

MINUTES  
Committee of the Whole  
January 6, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:07 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. H. Thomas Herr, Mr. Kline, Mr. Kreider, Mr. Lyon, Mrs. Wert (arriving at 7:10), and Mrs. Withum. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, and Mr. Skrocki. Also in attendance were Penn Manor residents, members of the Penn Manor Brain Buster Team, Mrs. Susan Hostetter and Mrs. Sally Bookman, 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 December 3, 2002, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Kreider, a second by Mr. Thomas Herr, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart introduced Mr. Nett and Mr. Skrocki who presented an update on the Eshleman Elementary School project. Mr. Nett provided a brief slide presentation of the project. Mr. Skrocki reviewed change orders relating to the project in the total amount of \$40,982. Mr. Skrocki stated that \$27,476 of this total amount relates to a change order required due to costs involved with the parking area at the site. Mr. Nett reviewed the conditions of the area to be used as a parking lot and driveway. He stated that the soil condition is so bad that it must be excavated to a depth of three feet and then filled with appropriate soil material. Mr. Nett stated that the soil conditions in other areas of the Eshleman site have also been a problem. Mr. Skrocki then reviewed the work done and the cost involved with the other change orders. He stated that the cost of change orders for the project to date is still below the budgeted amount. Mr. Skrocki requested approval for placement of the change orders on the January School Board Meeting Agenda. Approval was granted on a motion by Mr. Lyon, a second by Mr. Anderson, and a unanimous voice

vote (Mrs. Withum abstained due to her employment by Gilbert Architects).

Mr. Stewart provided the board with an amended Discipline of Students With Disabilities Policy that was being recommended for “First Reading.” Mr. Stewart stated that the proposed policy replaces a policy currently in place. He reviewed the need for this policy and change made to the amended version. He stated that the change relates to the area dealing with “Suspension and Exclusion from School Defined.” In this area it is stated that a school bus suspension is considered a suspension for the entire school day on which school bus privileges are denied if the school bus suspension prevents the student from attending school or otherwise prevents the student from receiving the program and services described in the IEP. He stated that if a student is suspended from the bus but is brought to school it does not count as a suspension from school. Mr. Stewart also reviewed the fact that this policy not only relates to students with IEP’s but also applies to students who are “thought to be eligible” for special education services based on notice to the district or other evidence that a student may be in need of special education services. Mr. Stewart stated that this policy brings the district into compliance with federal regulations and the Individuals with Disabilities Education Act. Mrs. Withum questioned whether the narrow definition for the terms “dangerous weapon” and “illegal drug” in this policy could cause a problem when dealing with students who have not been identified as being exceptional where a broader definition of these terms is used. Mr. Stewart said there is that possibility but it is thought that courts would decide if special education students should be compared to regular education students. Discussion ensued regarding comparisons of the discipline of special needs students versus regular education students. Mr. Stewart requested approval for placement of the amended policy on the January School Board Meeting Agenda for “First Reading.” Approval was granted on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Stewart reviewed the Public Records Policy being recommended for “First Reading.” He stated that this policy provides guidelines for making records available for review and inspection by members of the public. The policy also provides a definition of the records to be made available. Included with the policy is a document (Access to School District Public Records Notice) that will be posted in district buildings. Mr. Stewart also

requested approval for the following fees which would apply to the reproduction of records requested: 10¢ per photo copy, 25¢ per page for a local fax, 50¢ per page for a long distance fax, and \$25 per hour for secretarial services relating to the reproduction of records. Approval was granted for placement of this item on the January School Board Meeting Agenda on a motion by Mrs. Withum, a second by Mr. Kline, and a unanimous voice vote.

Mr. Skrocki reviewed building level budgets for next year. He stated that there would be no increase in allocated budget amounts for building level budgets for the 2003/2004 school year. He stated that building budgets are typically under spent by \$30,000-\$35,000 by the principals. The under spending of the budget in conjunction with declining enrollment figures indicate that there is no need for an increase in allocations. Mr. Skrocki stated that building level budgets represent 2.5% of the total budget. Projected enrollment figures were reviewed with 18 fewer students expected to be enrolled in 2003/2004 than in 2002/2003. Mr. Skrocki stated that projected total elementary per pupil costs for 2003/2004 will be \$164.87 with each elementary school receiving the same allocation. There will be total per pupil costs of \$198.24 at the secondary level. The total secondary level per pupil cost of \$198.24 includes a supplemental per pupil cost of \$9.40 for the high school due to their curriculum needs (Marticville and Manor Middle Schools will receive a per pupil cost of \$191.98 per pupil). Mr. Lyon stated that he has concerns with a "0" increase in building level allocations when there is an increase in other areas. Discussion ensued regarding this topic. Mrs. Withum expressed a concern with parents having to pay lab fees for required courses. Mrs. Wert questioned whether or not principals could "carry over" to the next year money not spent from their building level budget allocation. Mrs. Skrocki stated that the budget requires principals to either use their allocation or return what is not spent at the close of a fiscal year. He stated that principals are notified in the spring that they have unspent money and encouraged to purchase items they need. Mrs. Griffis stated that principals may even use current year allocations to purchase needed items for the following year. Mr. Kline asked if principals determine discretionary spending for teachers. Mr. Stewart said this is true at all levels. He stated that the administration would encourage principals to fully spend their budget.

Mr. Skrocki reviewed the retirement expense history. He stated that the employer rate for 2003/2004 will be 3.77%. This reflects a retirement expense of \$919,829 and a 241.02% increase over the prior employer rate. Mr. Skrocki stated he anticipates the employer rate will increase from 3.77% to 20% over the next four years and become a major factor affecting all school districts. He stated that Penn Manor has fund balance money to help offset these costs. Mr. Willis Herr asked if the state could help school districts with these costs. Mr. Skrocki said there is talk of that happening. Dr. Frerichs suggested putting money aside so that taxpayers are not hit with a huge increase due to retirement rate costs. Mr. Kline questioned PSERS ROI. Mr. Skrocki said PSERS projected a -4.50% ROI but certified an actual ROI of -5.01% on December 13.

Mr. Stewart asked for approval to bid for lockers for the Comet Field House. The lockers would be installed so that they could be moved to another facility in the future should the need arise. He stated that 35 sets of double lockers (70 lockers) for both rooms (a total of 140 lockers) would be purchased. Mrs. Withum questioned whether or not students would actually use the lockers. Mr. Stewart said that coaches were consulted concerning locker design and that coaches will strongly advocate that students use lockers to free up floor space. Approval to place this item on the January School Board Meeting Agenda was granted on a motion by Mr. Kline, a second by Mrs. Wert, and a unanimous voice vote.

Mr. Stewart introduced Penn Manor Brain Buster team members and their instructors, Mrs. Hostetter and Mrs. Bookman. The team consisting of Paul Bernhardt, Tara Saunders, Mark Savini, and Josh Friedberg competed against a team of board members consisting of Mrs. Wert, Dr. Frerichs, Mr. Lyon, and Mr. Kline. The competition was lively and entertaining with the Brain Busters out scoring the board member team.

Mr. Stewart informed board members that three Penn Manor students were involved in an accident on Long Lane earlier in the day. He stated that none of the students were injured. Mr. Stewart provided each board member with a copy of the proposed calendar for 2003/2004, a packet of information relating to Reading Recovery, a copy of correspondence sent to the President of the Millersville Borough Council, information relating to salary adjustments for administrators to cover health care costs, and information relating to cyber school and charter school student

enrollments which was prepared by I.U.13. Mr. Stewart also gave board members who will be attending the NSBA Conference in San Francisco in April a packet of material relating to their attendance.

The meeting adjourned to Executive Session at 8:30 p.m. on a motion by Mr. Kline, a second by Mrs. Withum, and a unanimous voice vote.