

MINUTES
Committee of the Whole
November 10, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:10 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. Kreider, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Mr. Kline was absent. Present from the administrative staff were Mr. Stewart, Mr. Skrocki, Mrs. Griffis, and Mr. Johnston, Transition Business Manager. 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. There were none at this time.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the November 3, 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. Skrocki reviewed the fact that the audited fund balance as of June 30, 2003 was \$9,374,416. He stated that \$2,460,468 of this amount is budgeted for use for 2003/2004 leaving a projected fund balance of \$6,913,948 for June 30, 2004. This figure when calculated as a percent of the 2003/2004 expenses represents 13.94%. Mr. Skrocki stated that a fund balance representing 8%-12% of expenses is considered a reasonable fund balance for a district to operate under. In order for the district to get to a more reasonable percentage level Mr. Skrocki stated that a portion of the fund balance could be reserved or designated as a reserve fund within the general fund. Mr. Skrocki reviewed the fact that reserving a portion of the fund balance would mean that the money could only be used for specified items and the reservation could not be undone at a later date. If the money is designated, the board could undo the designation at a later date if they wish to do so. Mr. Skrocki recommended designating a portion of the fund balance (\$2,946,513) in a Rate Stabilization Fund to be used for projected PSERS retirement rate

increases. He reviewed anticipated retirement costs projected through the 2007/2008 school year that reflect a cumulative increase in retirement costs of \$3,082,129. Mr. Skrocki also reviewed the effects on millage rates due to placing \$2,985,817 in a Rate Stabilization Fund. He reviewed the following two objectives for designating these funds: 1) prudent fiscal planning to cover future retirement expenses and 2) bringing the fund balance to the 8% threshold. Mrs. Withum asked how long an 8% fund balance would allow the district to operate. Mr. Skrocki stated that if the board designated a portion of the fund balance at this time and no spring subsidy money is received it could pose a problem. However, he stated the money could then be undesignated if necessary. Mr. Skrocki reviewed the resolution that would have to be approved by the board in order to designate these funds. Mr. Skrocki requested approval for placement of this resolution on the November School Board Meeting Agenda. Approval for placement of the resolution on the December School Board Meeting agenda was granted on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Skrocki reviewed change orders relating to the Eshleman project that are being proposed for placement on the November School Board Meeting Agenda. He stated that these change orders would be the last change orders being presented for this project. The change orders total \$19,832.94. Mr. Skrocki stated that a change order amounting to \$11,155.00 represents a large portion of the amount being requested for approval. This change order is from Lobar, Inc. for plaster patch and repair work. The change order is the result of a mistake made by Lobar on a previous change order. Mr. Skrocki reviewed the circumstances of that mistake. He stated that Lobar is going to bill the district for time and materials only for the work involved since it was their mistake. Mr. Skrocki stated that change orders for the Eshleman project have totaled \$195,191. He stated that this amount includes unexpected change orders relating to soil problems. If these unexpected costs were to be eliminated from total change order costs, change order costs for the project would have come in \$19,000 under those projected. Mr. Lyon asked if the problem relating to classroom lighting not passing minimum standards had been addressed. Mr. Skrocki stated that this situation is currently being looked into. Mr. Stewart informed the board that lighting in one classroom was going to be changed and then the results compared to the lighting in the other classrooms in question. If significant improvement is seen, the lighting in the other classrooms would also be changed.

Approval for placement of this item on the November School Board Meeting Agenda was granted on a motion by Dr. Frerichs, a second by Mr. Thomas Herr, and a unanimous voice vote.

Mr. Johnston reviewed the proposed 2004/2005 Budget Calendar. He stated that it is in a similar format and structure to the budget calendars used in former years. Mr. Johnston informed board members that the budget web site will be worked on over the holidays, the preliminary budget would be given to the board in April for approval in May with final budget adoption on June 10. Approval for placement of this item on the November School Board Meeting Agenda was granted on a motion by Mrs. Wert, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Johnston reviewed the position description for the Business Office Staff Member – Buildings and Grounds being proposed for placement on the December School Board Meeting Agenda. He stated that this position description is for the secretary to the Director of Buildings and Grounds that is currently open. The vacancy in this position is due to the fact that the business office staff member currently filling the benefits position will be moving out of the district and the business office staff member who is secretary to the Director of Buildings and Grounds will be transferring to that position. Mr. Johnston stated that this situation provides a perfect opportunity to create a position description specific to the buildings and grounds secretary. He stated that currently there is one position description that covers all business office staff positions. Position descriptions will be presented for approval for the other individual business office staff positions in the future. Approval was granted for placement of this position description on the November School Board Meeting Agenda on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Johnston reviewed the HIPAA Privacy Rule Policy being proposed for placement on the December School Board Meeting Agenda for “First Reading.” He stated that the purpose of this policy is to identify and disseminate the school district framework and principles for information management that guide our institutional actions and operations in protecting, generating, and sharing individually identifiable health information maintained by the school district for its students, employees, and other constituents. He stated that this policy would put into place a plan to keep health information of pupils, administrative employees,

professional employees, and classified staff employees confidential. Mr. Johnston said the district would identify a Privacy Officer and Information Security Officer and develop job descriptions for those positions. He stated that the responsibility for these positions would be worked into positions currently established in the business office. Mr. Anderson asked why a policy like this was not in place before. Mr. Johnston said it is a phased in program. He stated that there is an extension until April 2004 for the implementation of the policy. Approval was granted for placement of "First Reading" of the proposed policy on the November School Board Meeting Agenda on a motion by Mr. Thomas Herr, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Stewart reviewed the policy currently in place that related to tuition students attending Penn Manor. He stated that he was providing additional information regarding this topic per the board's request. He reviewed responses to legal issue concerns as provided by Attorney Bob Frankhouser. Mr. Stewart provided a copy of Manheim Township's policy per a board request. He stated that the policy does not address special needs students. Mr. Stewart said he is awaiting the board's direction as to how to proceed with regard to acceptance of tuition students. Mr. Willis Herr said he feels it would be a net plus rather than a net minus financial situation if tuition students were accepted when considering the tuition that could be received. Mr. Stewart said there are variables relating to costs involved with acceptance of tuition students that are hard to predict. Discussion ensued regarding possible problems relating to acceptance of tuition students. Mr. Stewart stated that a policy could be written in a general way to allow the district flexibility in how to implement it. Mrs. Withum stated a concern with potential legal problems related to decisions regarding admission/non-admission of potential tuition students. Mr. Stewart reviewed the criteria of protected groups. Mrs. Withum stated that she is very concerned about Penn Manor possibly picking up potential expenses related to students from another district that Penn Manor should not be responsible for. Dr. Frerichs stated that he would like to study this issue more as there might be ramifications that the board is not aware of. Mr. Kreider asked what caused this item to come before the board. Mr. Willis Herr said he had a request from a family living in Lancaster Township who would like their children to come to Penn Manor. Mrs. Withum said she thinks the current policy should stay in effect. Mr. Kreider said he fears a change in policy could cause the district to face unnecessary problems. Mr. Stewart asked the board for

direction. Mr. Willis Herr suggested the board drop this topic for now. Fellow board members agreed.

The November School Board Meeting Agenda was reviewed and discussed.

Mr. Kreider asked if any progress had been made with regard to transportation of non-public students. Mr. Stewart stated that he sent letters to 23 principals of private and parochial schools telling them that Penn Manor has set a tentative target date of January 1, 2004 for provision of modified bus services to Penn Manor students attending their school on days when Penn Manor School District is not in session. Mr. Stewart will provide the board with a guideline proposal at the November 24 meeting.

Dr. Frerichs updated the board with regard to the Education Foundation. He stated that the Foundation funded venture grants amounting to over \$18,000. Each board member was given a copy of the first edition of the Foundation Focus. Dr. Frerichs thanked the board for their support. Mr. Willis Herr thanked Dr. Frerichs for his work with the Foundation.

The Committee of the Whole adjourned at 7:53 p.m. on a motion by Mr. Anderson, a second by Mr. Kreider, and a unanimous voice vote.

November 10, 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 8:19 p.m.

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

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, December 1, 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 October 13, 2003, School Board Meeting. There were none. It was moved by Mrs. Withum and seconded by Mr. Kreider to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Willis Herr explained board procedures to the Millersville University students in attendance.

Mr. Chris Ichter, senior student council representative, informed board members that seniors who did not pass PSSA reading and writing would be retaking the test, senior graduation projects were completed, winter sports are starting, Reading Strategies are still being done, and preparation for the fall play has started. Chris stated that he, Mr. Erisman and a junior student council representative attended the 33rd PSBA Stud-

ent Delegate Conference in Hershey. He stated that it was a great experience.

Mr. Stewart thanked student artists and Mr. Himes for the high school artwork on display in the board room. He stated that the fall athletic programs were successful and reviewed individual successes of various athletes and teams. Mr. Stewart reminded those in attendance that an additional maintenance person was recently hired who had turf experience. He stated that he is currently actively involved in repairing and maintaining the field hockey field. Mr. Stewart stated that the Brain Buster Team would be competing at WGAL on December 3 against Central Dauphin's team. Mr. Willis Herr asked if board members could have a rematch with the Brain Busters Team. Mr. Stewart will arrange it. He introduced Mr. Justin Peart who would be approved as Assistant Business Manager at the upcoming school board meeting.

Mr. Skrocki introduced Mr. Chris Johnston, the Transition Business Manager, who then reviewed budget information. He stated that \$24,159,829 in real estate taxes has been collected to date. He stated that delinquent tax notices would be sent out this week. Mr. Johnston said the state is behind in subsidy payments and to date there is no word on when they might be received. He reviewed the bills awaiting ratification and requested approval of the Treasurer's Report for the Month of October and authorization for payment of the bills. It was moved by Dr. Frerichs and seconded by Mrs. Wert to approve the Treasurer's Report for the month of October as presented and to authorize payment of bills in the amounts of \$284,216.71 dated 10/1/03, \$141,038.46 dated 10/2/03, \$453,727.59 dated 10/7/03, \$346,129.19 dated 10/15/03, \$154,816.53 dated 10/16/03, \$97,160.82 dated 10/17/03, \$158,632.31 dated 10/22/03 \$75,714.57 dated 10/28/03, \$490,078.39 dated 10/29/03, and \$187,402.67 dated 10/30/03, for a total of \$2,388,917.24 from the General Fund; \$48,645.99 dated 10/22/03, and \$162,439.93 dated 10/29/03, for a total of \$211,085.92 from the Cafeteria Fund; \$5,591.00 dated 10/16/03 for a total of \$5,591.00 from the 1996 Construction Fund; \$14,291.50 dated 10/15/03, and \$23,855.30 dated 10/23/03, for a total of \$38,146.80 from the Capital Reserve Fund; \$222,051.66 dated 10/9/03, \$11,487.48 dated 10/15/03, and \$50,143.74 dated 10/23/03, for a total of \$283,682.88 from the Eshleman Reserve Fund; and including payroll related payables in the amounts of \$643,800.80 dated 10/15/03,

and \$678,957.30 dated 10/29/03. 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, absent; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

Mr. Willis Herr recognized fellow board member Mrs. Kelly Withum for receiving the Pennsylvania School Boards Association's Advanced Boardmanship Award. He commended Mrs. Withum for investing personal time to dedicate herself to improving her skills and knowledge in the never-ending quest to become a better decision maker.

Mr. Stewart recognized Mrs. Warfel, Board Secretary, for her service to the district. Mr. Willis Herr recognized Mrs. Warfel for her service to the board and presented her with a plaque in recognition of her service. Dr. Frerichs presented Mrs. Warfel with a resolution in recognition of her time with the district.

Dr. Janice Mindish recognized the Penn Manor National Merit commended students – Paul Bernhardt, Luke Dunn (not in attendance), and Beatrice Mao. She recognized the parents and reviewed the academic and co-curricular background of each student attending. Dr. Mindish then recognized Penn Manor's National Merit semi-finalist, Tara Saunders. She introduced Tara's parents and reviewed her academic and co-curricular background. Mr. Stewart reinforced how proud the district is of these students and their achievements. Mr. Willis Herr presented the students with a plaque and resolution from the board in recognition of their achievement.

Mr. Stewart provided a review of the recent Standard and Poor's Report. He stated that it is a lengthy report with a lot of valuable data. It is a mathematical analysis of statistics that are sent to Standard and Poor's who prepares comparison information for districts across the state. Mr. Stewart stated that Penn Manor School District did well in the statistical analysis. He stated that the report is not confidential. Dr. Frerichs stated that the information provided by Standard and Poor's might be a good starting point for discussion at the upcoming Board Retreat. Mr. Stewart agreed.

Mrs. Griffis introduced Mrs. Trisha Pearson, Dr. Janice Mindish, and Mr. Dana Edwards who would provide a presentation regarding PSSA Interventions in the school district. Mrs. Griffis said these interventions are used at the building levels to help students who are not performing in the proficient range. She stated that the information being presented by the above cited individuals would focus on in-school interventions, supplemental intervention programs, and professional staff development programs used at the elementary, middle school, and high school levels. She reviewed a glossary of terms relating to the interventions. Mrs. Griffis stated that a big change is that field test questions will be included in the actual testing. She said there would be no science field tests. She also stated that the state is looking for one supplier for both tests. Mr. Stewart stated that the Department of Education is trying to help Pennsylvania school districts meet the No Child Left Behind requirements in a reasonable fashion. Mrs. Trisha Pearson, Elementary Principal, then reviewed elementary intervention in the school, elementary supplemental programs, and elementary professional development. Mr. Dana Edwards, Assistant Middle School Principal reviewed middle level intervention programs in the schools, interventions used for below proficient students, and middle level supplemental intervention programs. Dr. Janice Mindish, High School Principal, reviewed high school intervention programs in the school relating to math and reading/writing, high school supplemental intervention programs, and professional development programs for high school staff members. Mr. Willis Herr thanked Mrs. Pearson, Mr. Edwards, and Dr. Mindish for their presentations.

1. The November School Board Meeting Agenda was reviewed.

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

2. Consent Agenda for the November 3 and 10, 2003 Committee of the Whole Meetings
 - A. Staff Evaluation Grid - The committee is recommending approval of the staff evaluation grid as cited on page 7. (see page 7)

- B. Classified Staff Compensation Plan - The committee is recommending approval of a classified staff compensation plan program to be conducted by Capraro Associates LLC as cited on pages 8 - 10. (see pages 8 - 10)
- C. Transfer to Capital Reserve Fund - The committee is recommending approval for the transfer of \$1,834,174.07 to the Capital Reserve Fund.
- D. Designation of Fund Balance - The committee is recommending approval of the attached exhibits as cited on pages 11 - 13. (see pages 11 - 13)
- E. Change Orders - Eshleman Elementary - The committee is recommending approval of the change orders as cited on page 14. Payment to be made from the Eshleman Capital Reserve Fund. (see page 14)
- F. 2004/2005 Budget Calendar - The committee is recommending approval of the 2004/2005 Budget Calendar as cited on pages 15 - 16. (see pages 15 - 16)
- G. Position Description - The committee is recommending approval of the Business Office Staff Member - Buildings and Grounds position as cited on pages 17 - 19. (see pages 17 - 19)
- H. "First Reading" - HIPAA Policy - The committee is recommending approval of the amended HIPAA Policy as cited on pages 20 - 27 for "First Reading." (see pages 20 - 27)

MOTION ON NOVEMBER 3 AND 10, 2003 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-H: It was moved by Mrs. Withum and seconded by Mr. Kreider to approve Items A-G as presented and Item H as amended. 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, absent; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

3. Consent Agenda for Administrative Actions

- A. Acceptance of Venture Grants - The administrative staff is recommending that the goods and services provided from the venture grants listed on pages 28 - 31 be accepted by the board from the Penn Manor Education Foundation. (see pages 28-31)
- B. Approval of Life Insurance Contract with Hartford Life - The administrative staff is recommending approval of a contract with Hartford Life for life insurance in the amount of .108 per thousand of coverage and accidental death and dismemberment (AD&D) in the amount of .02 per thousand of coverage for the period of 1/1/2004 to 12/31/2005.
- C. Mileage Rate Approval - The administrative staff is recommending approval of a change in the standard mileage rate for business use of an automobile from 36 cents per mile to 37.5 cents per mile effective January 1, 2004. This rate is established by the IRS.
- D. Tuition Waiver - The administrative staff is recommending approval for a waiver of senior tuition for a student based on hardship for the remainder of the 2003/2004 school year.
- E. Tax Exonerations - The administrative staff is recommending approval of the tax exonerations cited on page 32. (see page 32)□
- F. Transportation Contracts - The administrative staff is recommending approval of the following transportation contracts for the 2003-2004 school year:

Eschbach Bus Service (181 Days)

\$1,618,819.63

Eschbach Bus Service (Activity Run #1)

\$9,341.94

Eschbach Bus Service (Activity Run #2)

\$12,930.14

approved for substitute teaching within the school district until such time that either the school district or the individual

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would opt to have their name deleted from the substitute teacher list. (see page 36)

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

Sallie Bookman	James McGlynn
Michelle Cirulli	Greg McGough
Abby Hafer	Dan Myers
Doug Kramer	Tom Wainman
Cindy Martin	Steve Weidner

E. After School Tutors - The administrative staff is recommending the board approve the following individuals as after school tutors for the 2003-2004 school year at the rate of \$29.00 per hour. Beginning in November four hours per week will be used for the program.

Julianne Foulk	Peggy Annunziata (substitute)
Theresa Kreider	Jennifer Laundra (substitute)
	William Ziegler (substitute)

F.□□ Family Medical Leaves - The administrative staff is recommending granting Family Medical, Designated Family Medical, and Intermittent Family Medical Leaves to the individuals listed on page 37 according to the terms listed. (see page 37)

□ G. PSAT Supervisors and Proctors - The administrative staff is recommending approval of the individuals listed on page 38 for 2003/2004 PSAT Administration as cited. The supervisor and associate supervisors will receive \$70.00 and the proctors \$65.00. (see page 38)

- H. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.

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Fleming, Amy – cafeteria aide substitute/District – effective 10/21/2003

Barbusca, Troy – teacher/High School – effective 10/10/2003

Rothstein, Gretchen – teacher/Martic – effective 10/10/2003

Skrocki, Stephen – Administrative Assistant for Business – effective 1/4/2004

- I. Retirement – The administrative staff is recommending the board accept the retirement of the individual listed below per the effective date cited.

Schneider, Dolores – part-time custodian/Hambright – effective 11/1/2003

- J. Co-curricular – The administrative staff is recommending the appointment of the individuals listed on page 39 to the co-curricular positions cited for the 2003-2004 school term. (see page 39)

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-I: It was moved by Mr. Thomas Herr and seconded by Mrs. Wert 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, absent; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

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

The meeting adjourned at 9:47 p.m. on a motion by Dr. Frerichs, a second by Mr. H. Thomas Herr and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary