

MINUTES
Committee of the Whole
October 6, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:17 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, and Mrs. Withum. Present from the administrative staff were Mr. Stewart, Mr. Skrocki, and Mrs. Griffis. Also in attendance were Penn Manor residents, Millersville University students, Mrs. Rhoades, Mrs. Howard, and Mrs. Warfel.

Mr. Willis Herr asked if there were any Citizen's Comments. Miss Malia Mason, 94 Raven Crest - Penn Manor student - asked if the board would be discussing the Friday Reading Program currently in place at the high school at this evening's meeting or at a future meeting. Mr. Willis Herr stated that the Friday Reading Program was not an item on the agenda for discussion at this meeting. Miss Mason then stated that she felt the program was a good program; however, she still had some concerns. She stated that she understood the desire to improve PSSA scores as a result of this program, reviewed her concerns, and provided suggestions for revisions to the program. Mrs. Mary Ellen Mason, 94 Raven Crest, stated that she is concerned with what will take place in future years if the reading program continues to be implemented and PSSA scores do not improve. She stated her concern with taking away classroom time for this program. Mrs. Mason questioned whether SAT scores would drop if classroom time continues to be taken away due to this program. Mr. Stewart stated that since Miss Mason's last appearance before the board he met with Dr. Mindish to discuss the program, Mrs. Griffis met with teachers regarding this program, and he provided the board with an outline of the project. He stated that he is still supportive of the program. Mr. Stewart stated that schools must deal with a standard that is imposed upon them by No Child Left Behind regulations regarding efficiency in math and reading. He stated that educators are concerned with how much effort should go toward that one measure and the results of one annual test that appear in the newspaper. Mr. Stewart commended Miss Mason for expressing her point of view on this matter.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the September 15, 2003, 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 introduced Mr. Ken Phillips and Mr. Bill McCarty for their presentations regarding the refunding of the 1998 General Obligation Bond series. Mr. Stewart stated that approval for placement of the adoption of the resolution relating to the refunding will be requested for placement on the October 6 school board meeting agenda. Mr. Ken Phillips, representative of RBC Dain Rauscher, addressed the board with regard to the refunding of the General Obligation Bonds, Series of 1998. Mr. Phillips stated that the district is able to take advantage of a downturn in the market that will result in a net savings of \$102,136.25 to the district. He reviewed the transferred proceeds that will result in approximately \$95,000.00 being paid back to the U. S. Treasury. Mr. Phillips also reviewed the pricing summary of the issue. He stated that settlement would take place on November 6. Mr. Phillips thanked Mr. Skrocki for his efforts in the refunding of the bond issue. Mr. Bill McCarty, representative of Hartman, Underhill and Brubaker, reviewed the resolution relating to the refunding of the 1998 bond issue. He stated that the purchase contract agreement reviewed by Mr. Phillips would be accepted if the board adopted the resolution. Mr. McCarty stated that the resolution also provides for the calling of the 1998 bonds that will be paid off on December 1. He stated that the payment of the transfer proceeds couldn't be avoided. Approval for placement of the resolution on the October School Board Meeting agenda was granted on a motion by Mr. Anderson, a second by Mr. Kline, and a unanimous voice vote.

The Committee of the Whole adjourned to a special School Board Meeting for voting on the above cited item at 7:29 p.m. on a motion by Mr. Anderson, a second by Mr. Kreider, and a unanimous voice vote.

The board reconvened as a Committee of the Whole at 7:31 p.m.

Mr. Stewart addressed the board with regard to math class sizes at the high school. He stated that the high school experienced an enrollment increase of 112 students since June of 2003. He reviewed the reasons for this unusual increase in student numbers. The increase in students was

partially handled by the addition of one math and one English teacher that were provided for in the 2003 budget. However, additional help is still needed in the math department. Mr. Stewart stated that he is requesting approval for a half-time math teacher at the high school. This individual would begin teaching at the start of the second semester and would be given a contracted position. Dr. Frerichs asked if this position would be a permanent position. Mr. Stewart stated that it would be unless math enrollments decline. He stated that it is possible the position could even become a full-time position next year. Approval for placement on the October School Board Meeting agenda for the hiring of a half-time math teacher at the high school was granted on a motion by Mrs. Wert, a second by Mr. Kline, and a unanimous voice vote.

Mrs. Griffis introduced Mrs. Marianne Sullivan, Coordinator of the English Department at the high school, and Mrs. Sue Hostetter, librarian and media specialist at the high school. She stated that they would be presenting information on the Turnitin software program that will be used at the high school. She said the purchase of the software program was made possible by use of incentive money and Penn Manor Education Foundation Venture Grant money. Mrs. Griffis stated that this software would be used in order to deal with student plagiarism which is a growing problem in schools resulting from increased use of Internet services. Mrs. Sullivan informed board members that she reviewed Internet sites that will sell prepared research papers to students. The costs of the papers differ depending on the length of the paper. She said students could also visit "chat rooms" and get papers from other students. Mr. Thomas Herr asked how much papers would cost. Mrs. Sullivan said they could cost anywhere from \$20 up to \$80. Mrs. Sullivan informed the board that Harrisburg area schools are using the Turnitin software. Mrs. Hostetter said the district is trying to become pro-active by using this software. She demonstrated how the software would be used beginning with a teacher registering and creating their own page. She said the students then register using the teacher's identification number. The students will submit their papers on the assigned subject by either uploading their paper or cutting and pasting it. They will get a receipt for the paper submitted. The paper will then be checked against the Turnitin database by researching the Internet for sites that students may be accessing to have their paper written or accessing for assistance. The paper that is submitted then becomes the property of Turnitin for review against papers that are submitted in the future. Mrs. Hostetter said the

results of the Turnitin research are shown and made available to the teacher within 24 hours. Mrs. Hostetter reviewed the fact that plagiarism can be indicated if students do not cite all of their sources when completing their report. Mrs. Withum asked if students would retain intellectual ownership of papers or poems submitted. It was stated that the paper became part of the Turnitin database but ownership remained with the student. Dr. Frerichs asked if Penn Manor has a site license for the Turnitin software program. Mrs. Hostetter said there is a site license at the high school that costs \$1,100 per year. Mrs. Hostetter stated that approximately 18 teachers expressed an interest in using this software. Board members thanked Mrs. Sullivan and Mrs. Hostetter for their presentations.

Mr. Stewart updated the board with regard to a waiver request made to the Department of Education for the attendance of Marticville Middle School students for the two days the school was closed due to power failure as a result of Hurricane Isabel. He stated that teachers worked on the two days in question – September 22 and 23 – but students were not in attendance. He reviewed a letter from the Department of Education granting the waiver. Mr. Stewart said the Department of Education is asking schools to make up the September 19 day missed due to the weather emergency but depending on weather conditions during the upcoming winter that decision could change. Penn Manor students will be making up the September 19 day missed due to the hurricane on February 13.

Mr. Stewart informed board members that the Boys and Girls Lacrosse teams have requested that the board provide them with financial assistance in the amount of \$5,000 to cover increasing costs of officials fees and busing. He stated that the board is under no obligation to provide this funding. He reviewed the fact that Boys Lacrosse is on club status and Girls Lacrosse is an approved sport that will become part of the girls' lacrosse league when it is formed. Mr. Stewart stated that the \$5,000 is available in the budget should the board wish to extend funding to the two programs. Mrs. Withum encouraged everyone to vote “no” due to the fact that parameters previously set for club teams were not followed. Mrs. Withum stated that a team was to remain at club status for two years before they reach sports status and receive funding. Dr. Frerichs stated that he believed funding was not provided for other clubs. Mr. Stewart stated that Dr. Frerichs was correct. He said the only other

club status team is bowling. Mr. Kline stated that the next step for Boys Lacrosse would be to obtain sport status at which time funding would occur. Mr. Stewart stated that when the Girls Lacrosse League is formed, funding would be the board's responsibility. Dr. Frerichs suggested the board return to the agenda. At this point discussion ceased regarding this item and the board began discussion of the next item (Item 6).

Mr. Stewart reviewed the contract proposal from Millersville University regarding use of the concession stand at home football games. He stated that the rental fee would be \$250 per game. The Band Booster and Football Booster groups currently alternate running the concession stand. He reviewed security measures being provided by the university and the fact that the booster groups are free to utilize the stand and to supplement their concessions as long as they do not conflict with the existing french fries concession. Mr. Willis Herr asked how the booster groups would share the revenues. Mr. Stewart said a plan has to be devised so that distribution of coverage of the concession stand is equitable. He asked Mr. Mark Blevins, representative of Football Boosters, how much money the group made off of the concession stand at the McCaskey football game. Mr. Blevins said there was a net income of \$1,880. When the \$250 rental fee is removed from that amount, the Football Boosters realized a profit of \$1,630. He stated that Millersville University would not enter into an agreement with booster groups; therefore, the school district had to sign the contract. Mr. Stewart asked if board members accepted the proposal that the booster groups pay the \$250 rental fee per game and keep any monies earned above that amount. Board members agreed. Mrs. Withum asked if there are any liability issues. Mr. Stewart said if liability issues arose he felt, depending on the circumstances, everyone would be cited in a potential suit.

Mr. Stewart reviewed the contract proposal for consulting services from ELA Group, Inc. for water and sewage to Comet Field house. Mr. Stewart said the goal is to have the bid for this project available in November in order to meet the deadline for the grant. He stated that the sewage plant is not connected to this contract but will come to the board as a separate contract needing their approval. Mr. Stewart requested approval for placement of this item on the October School Board Meeting Agenda. Approval was granted on a motion by Mr. Kline, a second by Mr. Thomas Herr, and a unanimous voice vote.

Dr. Frerichs updated the board with regard to the Penn Manor Education Foundation. He said the Foundation has over \$100,00 in assets. Dr. Frerichs stated that the partnership the Foundation has with the district will enable them to do some great things. Dr. Frerichs asked Mr. Frank Geist, President of the Foundation, for comments. Mr. Geist said support for the Foundation is wonderful and thanked the board for their support as well. He stated that the Foundation would be awarding 24 classroom Venture Grants this week equaling \$12,000.

Mr. Willis Herr said he attended the Athletic Wall of Honor Banquet. He stated it was well attended and he learned a lot about the history of Penn Manor.

Dr. Frerichs asked Dr. Mindish how the sale of bricks for the Memorial Courtyard at the high school was going. Dr. Mindish stated that approximately 1,200 bricks have been sold to date. Sales will end in two weeks. Penn Manor students will be laying the bricks. Mr. Stewart informed board members that an order form was included in their packet of materials. He stated that the program given out at the Eshleman Open House was also included in the packet as well as a sheet providing follow-up information on students who appeared before the Judicial Review Committee.

The Committee of the Whole adjourned to Executive Session at 8:12 p.m. on a motion by Mr. Kline, a second by Mr. Lyon, and a unanimous voice vote.

October 6, 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 7:30 p.m.

The following members were present: Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. H. Thomas Herr, Mr. Kline, Mr. Lyon, Mrs. Wert, and Mrs. Withum. 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.

It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the refunding of the 1998 bonds per the resolution attached to the minutes. 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, yes. (see attached sheets)

The meeting adjourned at 7:31 p.m. on a motion by Mr. H. Thomas Herr, a second by Dr. Frerichs and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary

