

MINUTES
Committee of the Whole
September 15, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:35 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. Wert. Mrs. Withum was absent. Present from the administrative staff were Mr. Stewart, Mr. Skrocki, and Mrs. Griffis. Also in attendance were Penn Manor residents, Mrs. Rhoades, Mrs. Howard, and Mrs. Warfel.

Mr. Willis Herr asked if there were any Citizen's Comments. Miss Malia Mason, 94 Raven Crest, Pequea, a sophomore at Penn Manor High School, addressed the board regarding the Friday reading program in place at the high school. A petition signed by 240 students supporting Miss Mason's concern was presented to Mr. Willis Herr. Miss Mason expressed concerns relating to the change in the program that previously allowed students to read their own books but now required the reading of news articles and highlighting of important parts of the article. She stated that she understood that PSSA scores had dropped and the desire of the district and the board to improve those scores. She expressed her understanding for the need of such a program for students needing additional support but questioned the need for this program for students not needing extra help. She also stated that she felt the new program resulted in additional work for the teachers. Miss Mason suggested a solution to her concern might be to allow students to read their own books and then write a summary of what they had read. She felt this solution would benefit students and teachers alike. In closing, Miss Mason asked the board to rethink the program and possibly reach a compromise with concerned students. Mr. Stewart thanked Miss Mason for her presentation. He stated that her concerns were well stated and warranted discussion. He promised that dialogue regarding this concern would take place with Dr. Mindish and that he would return to the board regarding this topic. Mr. Willis Herr thanked Miss Mason for her presentation.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the September 8, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Mr. Kreider, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart welcomed Chris Ichter, Senior Student Council Representative to the board. He reviewed the fact that to date Student Council representatives attended the school board meetings from September to May of each school year. Mr. Stewart stated that, due to the fact that board meetings are now conducted via a Consent Agenda that has shortened the meetings and resulted in less discussion of items at the voting meeting, he has invited Student Council representatives to attend the Committee of the Whole Meetings. This would provide them with the opportunity to observe the discussions involved with items to be voted on at the School Board Meeting. The representatives would then provide their report at the beginning of the School Board Meeting and be free to leave.

Mr. Stewart informed the board that he had anticipated public comment this evening from representatives of Boys' Lacrosse asking the board to take action to have the current club status team recognized as a varsity sport. He stated that this request would have enabled the team to participate in the Keystone Division. Boys' Lacrosse is not a PIAA sport and that PIAA structures for sports do not apply to Boys' Lacrosse. Mr. Stewart stated that board action need not be granted at this meeting for the boys to participate in the Keystone Division as they have been granted permission to participate pending later approval. Mrs. Barbara Hearn, 137 Hollow Woods Drive, informed board members that the Keystone Division initially indicated that they would like all participating teams to have varsity status prior to September 2. She explained that the Keystone Division is now willing to let Penn Manor boys participate knowing that the Boys' Lacrosse team is in the process of trying to obtain a change in status for the team. Mrs. Hearn stated that participation in the Keystone Division would be beneficial to the boys since they would then be competing at a higher level. She stated that the Keystone Division currently consists of 7 teams. Dr. Frerichs asked if a budget proposal would be forthcoming. Mrs. Hearn said the Boys' Lacrosse season begins on March 8. She stated that they would like to submit a budget proposal in the next month or two. Mr. Stewart stated that he would return to the board with budget proposals for both Girls' and Boys' Lacrosse. He stated that the girls' team will be joining the Lancaster-Lebanon PIAA Women's Lacrosse League and would have to be treated as any other approved sport. Boys' Lacrosse would be part of the PA Scholastic Boys' Lacrosse Association and the board would not be committed to support them as a PIAA sport but the parents would appreciate any support the board was willing to provide. Mr. Willis Herr asked if both Boys' and Girls' Lacrosse play in the spring. Mr. Richard Taylor, 3175 Anchor Road, said they do.

He also stated that there are a lot of boys participating in Lacrosse and they appreciate the use of the Penn Manor athletic fields.

Mr. Skrocki reviewed a proposed agreement with Clipper Magazine, Inc. for designing, producing, and printing the school calendar. He stated that the initial contract with Clipper Magazine covered a three year period but asked for board approval of the proposed extended contract that would cover the 2003-2004, 2004-2005, and 2005-2006 school years. He reviewed the fact that Clipper Magazine supplied the 2001-2002, 2002-2003, and 2003-2004 school calendars and did so at no cost to the district. Prior to Clipper Magazine producing the school calendar the Lancaster-Lebanon I.U. was paid for this service. Mr. Skrocki stated that every home in the district received a calendar this year (13,956 calendars at .19¢ per calendar = approximately \$2,600). He stated that next year Clipper Magazine would mail out the calendars. Mr. Kreider asked if the cost of mailing the calendar could be lowered by having them distributed via insertion in a local newspaper. Discussion ensued regarding the ability of a newspaper to reach not only Penn Manor residents but also all Penn Manor residents. It was determined that mailing by Clipper Magazine would be the most cost effective way to have residents receive the calendar. In addition, per the contract, any calendars produced in excess of 10,000 will be billed to the district. Mr. Skrocki stated that most of the cost for the calendars is covered by advertising. He asked for approval of this item for placement on the September School Board Meeting Agenda. This item was approved for placement on the September School Board Meeting Agenda on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote. Mr. Willis Herr thanked Mr. Anderson for his work with the school calendar.

Mr. Skrocki updated the board with regard to the Senior Groundskeeper position. He stated that the position, which was approved effective July 1, 2003, has not yet been filled. He stated that the position was advertised for in June with interviews being held in July. He stated that an offer was made to an individual but the salary offered was a problem. The position was again advertised in August, interviews were conducted, and the salary being offered may again be a problem. Mr. Skrocki stated Millersville University is also searching for a groundskeeper and they are willing to pay more than Penn Manor is offering. If another salary impasse occurs, Mr. Skrocki stated the administration might come back to the board in October asking for flexibility in the salary offered for this position. Mr. Skrocki said the administration feels strongly about the need for a qualified person in this position. He stated that it is a supervisory position but also a hands-on working position. Mr. Willis Herr asked what

qualifications the candidates have. Mr. Skrocki said individuals have had a degree from Penn State, a degree in turf management, work experience at Longwood Gardens and Schroder Gardens.

Mr. Stewart updated the board with regard to the Fields Committee. He reviewed the makeup of the Fields Committee and the fact that the Fields Committee members made a presentation to the board in January of 2001. He reviewed the recommendations of the committee and the fact that implementation of some of the recommendations hinged on the sale of the corner property at Comet Field. Mr. Stewart stated that to date the sale of that property has not come to fruition. He stated that the committee is being understanding and commends the district in their attempt to sell the Comet Field property but would still like to provide additional acreage and expand the Comet Field house. Mr. Stewart stated that he would be approaching the board regarding possible renovations to the field house.

Mrs. Griffis updated the board with regard to the special education leadership team. She informed the board that the district would be requesting a change in status for Mrs. Beth Campagna from Assistant Director of Special Services to Director of Special Services. Mrs. Griffis said the district would then hire Mrs. Barbara Rodgers as the Assistant Director of Special Services. She reviewed Mrs. Rodgers' background. Mrs. Campagna and Mrs. Rodgers will comprise the special education leadership team. Mrs. Griffis stated that both Mrs. Campagna and Mrs. Rodgers are enrolled in a supervisory program at Millersville University. Mrs. Campagna will receive Emergency Certification until she completes her program. Mrs. Griffis stated that Mrs. Campagna would be housed at Manor Middle School and Mrs. Rodgers would be housed at Central Manor Elementary School. Mrs. Rodgers will oversee the elementary schools and Marticville Middle School and Mrs. Campagna will oversee Manor Middle School and the Emotional Support Classes at the high school and have budgetary responsibilities. Mr. Stewart stated that Mr. Harris would support the district with regard to issues he has previous knowledge of. Mr. Stewart stated that Mrs. Rodgers would be introduced to the board at the October School Board Meeting.

The Committee of the Whole adjourned at 8:20 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

September 15, 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 8:30 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. Wert. Mrs. Withum 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, October 13, 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 August 11, 2003, School Board Meeting. There were none. It was moved by Dr. Frerichs and seconded by Mr. Thomas Herr to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart informed the board that the telephone chain was sent out to the administrative staff in preparation for the anticipated severe weather. He stated that Meet the Teacher Night is scheduled for Thursday night and provided an article relating to PASBO recognition of Steve Skrocki. Mr. Stewart thanked Charlie Reisinger for his contributions to the Opening Day of the 2003/2004 school year. He stated that Penn Manor had a very successful school opening and thanked the secretarial staff for their part in that opening.

Mr. Chris Ichter, Senior Student Council Representative, stated that fall sports are in full swing, the Kick-Off Classic was held, the Wall of Hon-

or Banquet will be held on October 2, and FFA students will be competing in the Lampeter Fair. Chris informed the board that a former foreign exchange student wrote a letter to Dr. Mindish and thanked her for everything that was done for him. The first Student Council Meeting will soon be held. At that time the Junior Representative to the School Board will be elected.

Mr. Skrocki informed the board that the upcoming October 6, 2003, Committee of the Whole Meeting might be changed to a voting meeting of the board if refunding of the 1996 bond issue becomes possible.

Mr. Stewart introduced Mr. Jeff Roth, Athletic Director, who introduced Jimmy Walsh and Lauren Sheaffer, Penn Manor athletes. Mr. Roth informed the board that the Lancaster-Lebanon League coaches vote on which school district should receive the sportsmanship trophy. Penn Manor was chosen as the outstanding sportsmanship team for the spring of 2003. He stated that Jimmy and Lauren are an example of student athletes who represent Penn Manor in a way that resulted in this recognition. Mr. Roth displayed a banner that was given to Penn Manor by Mr. Leonard Hollinger, father of Cameron Hollinger, which recognized Penn Manor athletes who have won state championships.

It was moved by Mrs. Wert and seconded by Mr. Anderson to approve the Treasurer's Report for the month of August as presented and to authorize payment of bills in the amounts of \$162,210.01 dated 8/5/03, \$1,236.38 dated 8/6/03, \$274,860.21 dated 8/6/03, \$209,770.07 dated 8/12/03, \$40,656.47 dated 8/13/03, \$181,332.62 dated 8/14/03, \$21,799.34 dated 8/19/03, \$404,406.58 dated 8/20/03, \$112,149.85 dated 8/21/03, \$215,356.43 dated 8/25/03, and \$213,554.69 dated 8/29/03, for a total of \$1,837,332.65 from the General Fund; \$6,145.77 dated 8/11/03, and \$45,856.47 dated 8/29/03, for a total of \$52,002.24, from the Cafeteria Fund; \$31,652.10 dated 8/8/03, \$1,250.00 dated 8/25/03, \$957.71 dated 8/27/03, and \$187,663.42 dated 8/28/03, for a total of \$221,523.23 from the Capital Reserve Fund; \$460.00 dated 8/8/03, \$10,000.00 dated 8/14/03, \$625.00 dated 8/25/03, and \$47,218.92 dated 8/27/03, for a total of \$58,303.92 from the Eshleman Reserve Fund; \$1,875.00 dated 8/25/03 for a total of \$1,875.00 from the Athletic Capital Reserve Fund; and payroll in the amounts of \$579,697.35 dated 8/20/03, and \$607,774.18 dated 9/3/03. 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; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, absent.

1. Mr. Denny Coleman, Director of Buildings and Grounds, reviewed the status of the Martic Elementary School and Marticville Middle School renovation projects. He stated that the Martic Elementary School window project was tight but was finished prior to the opening of school due to the efforts of the faculty and staff. Mr. Coleman said the contractors were excellent. He provided slides of renovations completed at Martic. Mr. Coleman also provided slides of the Marticville Middle School elevator project. He stated that the project is on schedule and will be operational by November 1 and will meet the requirements of the ADA Act. Board members thanked Mr. Coleman for his presentation.
2. The September School Board Meeting Agenda was reviewed.

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

3. Consent Agenda for the September 8 and 15, 2003 Committee of the Whole Meetings
 - A. Administrative Cabinet Compensation Plan - The committee is recommending approval of the Administrative Cabinet Compensation Plan as cited on pages 7-12. (see pages 7-12)
 - B. Eshleman Change Orders - The committee is recommending approval of the Eshleman change orders as cited on pages 13-14. Payment to be made from the Eshleman Capital Reserve Fund. (see pages 13-14)
 - C. ELA Contract - The committee is recommending approval of the agreement for consulting services from ELA Group, Inc. as cited on pages 15-21. (see pages 15-21)
 - D. Acceptance of Gift from Field Hockey Team/Parents - The committee is recommending approval of the gift of a tree in memory of Judy Witmer from the Field Hockey Team/Parents.

E. Agreement Between Penn Manor School District and Clipper Magazine, Inc.- The administrative staff is recommending approval of the agreement between Penn Manor School District and Clipper Magazine, Inc. as cited on pages 22-23. (see pages 22-23)

MOTION ON SEPTEMBER 8 AND 15, 2003 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-E: It was moved by Mr. Lyon and seconded by Mr. Anderson to approve Items A-E. 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, yes; and Kelly K. Withum, absent.

4. Consent Agenda for Administrative Actions

A. Special Education Supplemental Contract - The administrative staff is recommending approval for the employment of Deb Smith as a Job Trainer for 5 days per week starting August 2003 and ending June 2004, estimated cost is \$35,000.

B. Special Education Supplemental Contract - The administrative staff is recommending approval for the employment of Heather Henschke as an educational interpreter for a deaf/hard of hearing student at Eshleman Elementary School at band practice for .5 hours per day, 5 days per week for a total of 15 hours starting September 9, 2003 and ending June 2004, estimated cost is \$400.

C. Change Order - Martic Elementary School Window Replacement Project- The administrative staff is recommending approval of the following change order. Payment to be made from the Capital Reserve Account.

□

□ East Coast Contracting □ \$1,228.70 □

□

□ To install vinyl floor tile in the chair storage room, faculty restroom, custodial closet, and supply closet. These were not specified in the original contract.

- D. Change Order – Marticville Middle School Elevator Project – The administrative staff is recommending approval of the following change order. Payment to be made from the Capital Reserve Account.

□□□□ East Coast Contracting \$3,834.82

To install vinyl floor tile in room 102 that was not described in the original contract.

- E.□□ Plancon J Submission and Audit– The administrative staff is recommending awarding a contract to Ralph Moyer and Harold Gaughan for the completion, submission, and audit of the final cost data for the Fred S. Eshleman Elementary School, PDE Project Number 2855, at a cost of \$3,000.□ Payment to be made from the Eshleman Capital Reserve Fund.

□

- F. Integrated Pest Management Bid – The administrative staff is recommending awarding the 3 year integrated pest management bid to Western Pest Services, effective October 1, 2003 □through September 30, 2006, as cited on page□24.□ (see page 24)

- G. Fixed Rate Health Care Fee – The administrative staff is recommending that the board approve the fixed rate health care fee schedule as cited on page 25 for professional employees found in Article XIV, Part E, #4(a) of the Negotiated Agreement titled Cost of Coverage and for classified staff. (see page 25)

- H. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations cited on page 26. (see page 26)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A-H: It was moved by Dr. Frerichs and seconded by Mr. Kline to approve Items A-H. 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, yes; and Kelly K. Withum, absent.

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5. Consent Agenda for Personnel

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

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Carter, Kathi – cafeteria/High School – effective 8/8/03

George, Chris – playground aide/Hambright Elementary – effective 8/8/03

Greenawalt, Jill – elementary professional employee – effective 8/11/03

Hostetter, Thomas Sr. – part-time custodian/Martic Elementary – effective 8/20/03

Moser, Ada – custodian/Martic Elementary – effective 8/13/03

□

B. Retirements – The administrative staff is recommending the board accept the retirements listed below per the effective dates as cited.

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□□□ Nett, Edward – Buildings and Grounds Director – effective September 29, 2003

□□□□ Warfel, Dolores – Executive Administrative Secretary and Board Secretary – effective December 1, 2003

□

C. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 27-29 for employment or change in status(*) according to the conditions listed. (see pages 27-29)

□

D. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 30 be approved 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. (see page 30)

□

E. Mentors – The administrative staff is recommending approval of the individuals listed on page 31 as Mentors for the 2003/2004 school year. (see page 31)

□

F. Department Coordinator Resignation – The administrative staff is recommending the board accept the following resignation:

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□□□□□□□□ Brady, Donna – Social Studies Department Coordinator

□

G. Department Coordinator Stipend – The administrative staff is recommending Dan Wagner be approved as Social Studies Department Coordinator at the rate of \$2,700.

□ H. Co-curricular Positions Corrections – The administrative staff is recommending the board approve the corrections in co-curricular positions as cited on page 32.□ (see page□ 32)

I.□□ Detention Monitors – The administrative staff is recommending the board approve the following individuals as detention monitors for the 2003-2004 school year at the rate of \$27.07 per hour.

- Castronova, Joe
- Eby, Doug
- Egan, Gerard
- Snelbaker, Curt
- Youtz, Cheryl

□

J.□□ Family Medical Leaves – The administrative staff is recommending granting Designated, Intermittent, and Family Medical Leaves to the individuals listed on page 33 according to the terms listed.□ (see page 33)

□

K. Twilight School Coordinator– The administrative staff is recommending the board approve Don Krow to the position of Twilight School Coordinator at the rate of \$22.50 per hour.

L. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School instructor for the 2003-2004 school year at the rate of \$29.00 per hour.

- Boxleitner, Jon
- Grenier, Kathy
- Hafer, Abby

- Harpin, Maryann
- ☐☐☐ Jesberger, Tiffany
- ☐☐☐ McGough, Greg
- ☐☐☐ Wainman, Tom
- ☐☐☐ Williams, Tom
- Fischer, Brad (amended)

M. Security – The administrative staff is recommending approval for Jack Sauders and other constables to provide security for the school district during the 2003-2004 school year for co-curricular activities at the rate of \$26.00 per hour.

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N. Athletic Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed below as athletic workers for the 2003-2004 school year.

- Foster, Elizabeth
- McGlynn, James

☐☐☐ Cirulli, Michelle

O. Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed below to the co-curricular positions as cited for the 2003-2004 school year.

- Skip Reddig – Band Front Instructor
- Michael Schmaldienst – Choral Director

P.☐ Appointment of Board Secretary – The administrative staff is recommending the appointment of Paula Howard to the position of Board Secretary, \$2,500 prorated, effective December 2, 2003 for the remainder of the 2003-2004 school year. (effective date amended to November 17, 2003)

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A, B, D-K, M-O AND ITEMS C, L AND P AS AMENDED: It was moved by Mrs. Wert and seconded by Mr. Lyon to approve these items. See attached page for amended Item C. 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, yes; and Kelly K. Withum, absent.

The meeting adjourned at 9:04 p.m. on a motion by Mr. Kreider, a second by Mr. H. Thomas Herr and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary

