

MINUTES
Committee of the Whole
December 3, 2002

The Penn Manor School Board met as a Committee of the Whole at 7:46 p.m. in the Board Room of the Manor Middle School. Present were Dr. Frerichs, Mr. C. Willis Herr, Mr. Kline, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Mr. Anderson, Mr. Kreider, and Mr. H. Thomas Herr were absent. Present from the administrative staff were Mr. Stewart and Mrs. Griffis. Mr. Skrocki was absent. Also in attendance were Penn Manor residents, Ms. Theresa Kreider for her presentation, Mrs. Rhoades, and Mrs. Warfel.

Mr. Willis Herr asked if there were any Citizen's Comments. Mr. Ed Kladky, 109 Chestnut Grove Road, addressed the board regarding the proposed revisions to the Public Participation at Meetings Policy – in particular the limitation of 5 minutes per individual to speak. He wondered if the limitation was necessary. Mr. Kladky stated that he feels participation in board meetings should be encouraged and he hopes the board will keep the door open to public comments. He stated that the Board President could always stop individuals if they speak too long. Mr. Willis Herr thanked Mr. Kladky for his comments. Mr. Herr assured Mr. Kladky that the board appreciates comments from parents and interested individuals. He said the time limitation is included in the policy in case a large number of individuals attend a board meeting and many of them with similar concerns and comments wish to discuss the same topic. Mr. Herr stated that it is very rare to have to invoke a time limit. Mr. Stewart reviewed aspects of the revised policy. He stated that the time limitation was not revised. However, the existing policy stated that residents could speak at a board meeting. The policy was expanded to include tax payers who may not be residents. Mr. Stewart thanked Mr. Kladky for his comments and encouraged him to attend board meetings in the future. Mr. Al Myers, 445 Walnut Hill Road, former board member, thanked the board for the thoughtfulness shown to former board members and district administrators when inviting them to the Leadership Recognition Banquet.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the November 25, 2002, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart reviewed the fact that in the past the district held an auction for the sale of old technology equipment. He stated that the district spent more in advertising and labor costs involved with the sale than they earned. Mr. Stewart stated that the district currently has 20 Macintosh 580 and 5200 Computers that they would like to sell for \$10.00 each, 50 Tangent P133 Computers with monitors that they would like to sell for \$25.00 each, and 20 assorted 13" and 14" Mac/PC monitors they would like to sell for \$1.00 each. He asked the board for approval to assign the above cited values to the technology items to be sold and to approve placement of this item on the December School Board Meeting Agenda. He stated that these items will probably be bought by students or members of the community. Approval for

placement of this item on the December School Board Meeting Agenda was granted on a motion by Mrs. Wert, a second by Mr. Lyon, and a unanimous voice vote.

Mrs. Griffis introduced Ms. Theresa Kreider, Manor Middle School CSS facilitator. Mrs. Griffis stated that Mrs. Tina Georges, Marticville Middle School CSS facilitator, was unable to be present. She stated that the CSS program at the middle school is a new program and that Ms. Kreider and Mrs. Georges have done an outstanding job initiating it. Ms. Kreider provided board members with an eighth grade timed math test consisting of a problem from the PA Assessment Test. Board members were given two minutes to complete the test. Mrs. Griffis stated that the test is designed so that 50% of the students taking it test score below the proficient level. These students would then be eligible for CSS (Collaborative Support Services) services. Mrs. Griffis informed board members that no other county middle schools provide CSS services for middle school students. Ms. Kreider said the provision of CSS services to middle school students is a program that other districts are becoming interested in. She stated that Penn Manor is ahead of other districts in the provision of these services and other districts are interested in what Penn Manor is doing. Mrs. Griffis indicated that the Federal Special Education Law (IDEA) says every district must implement a screening process. CSS in Penn Manor's screening process. She stated that No Child Left Behind Act of 2001 states that any child who is not performing at a proficient level must receive academic support services. Penn Manor support services were reviewed. Mrs. Griffis stated that the CSS program is not a "pull out" program. The team (consisting of school staff members and parents) works to support the student in the regular classroom. Ms. Kreider said one of the major goals of the program is to go into a classroom and affect change in the strategies used that will benefit all student – not just the CSS students. The CSS Mission Statement was reviewed. Mrs. Griffis stated that CSS supports teachers as well as students. She reviewed the referral process. Mrs. Griffis stated that parents are an important part of the process. Ms. Kreider reviewed the components of the CSS Team which consists of an instructional support teacher, school counselor, classroom teacher/team leader, principal, parent, student, and others as needed. Mr. Kreider stated that she and Mrs. Georges attend team meetings one time a cycle. At that time they discuss student concerns presented by teachers and talk about strategies that can be used for individual students or for all students. Ms. Kreider then reviewed a "day in the life of a CSS facilitator." Mrs. Griffis reviewed the future of the program. She stated that the Jump Start Reading Program will be expanded to include sixth graders, the high school Summer Reading Program is being expanded, and services will be provided in grade 8.

Mr. Stewart provided board members with information regarding the possible use of Mr. Geoff Davis as facilitator for the upcoming Board Retreat. He provided a proposed schedule for use at the Retreat. Discussion ensued regarding the cost of using Mr. Davis as the facilitator. Mrs. Wert suggested contacting PSBA to determine if they would have a person available for use as a facilitator at a lesser cost. Other board members agreed with this suggestion. Mr. Stewart stated that he would contact PSBA and return to the board regarding this topic.

Mr. Willis Herr reviewed the December School Board Meeting Agenda.

The meeting adjourned at 8:37 p.m. on a motion by Mr. Kline, a second by Mrs. Wert, and a unanimous voice vote.

December 3, 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 Board President, Mr. C. Willis Herr, at 8:44 p.m.

The following members were present: Dr. Richard L. Frerichs, Mr. C. Willis Herr, Mr. Patrick T. Kline, Mr. Jeffrey E. Lyon, Mrs. Donna J. Wert, and Mrs. Kelly K. Withum. Mr. Donald H. Anderson, Mr. H. Thomas Herr, and Mr. Jeffrey G. Kreider were 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. 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, January 13, 2003, in the Board Room of 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 November 11, 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. Willis Herr then made remarks recognizing former Superintendent, Dr. Gary B. Campbell's, contributions to the Penn Manor School District. He reviewed his employment background

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with Penn Manor and his numerous contributions to the district. Mr. Willis Herr presented Dr. Campbell with a plaque in recognition of his service to the students, teachers, and residents of Penn Manor School District. Dr. Campbell thanked the board for their recognition and informed those in attendance that he was truly honored to have been part of the Penn Manor School District.

Chris Ichter, Junior Student Council Representative, informed board members that the Millersville University Senate observed a Penn Manor School District Student

Council Meeting. The senate would like Penn Manor students to observe one of their meetings and participate in dialogue. He stated that winter sports have begun. The Student Council is selling school spirit tee shirts with the proceeds going to Dusty Lewis' family. Melissa Pohlman informed board members that the fall play was held on November 21-23 and all three nights had a great turn out. She stated that the basketball team reached the championship level but lost, the field hockey team pancake breakfast was upcoming, and a Basket Bingo was being held for the Dusty Lewis family. Melissa stated that the Winter Concert was being held at the high school on December 18 and December 20 is the last day of school before Christmas break. She updated board members with regard to a conference for students to develop leadership skills.

Mr. Stewart informed those in attendance that Penn Manor's Brain Buster Team was going to be filmed at WGAL on Wednesday night, December 4. He also informed board members that the day before Christmas vacation he (dressed as Santa Claus) and Mrs. Griffis (dressed as Frosty the Snowman) were going to visit buildings in the district dressed.

Dr. Richard Frerichs was selected to be Temporary Chairperson during board reorganization.

Mrs. Withum made a motion that Mr. C. Willis Herr be nominated for the office of President of the board. Mr. Lyon seconded the motion. There were no other nominations for the off-

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ice of President. Mr. Kline made a motion that the nominations be closed. Mrs. Withum seconded the motion. A unanimous voice vote closed the nominations. The motion to approve Mr. C. Willis Herr as President of the board was approved by the following call vote: Donald H. Anderson, absent; Richard L. Frerichs, yes, C. Willis Herr, abstained; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

Mrs. Withum made a motion that Dr. Richard L. Frerichs be nominated for the office of Vice President of the board. Mrs. Wert seconded the motion. There were no other nominations for the office of Vice President. Mrs. Withum made a motion that the nominations be closed. Mr. Kline seconded the motion. A unanimous voice vote closed the nominations. The motion to approve Dr. Richard L. Frerichs as Vice President of the board was approved by the following call vote: Donald H. Anderson, absent, Richard L. Frerichs, abstained, C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

Mr. Stewart informed board members that there was no Treasurer's Report available this month due to time constraints caused by having the Reorganization Meeting earlier than usual in December. He stated that the Treasurer's Report would be posted on the district web page on December 6, 2002. It was moved by Mrs. Withum and seconded by Mr. Kline to approve payment of bills in the amounts of \$485,110.05 dated 11/6/02, \$234,483.01 dated 11/7/02, \$320,833.86 dated 11/13/02, \$64,457.91 dated 11/13/02, \$402,477.47 dated 11/15/02, \$16,388.45 dated 11/19/02, \$67,342.59 dated 11/21/02, \$72,452.96 dated 11/26/02, \$149,094.10 dated 11/26/02 and \$455,972.69 dated 11/27/02, for a total of \$2,268,613.09 from the General Fund; \$50,625.80 dated 11/20/02, and \$126,109.90 dated 11/26/02, for

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a total of \$176,735.70 from the Cafeteria Fund; \$285.00 dated 11/11/02, and \$525.00 dated 11/20/02, for a total of \$810.00 from the Capital Reserve Fund, \$3,500.00 dated 11/5/00, \$4,224.65 dated 11/11/02, and \$307,684.25 dated 11/20/02, for a total of \$315,408.90 from the Eshleman Reserve Fund; and payroll in the amounts of \$623,620.74 dated November 13, 2002, \$628,779.14 dated November 27, 2002. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mrs. Wert to appoint Mr. George T. Brubaker, member of the law firm of HARTMAN UNDERHILL & BRUBAKER, as solicitor for the school district for the calendar year 2003 at a rate of \$125. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; 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 elect Stephen B. Skrocki and Christopher Johnston (alternate) as representatives to the Lancaster County Tax Collection Bureau. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; 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 revised Harassment and Discrimination Policy as cited on pages 7-12 on the agenda for "First Reading." The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 7-12)

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It was moved by Dr. Frerichs and seconded by Mrs. Wert to approve the revised Public Participation at Meetings Policy as cited on pages 13-15 of the agenda for "First Reading." The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 13-15)

It was moved by Mr. Kline and seconded by Mr. Lyon to approve the adjustment to the Administrative Compensation Plan as cited on pages 16-20 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 16-20)

It was moved by Mr. Kline and seconded by Mrs. Wert to approve the inter fund transfer cited below.

Weight Room Equipment	\$6,000.00
Pole Vault Pit Upgrade	\$4,300.00

The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; 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 an exception to the Building Contract Policy that permits the Alumni Association to hold one banquet activity in the spring of 2003. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

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It was moved by Mrs. Withum and seconded by Mr. Kline to grant approval to sell the obsolete computer equipment listed below to community members.

Macintosh 580 and 5200 Computers - \$10.00 each
Tangent P133 Computers w/Monitors - \$25.00 each
Assorted 13" and 14" Mac/PC Monitors - \$1.00 each

The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes;

Jeffrey G. Kreider, absent; 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 auditor's Annual Report for the fiscal year ended June 30, 2002. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; 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 approve the budget transfers as listed on Penn Manor's web page (<http://www.pennmanor.net/tr/index.html>). The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mr. Kline and seconded by Mrs. Withum to give approval for a resolution to be forwarded to the depositories authorizing the newly elected Board President and Vice President and one board member, Donald H. Anderson, to sign the checks on behalf of the school district. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeff-

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rey G. Kreider, absent; 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 approve the appointment of Donna Wert as representative to the Lancaster County Academy Joint Operating Committee and Patrick Kline as alternate. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mrs. Wert to approve the appointment of Patrick Kline as representative to the Lancaster County Career & Technology Center and Jeffrey Kreider as alternate. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; 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 a special education supplemental contract with Lancaster-Lebanon I.U.13 for the employment of Donna Forney as a homebound instructor for a Penn Manor student for up to 5 hours per

week starting October 2002. The estimated cost is \$4,500. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; 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 advertising for the bid of classroom and teacher furniture for Eshleman Elementary School. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes;

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Jeffrey G. Kreider, absent; 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 cited on page 21 of the agenda to the position of tutor for the After School Program at the building cited for the 2002/2003 school year. The tutors will be paid \$28 per hour. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 21)

It was moved by Mr. Kline and seconded by Mrs. Withum to approve the individuals listed below to the positions of track judges, ticket takers, ticket sellers, timers, and scorers for the fall sports season.

Valerie Bosso
Ruth Mallinson

The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; 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 individual listed below to the position of Twilight School Instructor for the 2002/2003 school year at a rate of \$28 per hour.

Steve Weidner

The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; 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 accept the individuals listed on pages 22-23 of the agenda as amended for employment or change in status(*) according to the conditions listed. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see pages 22-23)

It was moved by Mrs. Wert and seconded by Mr. Kline to approve the individuals listed on page 24 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, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see age 24)

It was moved by Dr. Frerichs and seconded by Mrs. Withum to appoint the individual listed below to the co-curricular position cited for the 2002/2003 school term.

Newspaper....(Manor Middle School) 50% position.....Angela Galgon

The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; 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 grant Family Medical, Child Rearing, and Designated Family Medical Leaves to the individuals cited on page 25 of the agenda according to the terms listed. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider,

absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 25)

It was moved by Dr. Frerichs and seconded by Mr. Kline to accept the following co-curricular resignation.

Spring Musical Set Construction Supervisor.....James Knapp

This motion was approved by a unanimous voice vote.

It was moved by Dr. Frerichs and seconded by Mr. Kline to approve the tax exoneration cited on page 26 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, absent; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 26)

The meeting adjourned at 9:22 p.m. on a motion by Mr. Kline, a second by Mrs. Withum, and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary