

MINUTES
Committee of the Whole
July 14, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:31 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, and Mrs. Withum. Mrs. Wert was absent. Present from the administrative staff were Mr. Stewart, Mr. Skrocki, and Mrs. Griffis. Also in attendance were Penn Manor residents, Mrs. Rhoades and Mrs. Warfel.

Mr. Willis Herr asked if there were any Citizen's Comments. Mrs. Elaine Gerlach, 32 Elizabeth Street, Washington Boro, shared an article stating that 50 years ago - July 14, 1953 - the Penn Manor Jointure was formed by Martic Township, Manor Township, Conestoga Township, Pequea Township, and Millersville Borough.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the June 12, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart updated the board with regard to the Eshleman Elementary School construction project. He stated that the project is on schedule with construction drawing to a close at the end of July. Mr. Stewart shared pictures of the renovated building. Mr. Mike Ressler, custodian at Eshleman Elementary, said the furniture is being put together and distributed to classrooms. Mr. Stewart said an Open House is being planned for Sunday, September 28, from 1:00-4:00 p.m. Mr. Stewart informed the board that windows are being replaced at Martic Elementary School and insulation is being placed in the older part of the building. These projects are on schedule for completion by the opening of the 2003/2004 school year. He stated that the installation of an elevator at Marticville Middle School is slightly ahead of schedule with completion being anticipated in October. Further installation is being held up pending the arrival of the elevator car. The needs of the student

attending the middle school who will use the elevator will be met via a chair lift until the elevator is operational. Mr. Stewart informed those in attendance that the concession stand being built by the football boosters is nearing completion. The boosters have \$13,000 invested in the project. Mr. Willis Herr asked if board members could have a preview of the Eshleman building. Mr. Stewart said the public will have access to the building in early August and he will arrange for a visit by board members.

Mr. Stewart informed board members that the item relating to board response to inquiries from local officials appears on the agenda per Dr. Frerichs request. Dr. Frerichs stated that he was seeking the input of fellow board members as to whether they wished to respond individually to requests such as the survey they received from Representative Armstrong or if they wished to discuss such surveys as a group and respond as a board. He stated that he had a concern with regard to board members submitting different responses versus providing a consensus of the board. He questioned whether materials should be discussed prior to board members responding. After discussion, it was determined that board members would discuss materials received prior to responding.

Mr. Stewart updated the board with regard to his discussions with Chief Rochat of the Millersville Boro Police Department regarding the employment of a second Resource Office. Mr. Stewart stated that the district has gotten wonderful service from the current resource officer, Jason Hottenstein. He said he wanted to alert the board to the fact that Mr. Hottenstein enters his fourth year of employment on October 1 which means Penn Manor School District will pay the cost of his employment not to exceed \$37,000 per the current agreement for that fourth year. He requested input regarding the employment of a second resource officer. Mr. Stewart stated that should a second resource officer be hired he would be assigned to the high school but could support the middle schools and also be involved in expanding the DARE program at the elementary level. Mr. Stewart informed board members that Millersville Boro Police will no longer be providing security for athletic events due to their lack of manpower. He stated that the second resource officer could work evening events and provide security. Mrs. Withum asked if the second resource officer would be paid out of COPS Grant money for the first three years if hired. Mr. Stewart stated that he would.

Mr. Stewart informed board members that he was requesting board approval of a per diem rate for the provision of special education services by Mrs. Beth Campagna and Mr. Ronald Harris. He stated that Mrs. Campagna, the newly hired Assistant Coordinator of Special Services, and Mr. Harris would work together during the transition of special education services from Mr. Harris' leadership to the new special education services team of the yet to be hired Coordinator of Special Services and Mrs. Campagna. The board approved placement of this item on the July School Board Meeting Agenda on a motion by Mrs. Withum, a second by Mr. Thomas Herr, and a unanimous voice vote.

Mr. Skrocki updated the board regarding the state education budget. He stated that the state is still without a state education budget. He said the budget has moved out of the House Finance Committee. Mr. Skrocki informed the board, if it becomes necessary to place a question on the ballot asking taxpayers if they want to replace the real estate property tax with an increase in earned income tax and it is determined that they would, the increase would not go into effect until 2004/2005. One piece of legislation stated that the determination to place this question on the ballot in November would have to be made by August 5. Mr. Skrocki said the Senate has approved placing slots at Pennsylvania horse racing tracks. He said approval could be expanded to include off-track sites and locations in Philadelphia. Mr. Skrocki said an increase of 2% in state income tax is anticipated. In return for this increase the district would receive that amount of money back from the state plus an additional share of the revenue earned from the slot machines. This money would be used to lower property taxes. Local residents would have to approve this. Mr. Kreider asked if reductions in property taxes would include commercial properties as well as personal properties. Mr. Skrocki said it would have an impact on all homestead/farmstead properties but a millage reduction would affect all properties. Mrs. Griffis stated that the teacher testing previously required has been cut from the budget and is therefore a dead issue. Mr. Skrocki said he will continue to update the board with regard to the state budget.

Mr. Stewart reviewed a bowling summary sheet. He stated that the bowling club was approved, and successfully operated for the 2002/2003 winter season. Six Lancaster County districts have written letters to PIAA initiating a bowling league for the 2004/2005 school year. If and when a league is formed, club programs will no longer be able to compete against

league approved teams. Penn Manor's bowling club would like to be included in the league when it is formed in 2004/2005. Mr. Roth is requesting that the bowling team remain an unfunded club status until the league is formed. Mr. Stewart reviewed cost estimates provided by Mr. Roth should the club become part of the league. He estimates a total cost of \$2,656 for an 8 to 10 member team and one coach. This estimate would include lane rental costs, the coaching salary and equipment. A school van would be used to transport bowling team members to practices and competitions. Mr. Stewart said a letter would have to be submitted to PIAA in August if the board approves the bowling team joining the Lancaster-Lebanon League. He stated that the board can vote at the August meeting as to whether or not the club should convert to team status. Dr. Frerichs asked if the coach would be driving the team in the school van. Mr. Stewart said he feels that would be one of the coach's responsibilities. Mr. Kline recommended placement of this item on the August School Board Meeting agenda for a vote.

Mr. Skrocki reviewed cafeteria health care expenses. He informed board members that the cafeteria is expected to sustain substantial losses this fiscal year. He stated that the losses could total more than \$52,000. The cafeteria may experience a negative fund balance at the end of the fiscal year. Mr. Skrocki stated that a budget transfer of \$50,000 will be made in the 2003/2004 budget from the general fund to the cafeteria fund to support the cafeteria due to the large health care costs. Dr. Frerichs asked if the cafeteria is expected to be self-supporting. Mr. Skrocki said this is the first time in 5 or 6 years that the general fund had to support the cafeteria. He said the cafeteria has done well over the past few years and has come close to breaking even. Unexpected large health care claims do not allow the district to prepare for these expenses. Mr. Kreider asked if high health care expenses are expected in the future. Mr. Skrocki said the present health care claims are expected to be on going. Dr. Frerichs indicated he felt the district should continue to provide quality lunches at an affordable price even if there was a need to dip into the general fund if necessary.

Mr. Stewart reviewed a request being made by Mr. Roth for additional money to support the weight room program by providing coverage in the weight room 4 days a week year round. The projected cost for 2003/2004 would be \$7,898. Approval was granted for placement of this item on the July School Board Meeting Agenda on a motion by Mr. Kline, a

second by Mr. Thomas Herr, and a unanimous voice vote. Dr. Frerichs asked that the board be provided periodic updates regarding weight room usage. Mr. Stewart said this could be done. He encouraged board members to visit the weight room.

Mr. Stewart reviewed a change in the school calendar he was requesting for 2003/2004. The previously approved January 20 secondary in-service day would be changed to January 16. He asked for and was given a verbal approval by board members to make this change.

Mrs. Griffis invited board members to the August 20 Opening Day Breakfast which is being held in the high school cafeteria at 7:00 a.m. She informed board members that the New Teacher Luncheon will be held on August 12 at 8:00 a.m. in the board room of the Manor Middle School. Mr. Willis Herr will make opening remarks. Mrs. Griffis invited board members to attend.

Mr. Stewart gave board members an update on current class size figures.

The Committee of the Whole adjourned at 8:17 p.m. on a motion by Mr. Anderson, a second by Mrs. Withum, and a unanimous voice vote.

July 14, 2003

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 8:31 p.m.

The following members were present: Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. H. Thomas Herr, Mr. Kline, Mr. Lyon, and Mrs. Withum. Mrs. Wert was absent. Also present were Mr. Donald Stewart, Superintendent, Mr. Stephen Skrocki, Administrative Assistant for Business, and Mrs. Ellen Griffis, Administrative Assistant for Curriculum and Instruction.

Mr. Willis Herr announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District would be held on Monday, August 11, 2003, at 8:15 p.m. in the Board Room of the Manor Middle School.

Mr. Willis Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the June 12, 2003, 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. Stewart introduced Kevin Brent, first place winner of the National Technology Challenge Bowl and reviewed Kevin's other accomplishments. Kevin explained the Technology Student Association and various competitions that were held for those in attendance. Kevin thanked the board for paying for part of the trip to Orlando. Mr. Willis Herr presented Kevin with a certificate in recognition of his accomplishment.

Mr. Stewart did not have a Superintendent's Report.

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the Treasurer's Report for the month of June as presented and to authorize payment of bills in the amounts of \$356,765.12 dated 6/5/03, \$240,752.77 dated 6/9/03, \$30,884.27 dated 6/11/03, \$302,821.80 dated 6/11/03, \$120,786.98 dated 6/12/03, \$5,727,183.41 dated 6/16/03, \$353,152.32 dated 6/24/03, \$513,893.42 dated 6/25/03, \$438,679.95 dated 6/30/03, and \$144,298.00 dated 7/12/03 for a total of \$8,229,218.04 from the General Fund; \$53,861.95 dated 6/5/03, and \$103,141.68 dated 6/30/03, for a total of \$157,003.63 from the Cafeteria Fund; \$1,397.25 dated 6/12/03 for a total of \$1,397.25 from the 1996 Construction Fund; \$375.00 dated 6/5/03 and \$2,800.04 dated 6/11/03 for a total of \$3,175.04 from the Capital Reserve Fund; \$815.00 dated 6/5/03, \$525,064.21 dated 6/11/03, and \$87,173.10 dated 6/30/03 for a total of \$613,052.31 from the Eshleman Reserve Fund; \$7,175.88 dated 6/5/03, \$1,641.59 dated 6/11/03, and \$2,226.42 dated 6/30/03 for a total of \$11,043.89 from the Athletic Capital Reserve Fund; and payroll in the amounts of \$640,443.69 dated 6/25/03, and \$572,119.78 dated 7/9/03. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes, Jeffrey G. Kreider, yes (abstained - check #74786), Jeffrey E. Lyon, yes; Donna J. Wert, absent; and Kelly K. Withum, yes.

1. The July School Board Meeting Agenda was reviewed.

APPROVAL OF CONSENT AGENDA: The following consent agenda items and addendum were presented for approval.

2. Consent Agenda for the July 14, 2003 Committee of the Whole Meeting
 - A. Per Diem Rate for Special Education Services - The committee is recommending approval of the following per diem rates for special education services.

Campagna, Beth - 20 days at a per diem rate of \$300

Harris, Ronald – 20 days at a per diem rate of \$320

- B. Summer Weight Room Position – The committee is recommending approval for the employment of the following individuals to provide coverage for the summer weight room for the 2003/2004 school year at the rate cited.

Weight Room (summer 03/04 school yr)...(\$1,616)... Russ

McDonnell

Weight Room (summer 03/04 school yr)...(\$579).....

David Hess

- C. Administrative Salaries – The committee is recommending approval of the administrative salaries as reviewed. (see attached sheet)

MOTION ON JULY 14, 2003 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-C: It was moved by Mrs. Withum and seconded by Mr. Anderson to approve Items A & B as originally submitted and Item C as added. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes, Jeffrey G. Kreider, yes, Jeffrey E. Lyon, yes; Donna J. Wert, absent; and Kelly K. Withum, yes.

3. Consent Agenda for Administrative Actions

- A. Approval of 2003-2005 Act 93 Document – The administrative staff is recommending approval of the amended 2003-2005 Act 93 document as cited on pages 7-13. (see attached packet)
- B. Bid Award – The administrative staff is recommending approval for awarding the IU Audio Visual Equipment and Supplies bid to the vendors cited on page 14. (see page 14)
- C. Approval to Bid – The administrative staff is recommending approval to advertise for the bid for Integrated Pest Management Services.

- D. School Physician's Agreement - The committee is recommending approval of the School Physician's Agreement as cited on page 15. (see page 15)
- E. School Board Legal Liability Insurance - The administrative staff is recommending approval of the School Board Legal Liability Insurance with PSBA in the amount of \$20,407 effective July 1, 2003 through June 30, 2004.
- F. 2003/2004 Lunch Prices - The administrative staff is recommending approval of the 2003/2004 school breakfast and lunch prices as cited on page 16. (see page 16)
- G. National School Lunch and School Breakfast Program - The administrative staff is recommending approval of the National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2003 to June 30, 2004.
- H. Food Service Agreements - The administrative staff is recommending approval of programs between the Penn Manor School District and Lancaster-Lebanon IU13 and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2003. These agreements provide students with services authorized by the National Lunch Program and the National School Breakfast Program.
- I. Tax Exoneration - The administrative staff is recommending approval of the tax exoneration cited on page 17. (see page 17)
- J. Contract - Lancaster County Office of the Aging - The administrative staff is recommending the approval of a contract with Lancaster County Office of the Aging effective July 1, 2003 through June 30, 2004, for participation in the Senior Community Service Employment Program.

- K. Approval of Textbooks - The administrative staff is recommending approval for the purchase of 17 AP art textbooks entitled The Art of Seeing at a cost of \$979.
- L. Change Orders - The administrative staff is recommending approval of the change orders cited on page 18. Payment for these change orders is to be made from the Eshleman Capital Reserve Fund. (see page 18)
- M. Signing of Checks - BE IT RESOLVED that Mr. Justin Peart, Accountant, is hereby authorized to sign checks (or use facsimile) for the following accounts.
- Athletic Fund Account
Student Activities Checking Account
- N. Contracted Prices for Fuel Products - The administrative staff is recommending ratification of the I.U. gasoline, diesel fuel, and fuel oil bid as cited on page 19. (see page 19)
- O. Voyageur Asset Management Program - The administrative staff is recommending approval for participation in the Voyageur Asset Management Program for the 2003-2004 fiscal year.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A-O: It was moved by Mrs. Withum and seconded by Mr. Thomas Herr to approve these items as amended (see attached packet - Item 3A - Approval of 2003-2005 Act 93 Document). The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes, Jeffrey G. Kreider, yes, Jeffrey E. Lyon, yes; Donna J. Wert, absent; and Kelly K. Withum, yes.

4. Consent Agenda for Personnel

- A. Resignations - The administrative staff is recommending the board accept the resignations listed below per the effective date cited.

Cuba, Amy - elementary professional employee - effective 6/30/03

Harris, Patrick - secondary professional employee - effective 8/1/03

Hershey, Heather - elementary professional employee - effective 6/24/03

Keen, Kay - part-time/Athletic Director secretary - effective 6/30/03

McGough, Carrie - secondary professional employee - effective 6/10/03

Murphy, Evan - secondary professional employee - effective 8/1/03

Reath, Robert - custodian/Martic Elementary - effective 6/17/03

Schaub, Mary Kate - elementary professional employee - effective 8/18/03

- B. Employment or Change in Status(*) - The administrative staff is recommending the board accept the individuals listed on page 20 for employment or change in status(*) according to the conditions listed. (see page 20)
- C. Substitute Hourly Rate - The administrative staff is recommending approval of an \$8.00 per hour rate for individuals substituting as aides and custodians for the 2003/2004 school year.
- D. Summer School Physical Education Teachers - The administrative staff is recommending approval of the individ-

uals listed below to the position of summer school physical education teacher at a rate of \$28 per hour from June 23 to July 1 and then \$29 per hour from July 1 to the end of the program.

David Hess
Adam Hostetter

- E. Designated Family Medical Leave - The administrative staff is recommending granting Designated Family Medical Leave to the individuals listed on page 21 according to the terms listed. (see page 21)
- F. SPLASH Staffing - The administrative staff is recommending approval of the individuals cited on page 22 to the positions listed for staffing of the summer SPLASH program at a rate of \$29 per hour. (see page 22)
- G. 2003/2004 Fall, Winter, and Spring Co-curricular Positions - The administrative staff is recommending approval of the individuals listed on pages 23-24 to the position of track judge, ticket taker, ticket seller, timer, and scorer for the 2003/2004 fall, winter, and spring seasons. (see pages 23-24)
- H. Co-curricular Positions - The administrative staff is recommending the appointment of the individuals listed on page 25 to the co-curricular positions cited for the 2003/2004 school term with the stipend as listed. (see page 25)
- I. Corrected 2003/2004 Miscellaneous Salaries - The administrative staff is recommending approval of the corrected 2003/2004 miscellaneous salaries as cited on page 26 effective July 1, 2003. (see page 26)
- J. 2003/2004 Cafeteria Salaries - The administrative staff is recommending approval of the 2003/2004 cafeteria salaries as

cited on the addendum that will be distributed at the Board meeting. (see attached sheets)

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-J: It was moved by Mr. Anderson and seconded by Mrs. Withum to approve these items. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, yes, Jeffrey G. Kreider, yes, Jeffrey E. Lyon, yes: Donna J. Wert, absent; and Kelly K. Withum, yes.

The board adjourned to Executive Session at 8:50 p.m. on a motion by Mrs. Withum, a second by Mr. Kline, and a unanimous voice vote.

They returned to Board Meeting status at 9:00 p.m.

5. Addendum – PPL “Nunc Pro Tunc” Appeal to Commonwealth Court

The administrative staff is recommending approval to authorize special counsel to file an appeal to Pennsylvania Commonwealth Court in the PPL “Nunc Pro Tunc” tax assessment appeals for the 2000/2001 school year.

MOTION ON ADDENDUM ITEM – PPL “NUNC PRO TUNC” APPEAL TO COMMONWEALTH COURT: It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve this item. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, yes; Patrick T. Kline, no, Jeffrey G. Kreider, yes, Jeffrey E. Lyon, yes: Donna J. Wert, absent; and Kelly K. Withum, yes.

The meeting adjourned at 9:02 p.m. on a motion by Dr. Frerichs, a second by Mrs. Withum and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary