

**Minutes**  
Committee of the Whole  
November 24, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:10 p.m. in the Board Room at 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, Mrs. Griffis and Mr. Johnston. Also in attendance were Mr. DeLuca, Mr. Geist, Mr. Rintz, and Mrs. Rhoades.

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 10, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Mrs. Withum, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Willis Herr commended the outgoing Board Members, Mr. Don Anderson, Mr. Thomas Herr and Mr. Pat Kline for the time they dedicated to the school board and the committees they served. Mr. Willis Herr offered personal comments about each outgoing member and stated that they have made a difference with their contributions. Plaques were given and proclamations read by Mr. Willis Herr and Dr. Frerichs commending their service to Penn Manor. The outgoing board members thanked the Board for their good leadership, thanked the incoming members for their willingness to assume the responsibilities and they stated they have learned a lot.

Mr. Don Stewart recognized Mr. Steve Skrocki for his eight years as Business Manager for Penn Manor, working for three different superintendents. Mr. Stewart stated that although it is difficult to see Mr. Skrocki leave Penn Manor for a position closer to his home in Reading everyone is happy that he will have more time with his family. Mr. Stewart commended Mr. Skrocki for his consistency over the years, his high quality knowledge, expertise, accuracy and vision. He is always well-prepared, anticipates questions, and has brought a rock solid understanding of business knowledge to Penn Manor. Mr. Lyon stated that Mr. Skrocki doesn't just know business but he knows people. Mr. Skrocki expressed his appreciation

to the Board, Mr. Stewart, Mrs. Griffis, Mr. Johnston and the staff in central office for their support, and the Board for giving him the opportunity to work at Penn Manor. Mr. Willis Herr commented that Mr. Skrocki is leaving Penn Manor as a better district than when he started.

Mr. Stewart reviewed the non-public transportation guidelines proposed on days Penn Manor is not in session. The cost of the transportation for days when Penn Manor is not in session would be approximately \$2,200 per day. It is anticipated that for a full year there could be approximately 6 days when transportation would have to be provided. The plan does not provide transportation when the private and parochial schools have an early dismissal and Penn Manor has a full session. After approval of the guidelines Mr. Stewart would send a letter, with the guidelines, to the families with a form, to be returned to Penn Manor, requesting transportation on those days. Approval for placement of this item on the December School Board Meeting Agenda was approved on a motion by Mrs. Withum, a second by Mr. Kreider, and a unanimous voice vote.

Mrs. Griffis outlined the job description for the Collaborative Support Service/Academic Support Team Teacher position. The job description is necessary in order for the district to be in compliance with state guidelines Penn Manor has a CSS teacher in the elementary and middle schools. Approval for placement of the job description on the December School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Mrs. Wert, and a unanimous voice vote.

Mr. Stewart explained that the first step in the budget process is to look at the school district enrollment. Mr. Johnston reviewed the enrollment history from 1992 to present, kindergarten enrollment history and the projection of new students for 2004-2005 based on the Gilbert study done for Eshleman and current enrollment. Mr. Stewart talked about staffing needs for 2004-2005 with a goal of providing staffing as needed at the secondary level, maintain the staffing as it exists in the elementary, and continue to have excellent class sizes in the primary.

Mr. Stewart reviewed the affidavit policy as it relates to non-resident students. Currently, Penn Manor has 8 elementary, 5 middle school and 26 high school students enrolled on an affidavit. He will be requesting a revised policy be approved for a first reading at the December meeting. The modified policy would tighten the utilization of the guidelines for allowing

affidavit students. The new policy would require the guardian to provide a copy of their tax report. If the child is listed as a dependent on the tax report Penn Manor would continue to education the child, if the child is not listed Penn Manor would remove the child from school immediately and seek payment of tuition for the period covered by the affidavit.

Mr. Stewart alerted the board that the picturesque historic barn on the property at Manor Middle School will soon need repairs, especially a new roof. It is currently used as a storage facility by various groups. Options would include demolishing the barn, restoring the barn, or tearing it down and rebuilding a more modern facility. Because of the historic nature of the barn, ideas were discussed to help restore it with means other than taxpayer money. Mr. Stewart wanted the board to be aware of this situation.

Mrs. Griffis reviewed the grade 3 standardized test scores for the district. She stated that the scores are scaled scores and the proficiency levels for grade 3 will not be established until next spring. Spring 2003 was the first year for standardized tests for students in grade 3. The tests consisted of 3 parts untimed reading and 4 parts untimed math with multiple choice and open-ended questions. The principals have been asked to provide additional information on their 10 lowest scoring students.

Mr. Stewart reported that the CTC won a lawsuit against the National Gypsum Corporation. They will be refunding money to the participating school districts based on market share. Penn Manor will be receiving a refund of \$7,077.60.

Mr. Stewart reviewed the proposed CTC admission guidelines with regard to the enrollment of private and parochial students. Currently a private or parochial student may attend the CTC and the tuition is paid by the school district in which the student resides. Proposed changes would allow these students to attend the CTC under the guidelines that the student re-enroll in the public school and the public school would pay the tuition, or they would attend as a private or parochial school student and that school would pay for their tuition. The Board supports Mr. Kline voting in favor of the new proposal at the CTC meeting on Tuesday, November 25.

Mrs. Wert talked about supporting a Bill regarding residential construction. Because of a possible influx of student population from a development, a district would be able to charge the developer impact fees. It was decided

that this item would be placed on the December 1 Committee of the Whole agenda for discussion.

Dr. Frerichs asked if the Central Manor Elementary building structure was okay after the car accident. Mr. Stewart reported that classes were moved for a couple of days while the block was restored.

Dr. Frerichs commended that the practice of inviting the newly elected Board members to the Executive session was an excellent idea and this should be continued in the future.

The Committee of the Whole adjourned at 8:32 p.m. on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote.