

MINUTES
Committee of the Whole
March 31, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:40 p.m. in the Board Room of the Willow Street Career & Technology Center. Present were Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. H. Thomas Herr, Mr. Kline, Mr. Kreider, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Present from the administrative staff were Mr. Stewart and Mr. Skrocki, and Mrs. Griffis. Also in attendance were Dr. Mindish, Mr. Leichliter, Mr. Harris and Mr. Roth for their presentations, Mrs. Warfel and Mrs. Howard.

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 March 10, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Kline, a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Harris and Mr. Leichliter presented the board with information regarding the possible addition of a middle school emotional support class to be housed at Manor Middle School. Mr. Harris stated that the district began looking at the possibility of adding a middle school emotional support class in the fall. He stated that there are currently six Penn Manor middle school emotional support students being transported approximately 26 miles to a class in the Pequea Valley School District. There are also several other Penn Manor middle school students needing emotional support services but not receiving them due to the fact that the parents of these students will not permit the travel time involved. Mr. Leichliter provided an example of a student in need of emotional support who would have to get up at 5:30 a.m. in order to make it to Pequea Valley for their class. He stated that incidents such as this confirm the need for an emotional support class in Penn Manor. It has been determined that nine Penn Manor students need emotional support and would benefit from having a middle school level emotional support class in the Penn Manor School District. Mr. Harris said the administration would be asking the board for approval of such a class at a later date. Mr.

Harris stated that Penn Manor already has the infrastructure for such a class in place with two emotional support classes and a social worker therapist at the high school. Mr. Stewart said he hopes to add a middle school counselor who would help provide services to these students. Mrs. Wert asked if emotional support students have separate transportation provided. Mr. Harris said emotional support students do not have separate transportation. Mr. Leichliter stated that the only separate transportation that could be anticipated would be for Marticville Middle School students who would be placed in the emotional support class located at Manor Middle School. Mr. Lyon asked what the average size of the class would be. Mr. Harris stated that the maximum number of students permitted in an emotional support class is 12. Mr. Lyon asked if students from another district would be accepted in a Penn Manor emotional support class if Penn Manor's number of students eligible for emotional support allowed space for additional students. Mr. Harris said that would be a board decision. Mr. Kreider asked if students in the emotional support class had behavior or social problems. Mr. Harris said most of the students have been identified as having mental health difficulties. Dr. Frerichs asked if there is a minimum number of students who may be in an emotional support class. Mr. Harris said six students would be the minimum number per guidelines provided by the Department of Education with a cap of 12 students. Mr. Stewart stated that a major reason for providing a middle school emotional support class in Penn Manor is the fact that there are Penn Manor students not receiving the support they need as a result of parents denying their placement because of the travel time to Pequea Valley School District. Dr. Frerichs asked what the cost to Penn Manor would be for the proposed class. Mr. Stewart said he was not sure what the cost would be. He stated that Penn Manor would save \$72,000 as a result of the I.U. no longer charging \$12,000 per student for the six Penn Manor students currently attending the Pequea Valley class. Mr. Stewart said the cost of hiring a teacher for the class would be higher due to the fact that the administration would want to hire an individual with experience. He reviewed the fact that there is already access to a social worker and that an additional guidance counselor will be requested who could help with the additional psychological needs of the students in the emotional support class.

Mr. Stewart informed board members that he would be sending a Thank You letter to Dr. Curley and Mr. Benedict for the dinner, tour, and use of the board room for this evening's meeting.

Mr. Stewart reviewed the request to add a seventh grade boys and girls basketball team. He stated that the Recreation Association has a feeder program in grades 1-6. That program causes a great deal of interest in basketball. Mr. Stewart reviewed the information provided by Mr. Roth regarding this request. He stated that the cost to add this program would be \$2,192 for next season. This cost includes expenses for officials, game help, and uniforms. There would be no costs relating to coaches the first year of the program. Mr. Stewart recommended the board approve the addition of these teams for the 2003/2004 school year. Mr. Roth reviewed scheduling that would take place and the benefits of adding a third team. He indicated his support of the program and stated that it would benefit students in the district. Dr. Frerichs asked if the teams would truly consist of seventh and eighth graders. Mr. Roth said a seventh grade student could play on a ninth grade team if they had the ability but a ninth grade student could not play on the seventh grade team. Mr. Roth stated that the intent is for the seventh grade team to be a learning/instructional experience. He stated that a ninth grader could play on an eighth grade team. Mr. Thomas Herr asked if gym space was available. Mr. Roth said the Central Manor gym would be used for seventh and eighth grade play. Ninth graders would play at the high school. Approval for placement of this item on the April School Board Meeting Agenda was granted by the following vote: Mr. Anderson, yes; Dr. Frerichs, yes; Mr. Thomas Herr, yes; Mr. Willis Herr, yes; Mr. Kline, yes; Mr. Kreider, yes; Mr. Lyon, yes; Mrs. Wert, yes; Mrs. Withum, no - based on the fact that the program would be operated in the northern end of the district.

Mr. Stewart informed board members that he was requesting board input regarding special recognition of individuals as a result of board member interest in this subject. Board members from time to time have suggested recognizing individuals who are not students - former superintendents and former board members for instance. He stated that students winning at the state level are currently recognized but there are no guidelines for recognizing individuals who are not students. He stated he does not have a recommendation regarding further recognition but suggested a board subcommittee be established to come up with criteria for recognition and

guidelines if the board wishes to look into this matter further. Mr. Kline said the Wall of Honor, a recognition system already in place, recognizes graduates of Penn Manor but also has an honorary award for non-graduates. Dr. Frerichs stated that he supports non-alumni being recognized by the Wall of Honor. Mr. Willis Herr wondered if something other than a certificate could be done for Cameron Hollinger who has already been recognized several times as a state winner in swimming and has once again won several state level events. Mr. Roth stated that he would be recognizing Cameron, and several other state winners at the April 14 board meeting. He will be presenting them with several items in recognition of their successes. Mrs. Wert questioned whether it would be appropriate to recognize individuals at graduation. Dr. Mindish stated that such recognitions are not included in the graduation ceremonies.

Mrs. Griffis reviewed the 2003/2004 textbook requests. She informed board members that the textbooks were on display at this meeting and could be taken home by board members for review. Mrs. Griffis stated that each textbook had been reviewed by the appropriate department coordinator and members of the various departments and the reviews were included with the textbooks. Dr. Mindish said the goal is to replace ten year old or older science books and have every student have a book. Mrs. Griffis reviewed the selection process and the time line involved with selecting new textbooks. She stated that Texas and California drive what is happening with textbooks everywhere in the United States. Mr. Kline asked if some of the information in the textbooks could be found on line. Mrs. Griffis said it could be but she hesitates to open the entire internet for classroom usage. She reviewed the fact that the libraries now use EBSCO Host which provides information that is reviewed for educational usage. Approval for placement of this item on the April School Board Meeting Agenda was granted on a motion by Mr. Lyon, a second by Mrs. Withum, and a unanimous voice vote.

Mr. Stewart reviewed the status of the Administrative Compensation Plan. He stated that this plan is typically provided to the board for their approval in the spring and becomes effective July 1 of each year. Mr. Stewart stated that there are several circumstances this year that will make the process different. He stated that new Penn Manor procedures that were adopted in December now make it impossible for districts to provide certain non-taxable benefits to employees in the top 25% of salary within the organization. As a result, the discretionary fund

currently in place can no longer be made available to administrators as a non-taxable benefit. Mr. Stewart stated that Mr. Capraro is doing an analysis of salaries for Penn Manor for administrative and classified staff. He said he would be come back to the board with information regarding how Penn Manor salaries compare with other districts in the I.U. after Mr. Capraro's analysis is completed. He stated that Mr. Capraro would be providing a range of salary for each position. Mr. Kline asked if the Act 93 process would be implemented for 2003/2004. Mr. Stewart said it would be implemented after Mr. Capraro's input is received. Mr. Stewart reviewed salary comparison information provided via the I.U. "yellow book." In some areas Penn Manor does well when compared with districts in the I.U. and in other areas Penn Manor has fallen slightly behind. He also reviewed Act 93, which gives administrators identified under Act 93 the opportunity to form a committee and meet with the board in good faith to discuss salaries and benefits. Penn Manor has never utilized this approach. Historically the superintendent has presented a proposal to the board and the board reviewed and approved the proposal. Mr. Stewart stated that after research he found that Penn Manor is the only district in the I.U. that does not have an Act 93 Committee. Mr. Stewart said Dr. Mindish, Mr. Leichliter, and Mr. Peart will be meeting with administrators to discuss benefits the administrators would like the board to consider on their behalf prior to meeting with the board as a result of the new regulations and Act 93 guidelines. Mr. Stewart said he would be asking the board to form a small committee to meet with this group and come back to the entire board with suggestions for enactment. Mr. Stewart said it is important to make sure district administrators feel appreciated as those positions are very competitive at this time. Dr. Frerichs asked who would be included as administrators under Act 93. Mr. Stewart said building principals and assistants would be included as well as Mrs. Griffis since she is not a commissioned officer. He stated he would check with the solicitor regarding Mr. Harris' inclusion under Act 93. He said business managers are not included nor are superintendents. Mr. Stewart said he would provide the board with an overview of Act 93 comparisons.

Mr. Skrocki updated the board with regard to Clean and Green (Act 319) and its impact on Penn Manor School District. He stated that this is a program in Pennsylvania where property owners with 10 acres or more of farmland receive preferential tax benefits. He stated that it preserves farmland but that business owners and the other property owners pay for

it. Mr. Skrocki reviewed the Act 319 Value Report and the effects of Clean and Green assessments on the municipalities in Penn Manor School District. Mrs. Withum asked if the Governor's property tax increase reflected in the budget would result in Penn Manor getting some of this money back. Mr. Skrocki said the district would still lose real estate tax money as a result of the 5.4 million dollar cut in real estate taxes resulting from the Governor's budget. He stated that each property owner would have a 30% tax reduction. Businesses will benefit from this reduction even though they would not pay personal income tax. Mr. Skrocki stated that the personal income tax would go from 2.8% to 3.75% effective July 1. Mr. Skrocki said he will be attending a meeting with other business managers on April 16 and he hopes to have more information at that time.

Mr. Skrocki said there are many questions still to be answered regarding state funding. He indicated it would be interesting to see what impact the Governor's budget will have on the district. He questioned the ability to provide the districts with subsidy monies due to the time line for receipt of the personal income tax money by the state. He stated that having a good fund balance is very important at a time like this. Mrs. Wert questioned whether board members should write their legislators regarding this matter.

Mr. Skrocki informed board members that approximately 2 hours would be spent on the budget at the April 14 meeting. He stated there would also be approximately one hour review of administrator and staff fringe benefits. Mrs. Withum asked if this review could be done when the Act 93 process is completed. Mr. Skrocki said it could be. He said the presentation on April 14 would provide more specific information relating to fringe benefits and Act 93. Health care benefits, co-pay, deductibles, etc. will be discussed. Mr. Stewart said a discussion of the Negotiated Agreement and how Penn Manor compares with other districts in the county would also take place. He said now is the time to go over these issues so the administration is prepared to contact PMEA if an early bird is possible. Mr. Stewart said PMEA indicated they would entertain that possibility.

Mr. Stewart reviewed Eshleman change orders relating to the ceilings in the main office (installation of a drywall ceiling at the cost of \$1,526) and in the faculty room (installation of acoustical drop ceiling at a cost of

\$1,399). He requested approval for placement of these change orders on the April 14 School Board Meeting Agenda. Mr. Stewart said he would discuss this additional cost of these change orders with the architect at the end of construction. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Mr. Kline, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Stewart informed board members that the term of Mrs. Withum, Penn Manor's representative to the I.U. Board, expires June 2003. Due to this fact, it is necessary to nominate a new representative. Mrs. Kelly Withum was nominated, and accepted the nomination, to serve in this capacity on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Stewart reviewed the gift of a concession stand that the Junior Comets wishes to present to Penn Manor. He provided drawings of the proposed concession stand. Mr. Stewart said he was recommending acceptance of this gift and approval for the Junior Comets to proceed with construction. Mrs. Withum asked if there were any liability issues involved. Mr. Stewart said there are always liability issues involved in a project of this nature but that he was certain the Junior Comets would do their best to minimize them. Dr. Frerichs asked if the Junior Comets would maintain the concession stand. Mr. Stewart said that once the concession stand is gifted to Penn Manor it is the district's responsibility to maintain it. Mr. Kline asked Mr. Roly Shover, representative of Junior Comets, how much this concession stand would cost. Mr. Shover said the material costs would be approximately \$10,000. He stated that volunteers would do most of the work relating to its construction. Mrs. Withum asked if the concession stand would be constructed over the summer. Mr. Shover said work would begin at the close of the 2002/2003 school year with the concession stand being ready for use next season. Approval was granted for acceptance of the gift and approval for the Junior Comets to proceed with construction on a motion by Mr. Kline, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Stewart provided each board member with a survey from PSBA. He asked that any board member wishing to complete the survey return it to Mrs. Warfel within a week. He reminded board members of the upcoming FFA Banquet scheduled for April 10. Mr. Stewart stated that a Judicial Review hearing scheduled for Friday, April 4, at 1:00 has been moved to

11:00 that same day. He asked if the board members currently scheduled to serve on the committee would be able to attend at the newly established time. Mr. Kline had a previous appointment and was not able to attend. After discussion it was determined that Mr. Anderson, Mr. Kreider, and Mrs. Withum would serve on the committee for this hearing.

Mr. Kreider informed fellow board members that he attended the Marticville Middle School play entitled The Yard Sale. He said it was a great show and the students did an excellent job. Mrs. Griffis said Quay Hanna spoke at the Rotary Club South Meeting. He had eight Penn Manor students with him. Mrs. Griffis said Mr. Hanna and the students provided an exciting presentation and represented Penn Manor well.

The meeting adjourned to Executive Session at 9:05 p.m. on a motion by Mr. Anderson, a second by Mr. Kline, and a unanimous voice vote.