

**Minutes**  
Committee of the Whole  
January 5, 2004

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. DeLuca, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz, and Mrs. Wert. Mrs. Withum was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis and Mr. Johnston. Also in attendance were Penn Manor Residents, Mr. Denny Coleman, Mrs. Rhoades and Mrs. Howard.

Mr. Willis Herr asked if there were any Citizen's Comments. Mr. Glenn Henry, Washington Boro, addressed the board regarding a small parcel of land Mr. Haverstick is considering donating to the Washington Boro United Methodist Church. The Haverstick farm is in the clean and green area and Mr. Henry asked that the board consider forgiving the taxes on the piece of land Mr. Haverstick would like to donate.

Dr. Richard Frerichs administered the Oath of Office to Mr. Jeffrey Kreider, who was absent at the December board meeting.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the December 1, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart requested the board's support to increase the high school learning support teacher from two-thirds to a full-time position. Currently there is a learning support teacher at Letort who travels to the high school for one block. A proposal was made that at the beginning of the second semester the teacher at the high school be changed to full time. Because of increased enrollment at Letort that teacher would stay at the elementary school and not travel to the high school. Approval for placement of this item on the January School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Lyon, and a unanimous voice vote.

The preliminary calendar for 2004-2005 was reviewed by Mr. Stewart. This tentative calendar will be shared with the district building faculties and PTO presidents for additional input. Mr. Stewart noted that the start for 2004 is

later because of Labor Day, and the tentative last day for students in 2005 is also later than 2004. The calendar will be submitted for final approval in February.

Mr. Stewart explained that Jen Sugra, Principal at Pequea, is on Child Rearing Leave until sometime later in the spring. Mr. Bill Rohrer, a retired superintendent, has been substituting for Mrs. Sugra for an undetermined period of time. Mr. John Matusek, an elementary teacher, was on a first semester sabbatical leave working for an elementary principal certificate. Mr. Rohrer and Mr. Matusek have been supporting Pequea since Mrs. Sugra's departure. Mr. Matusek is scheduled to return to Penn Manor second semester as a full time employee. It is recommended that beginning with the second semester Mr. Matusek be named substitute principal at Pequea Elementary at a per diem rate of \$288.10 until Mrs. Sugra returns. Approval for placement of this item on the January School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Stewart reviewed the agenda for the Board Retreat on January 19, 2004. A packet was provided to each board member prepared by Mr. Daryl Leisey, the retreat coordinator. The morning workshop will focus on a five year vision for the district. Mr. Brubaker will review legal matters and litigation in the afternoon portion of the retreat.

Mr. Dennis Coleman, Maintenance Supervisor, presented the first draft of the long range maintenance / capital improvement proposal. An information packet noting the project descriptions and alternatives for improvements was distributed to the board for their review. Mr. Coleman answered general questions regarding the long range maintenance plan and recent projects. Specific new projects will be reviewed by the administrative team and recommended to the board during the upcoming budget process.

Mr. Chris Johnston reviewed the cafeteria health care costs. The cafeteria health care cost for last year for sixteen employees was \$138,000. After five months, the current health care cost is \$42,000 with a projection of \$91,000 for the year. Mr. Johnston will continue to report to the board on this item.

Mr. Johnston reported how recent legislation has affected the contribution rate for retirement. The projected rate for 2004-05 will now be 4.23% instead of approximately 10.51% as projected prior to the legislation.

Mr. Johnston explained the budget process. A calendar is established, enrollment projections are determined, and allocations for buildings and administrators are formulated. The administrators will be given the total budget for their building for the following year, and they will determine where the money will be allocated.

The state budget was reviewed by Mr. Johnston. The tax revenue increase will be coming from a raise to the state personal income tax, which was changed from 2.8% to 3.07% for wages across the state. The basic education funding was raised by 2.9%. This was the percentage used in the spring when the Penn Manor budget was developed; however, because Penn Manor was not eligible for some programs basic ed subsidies were increased by only 2%. The increase for the special education funding was 3.9% which was \$45,000 more than anticipated.

Mr. Johnston explained the staff evaluation program and compensation study facilitated by Capraro and Associates. Phase I included establishing levels and salary ranges for all job positions in the district. Phase II involves rating each classified employee for experience for the particular position and put on a level and range. Salary adjustments may be made to correlate with the position, level and range. A volunteer support staff group will be starting Phase III of the study this week. They will be looking at the process of how to come up with an evaluation system for the support staff. Mr. Stewart stated that with this new system all salary increases will be based on an appropriate range for the position and performance.

Mrs. Wert led discussion advocating for impact fee legislation. The board will support sending a letter to elected officials supporting Senate Bill No. 875 and House Bill No. 1179. It was recommended that a resolution should be placed on the January agenda. Approval for placement of a resolution on the January School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

Mr. Stewart mentioned that the Twilight School had their first Holiday Banquet at Willow Valley. The program continues to function with much success and some students returning to the regular classroom beginning with the second semester.

Mrs. Wert reported that of the sixteen graduates from the Lancaster Academy three were Penn Manor students. One Penn Manor graduate plans to go on for auto mechanics.

The Committee of the Whole adjourned at 8:15 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.