

December 1, 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 8:16 p.m.

The following members were present: Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mrs. Wert, and Mrs. Withum. Mr. H. Thomas Herr, Mr. Kline, Mr. Kreider and Mr. Lyon were absent. Present from the administrative staff were Mr. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Penn Manor Residents, Mr. Joe DeLuca, Mr. Frank Geist, Mr. Carlton Rintz, Dr. Jan Mindish, Mrs. Cindy Rhoades and Mrs. Paula Howard.

Mr. Willis Herr stated that the meeting would start with the reorganization of the Board.

Mr. Willis Herr made a motion to appoint Dr. Frerichs to serve as Temporary Chairperson for the reorganization portion of the Board meeting. Mrs. Withum seconded this motion. Dr. Frerichs was appointed to serve as Temporary Chairperson by a unanimous voice vote. He administered the Oath of Office to newly elected Board Members Mr. Joseph DeLuca, Mr. Frank Geist and Mr. Carlton Rintz. The new Board members presented their Certificates of Election.

Mrs. Withum made a motion nominating Mr. C. Willis Herr as President of the Board. The motion was seconded by Mrs. Wert. Dr. Frerichs asked for other nominations to the office of President. There were none. Nominations were closed on a motion by Mrs. Withum and a second by Mrs. Wert. Mr. Herr was appointed President by a unanimous voice vote.

Mrs. Withum made a motion nominating Dr. Richard Frerichs as Vice President of the Board. The motion was seconded by Mrs. Wert. Mr. Herr asked for other nominations to the office of Vice President. There were none. Nominations were closed on a motion by Mrs. Withum and a second by Mr. Anderson. Dr. Frerichs was appointed Vice President by a unanimous voice vote.

Mr. Herr thanked Mr. Don Anderson for his dedication and service to the Board.

Mr. Herr took his position as President of the Board and asked for a new roll call. Present were Mr. Joseph DeLuca, Dr. Richard Frerichs, Mr. Frank Geist, Mr. C. Willis Herr, Mr. Carlton Rintz, Mrs. Donna Wert and Mrs. Kelly Withum. Mr. Jeffrey Kreider and Mr. Jeffrey Lyon were absent. Also in attendance were Penn Manor Residents, Dr. Jan Mindish, Mrs. Cindy Rhoades and Mrs. Paula Howard.

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, January 12, 2004, 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 November 10, 2003, School Board Meeting. There were none. It was moved by Mrs. Wert and seconded by Dr. Frerichs to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Miss Amanda Hake, junior student council representative, informed board members that the winter sports season has started and both basketball teams are doing well. She reported that seniors have presented their graduation projects.

Mr. Stewart thanked the two student representatives, Amanda Hake and Chris Ichter, for coming to the Board meeting on their day off from school.

Mr. Stewart reported that two of Penn Manor's Principals, Mr. Kevin Peart and Mr. Michael Leichliter, have passed their comprehensive exams at Weidner University and will be initiating their dissertation work for their doctoral program. Mr. Stewart informed the Board about two activities that recently received newspaper coverage, Ag in the Classroom Program for third graders, and the Second Mile Leadership Team which collected over 10,000 books for the Hershey Hope Hospital. The Holiday concert featuring the band, orchestra and chorus will be December 17 at the high school.

Mr. Johnston reported that the Treasurer's Report for the month of November was not completed at this time. It will be ready for approval at the January 12, 2004 meeting.

Mr. Johnston reviewed some of the items presented for payment. It was moved by Mrs. Withum and seconded by Mrs. Wert to approve to authorize payment of bills in the amounts of \$917.60 dated 10/30/03, \$501,378.73 dated 11/3/03, \$707.02 dated 11/5/03, \$846.66 dated 11/6/03, \$152,715.08 dated 11/10/03, \$323,840.60 dated 11/12/03, \$7,114.46 dated 11/13/03, \$1,912,270.77 dated 11/18/03, \$74,023.73 dated 11/20/03, \$136,007.13 dated 11/24/03, \$48,968.83 dated 11/25/03, \$454,714.73 dated 11/26/03, for a total of \$3,613,505.34 from the General Fund; \$93,094.24 dated 11/18/03, and \$48,496.68 dated 11/25/03 for a total of \$141,590.92 from the Cafeteria Fund; \$21,849.12 dated 11/10/03 for a total of \$21,849.12 from the Capital Reserve Fund; \$120.00 dated 11/13/03 for a total of \$120.00 from the Community and Economic Development Grant Fund; \$2,447.20 dated 11/7/03, and \$5,035.00 dated 11/10/03 for a total of \$7,482.20 from the Eshleman Reserve Fund and payroll in the amounts of \$656,312.99 dated 11/12/03, and \$641,625.60 dated 11/26/03. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes (abstaining from check #77075); Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, absent; Carlton Rintz, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

Dr. Jan Mindish explained that a high school evaluation was conducted by the IU 13 starting with a self-study in the 2000/2001 school year. An evaluation team visited the high school in the fall 2001 and a report was submitted to Penn Manor with recommendations. Dr. Mindish presented to the Board in the fall of 2002 the responses to the evaluation team recommendations. In her report this evening Dr. Mindish reviewed the progress that has been made in the following areas: community support and involvement, school climate, school facilities, school personnel and organizations, staff development, curriculum design, instructional practices and climate for learning, student services, and learning media and technology. The Board was given a copy of this report.

Mrs. Cindy Rhoades reviewed the Class of 2002 survey that was conducted. She reported that this was the second year for the survey and about 22% of the graduates responded to the survey. Some of the information the survey asked for included the employment/school status of the graduate, what programs/services the graduate found helpful at the high

school, which programs/services need improvement, which programs/services should be added, and teachers they felt were helpful. Dr. Mindish stated 34 out of 72 students who responded felt safe at Penn Manor, which is very encouraging for a school as large as the high school. General discussion ensued regarding some of the other items on the survey. The survey will have some format changes for next year to provide more specific information to be helpful to improve areas.

5. The December School Board Meeting Agenda was reviewed.

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

6. Consent Agenda for the November 3, November 24 and December 1, 2003 Committee of the Whole Meetings
 - A. Proposed Guidelines for Providing Non-public Transportation on Days when Penn Manor is Not in Session – The committee is recommending that the Penn Manor School District initiate a program of modified bus transportation for non-public Penn Manor students on days when Penn Manor is not in session, effective January 1, 2004, as cited on page 9. (see page 9)
 - B. Acceptance of Audit Report – The committee is recommending acceptance of the 2002-2003 audit report as presented.
 - C. Addition of Custodial Position – The committee is recommending approval for the addition of a substitute full-time custodial position effective January 1, 2004.
 - D. Custodian Position Description – The administrative staff is recommending approval of the Substitute Custodian/Delivery Person position as cited on pages 10 - 15. (see pages 10 - 15)
 - E. Position Description – The committee is recommending approval of the Collaborative Support Service Teacher/Academic Support Team Teacher position as cited on pages 16 - 17. (see pages 16 - 17)
 - F. Disposal of Assets – The committee is recommending approval for the disposal of the assets as cited below. The assets will be

removed by Mr. Boyd Estep, J. E. Estep Company, at the cost of \$693.00 plus round trip mileage at .36 per mile, approximately 102 miles.

80 -- Assorted 12" – 15" Monitors

39 -- All-in-one Apple Units

10 -- IBS PC Desktop Units

- G. “First Reading” -- Policy 202 – Eligibility of Non-Resident Students – The committee is recommending approval of the Eligibility of Non-Resident Students as cited on pages 18 - 21 for “First Reading.” (see pages 18 - 21)
- H. ESL Teacher – The committee is recommending approval of an ESL teacher for 2.5 hours per day, \$29 per hour, effective December 1 through the end of the first semester.
- I. Additional Part-time ESL Teacher – The committee is recommending approval of an additional part-time ESL teacher for the 2nd semester of the 2003-2004 school year.
- J. New Course Proposals – The committee is recommending approval of the new courses as cited on page 22 - 23. (see pages 23 - 23)
- K. Lancaster County Career & Technology Center Representative – The administrative staff is recommending approval to appoint Mr. Jeffrey Kreider as representative to the Lancaster County Career & Technology Center and Mr. Clayton Rintz as alternate.
- L. Lancaster County Academy Representatives – The administrative staff is recommending approval to appoint Mrs. Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Mr. Joseph DeLuca as alternate.
- M. Lancaster-Lebanon Joint Authority – The board gives approval for a resolution to appoint Mr. Patrick Kline as a representative to the Joint Authority to serve a five-year term beginning January 1, 2004.

MOTION ON NOVEMBER 3, NOVEMBER 24 and DECEMBER 1, 2003 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-M:

It was moved by Kelly Withum and seconded by Richard Frerichs to approve these items as amended. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, absent; Clayton Rintz, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

7. Consent Agenda for Administrative Actions

- A. Signing of Checks – The board gives approval for a resolution to be forwarded to the depositories authorizing the newly elected Board President and Vice President and one board member, Jeff Lyon, to sign the checks on the behalf of the school district.
- B. Lancaster County Tax Collection Bureau Representative – The administrative staff is recommending election of Christopher L. Johnston and Justin W. Peart (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- C. Election of Solicitor – It is recommended that Mr. George T. Brubaker member of the law firm of HARTMAN UNDERHILL & BRUBAKER be appointed as solicitor for the school district for the calendar year 2004 at the rate of \$125 per hour.
- D. Appointment of Tax Collector – The Superintendent is recommending that the board appoint Mr. Christopher Johnston, Administrative Assistant for Business, as Tax Collector for the Penn Manor School District effective January 5, 2004 and set the bond for this position at \$250,000 and to further authorize that the school district purchase this bond.
- E. Appointment of Board Treasurer – The Superintendent is recommending that the board appoint Mr. Christopher Johnston, Administrative Assistant for Business, as Board Treasurer for the Penn Manor School District effective January 5, 2004 and set the bond for this position at \$25,000 and to further authorize that the school district purchase this bond.

- F. Board Secretary Bond – The administrative staff is recommending approval to set the bond for Board Secretary at \$2,500 and to further authorize that the school district purchase this bond.
- G. HIPAA Policy – The administrative staff is recommending approval of the HIPAA Policy as cited on pages 24 - 30 for “Final Reading.” (see pages 24 - 30)
- H. Tax Exonerations – The administrative staff is recommending approval of the tax exoneration as cited on page 31. (see page 31)
- I. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- J. Revised Request for Section 1504 (ACT 80) Exception – The administrative staff is recommending approval of the revised request for Section 1504 (ACT 80) exception as cited on pages 32 - 36. (see pages 32 - 36)
- K. Comet Field Irrigation/Sewage System – The administrative staff is recommending approval to bid the Comet Field Irrigation/Sewage System.
- L. Acceptance of Gift from Hopeland Farms – The administrative staff is recommending that the board accept Healthy Water, Healthy People: Water Quality Educators Guide, and \$160 toward the purchase of water quality testing kits for student use at Tucquan Glen and partial payment for a substitute for Connie Jackson, Marticville Middle School science teacher, for a conference she attended.
- M. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited on page 37. (see page 37)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A-M: It was moved by Donna Wert and seconded by Richard Frerichs to approve these items as amended. The following call vote was

taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, absent; Clayton Rintz, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

8. Consent Agenda for Personnel

- A. Employment or Change in Status (*) – The administrative staff is recommending the board accept the individuals listed on pages 38 - 39 for employment or change in status (*) according to the conditions listed. (see pages 38 - 39)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 40 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 40)
- C. Family Medical Leaves – The administrative staff is recommending granting Child Rearing and Family Medical Leaves to the individuals listed on page 41 according to the terms listed. (see page 41)
- D. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.

Pidgeon, Kimberly -- effective January 20, 2004

Sanchez, Ramon – effective November 28, 2003

- E. Co-curricular Resignations – The administrative staff is recommending the board accept the resignations of the individuals as listed below.

Ford, Brad – Pit Orchestra and Vocal Director for the Musical for 2003/04

Gabrielson, Jason – Assistant Wrestling Coach

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

Hopkins, Christy – Musical Pit Orchestra Director,
\$1,417

Schmaldienst, Michael – Musical Vocal Director, \$1,940

- G. Athletic Co-curricular Positions – The administrative staff is recommending the appointment of the individuals listed below to the athletic co-curricular positions cited for the 2003-2004 school year.

Kroesen, Dean – athletic worker

Lewis, Cody – Replacement Assistant Wrestling Coach,
\$900.00

Rankin, Zac – Replacement Assistant Wrestling Coach,
\$900.00

McCurdy, Todd – Replacement Assistant Wrestling
Coach, \$1,060.00

- H. Crossing Guards – The administrative staff is recommending approval for Millersville Borough to provide crossing guards for the 2003-2004 school year. The rate will be based on 50% of wages, Social Security taxes, and purchase, repair and cleaning of uniforms.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-H: It was moved by Richard Frerichs and seconded by Donna Wert to approve these items. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, absent; Clayton Rintz, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

9. Feasibility Study Proposal – The administrative staff is recommending approval of the feasibility study contract with Gilbert Architects for the development of a maintenance facility at Comet Field at a fee not to exceed \$6,000. (see pages 42-44)

It was moved by Kelly Withum and seconded by Donna Wert to approve this item. The following call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, absent; Clayton Rintz, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

The meeting adjourned at 9:11 p.m. on a motion by Kelly Withum, a seconded by Donna Wert, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary