids for the following projects:

Martic Elementary School window replacement
Martenville Middle School elevator

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 hire Gilbert Architects as the firm to design, bid and administer the Martic Elementary School window replacement project and the Marticville Middle School elevator project. Payment to be made from the Capital Reserve Fund and will be based on time and materials. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, abstained.

Item 1F - Approval to Bid - Window Blinds at Martic Elementary School was deleted.

It was moved by Mrs. Withum and seconded by Mr. Kline to approve entering into an agreement with B&T Sportswear for the marketing and sale of Penn Manor School District Spiritwear via their website per the amended agreement cited on pages 7-12 of the agenda as amended. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 7-12)

It was moved by Mr. Kline and seconded by Mrs. Withum to approve the 2003/2004 Budget Calendar as cited on pages 13-14 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 13-14)

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the tax exonerations cited on page 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,

absent; 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 Dr. Frerichs and seconded by Mr. Kline to approve the individuals listed on page 16 of the agenda to the positions of ticket takers, ticket sellers, timers, and scorers for the winter sports season. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 16)

It was moved by Mrs. Wert and seconded by Mr. Kline to approve the following individual to the position of ESL Tutor at a rate of \$28 per hour with his hours not to exceed 3 hours per day.

Thomas Williams

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 approve the budget transfers as listed on Penn Manor's web page (<http://www.pmsd.k12.pa.us/tr/tr.html>). The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 Dr. Frerichs and seconded by Mrs. Withum to grant approval to the Lancaster County Tax Collection Bureau to prosecute the individuals listed on pages 17-31 of the agenda for failure to file an earned income tax return for the year(s) noted. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr,

absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 17-31)

It was moved by Dr. Frerichs and seconded by Mr. Anderson to accept the resignation of the following individuals:

Williams, Thomas - Learning Support Aide (transferring to ESL), effective 11/5/02

Wilson, Paula - Office and Playground Aide, effective 11/15/02

This item was approved by a unanimous voice vote.

It was moved by Mrs. Withum and seconded by Mrs. Wert to approve the individuals listed on page 32 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, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 32)

It was moved by Mr. Kline and seconded by Mr. Kreider to accept the individuals listed on pages 33-34 of the agenda for employment or change in status(*) according to the conditions listed as amended. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 appoint the individuals listed on page 35 of the agenda to the co-curricular positions cited on the 2002/2003 school as amended. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, abstained; C. Willis Herr, yes; H. Thomas

Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 35)

It was moved by Dr. Frerichs and seconded by Mrs. Withum to grant Child Rearing Leave and Designed Family Medical Leaves to the individuals cited on page 36 of the agenda according to the terms 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, absent; 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 Dr. Frerichs and seconded by Mr. Kline to approve the following individual to the position of Paraprofessional Substitute at a rate of \$21 per hour, for 2.5 hours per day for approximately 6-8 weeks pending receipt of required paperwork.

Joni Brand

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 authorize the submission of Plancon J (Project Accounting Based on Final Costs) for Letort Elementary School (project #2675) to the Pennsylvania Department of Education. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 Mrs. Wert to authorize the submission of Plancon Part H (Project Financing) for

Eshleman Elementary School (project #2855) to the Pennsylvania Department of Education. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Kline and seconded by Mr. Kreider to approve the individuals listed on page 37 of the agenda for 2002/2003 PSAT Administration as cited. Each individual will receive a payment of \$65. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Wert and seconded by Mr. Kreider to approve the following regular transportation contracts for the 2002/2003 school year:

Eschbach Bus Service (181 Days)	\$1,629,306.10
Eschbach Bus Service (Activity Run #1)	\$4,931.41
Eschbach Bus Service (Activity Run #2)	\$13,238.67
Eschbach Bus Service (additional bus – Eshleman construction)	\$22,625.00
Schultz Transportation (181 Days)	\$354,867.42

The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 set the 2003/2004 school year at 190 days (181 student days and 9 professional staff development days) in accordance with the negotiated contract. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis

Herr, yes; H. Thomas Herr, absent; 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 approve a change order with Lobar, Inc. to repair the sinkhole at Eshleman Elementary School at an estimated cost of \$17,000. Payment to be made from the Capital Reserve Fund. And also to approve a DEDUCT change order with Lobar in the amount of \$1,024. The credit is to make changes to the domestic water meter and fire pit at Eshleman Elementary School. The changes being made were requested by the Lancaster City Water Authority. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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. Lyon and seconded by Dr Frerichs to approve a right-of-way for PP&L Electric Utilities Corporation at Eshleman Elementary School as cited on pages 38-40 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 38-40)

It was moved by Mrs. Wert and seconded by Mr. Lyon to award the bid for the reconstruction of the upper tennis courts at Penn Manor High School to Horst Excavating in the amount of \$38,825 as cited on page 41 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 41)

It was moved by Mrs. Withum and seconded by Mr. Lyon to award the bid for the sand filtration system at Martic Elementary

School to Horst Excavating in the amount of \$166,155 as cited on page 42 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 42)

It was moved by Mr. Kline and seconded by Mr. Lyon to approve the actions of the Judicial Review Committee as cited on pages 43-44 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, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 43-44)

It was moved by Dr. Frerichs and seconded by Mr. Kline to permit senior, Douglas Bowers, to complete his senior year as a 50% tuition student effective October 14, 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, absent; 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. Kreider to approve the termination of employment of Melodi Roop, Manor Middle School Custodian, effective 6/6/02. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; 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 9:15 p.m. on a motion by Mr. Anderson, a second by Mr. Lyon, and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary