

Minutes
Committee of the Whole
January 12, 2004

The Penn Manor School Board met as a Committee of the Whole at 7:05 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, Mrs. Wert and Mrs. Withum. Present from the administrative staff were Mr. Stewart, Mrs. Griffis and Mr. Johnston. Also in attendance were Penn Manor Residents, Mrs. Rhoades and Ms. Hodson.

Mr. Willis Herr asked if there were any Citizen's Comments. Mr. Glenn Henry, Washington Boro, thanked the board for their consideration to forgive the taxes on a piece of property that Mr. Haverstick is considering donating to the Washington Boro United Methodist Church.

Mr. Jim Miller distributed information for the board to review relating to Resolution -- Senate Bill 875. Mr. Miller is not in support of the Senate Bill 875 and urged the board to read the information before acting on the Resolution.

Mr. Gary Reynolds, a resident of Hempfield School District with a son at Penn Manor, spoke to the board regarding the Penn Manor tuition student policy. Mr. Reynolds would like the board to consider modifying the current policy from seniors in high school to other grade levels so non-resident students may finish their schooling within the Penn Manor School District.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the January 5, 2004, 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.

Mrs. Griffis spoke to the about the partnerships between Millersville University and Penn Manor School District. The Scholars in Residence Program has been in existence for approximately ten years. Each year part of the responsibility of the two Outstanding Educators of the Year is to choose a team of educators to go to Millersville twice a year. The team talks to the Millersville sophomore education majors about various aspects of education. Topics may include special education, working with struggling students, classroom management, and professionalism with a panel and

breakout discussions. The second partnership is the student teaching program. Because of the close relationship with Millersville, Penn Manor has more student teachers than other school district in the county. Penn Manor hosted 29 student teachers in the fall of 2003, and 57 student teachers in the spring of 2004. The student teacher program begins with a mandatory orientation session. Mrs. Griffis explained the screening process used for selecting cooperating teachers.

Mr. Stewart thanked Ms. Shelley Hodson for substituting for Mrs. Howard as Board Secretary. Ms. Hodson, a Penn Manor graduate, is the secretary for Mr. Johnston.

Mr. Stewart explained to the board about the on-line teacher recruiting system, LASERPA that Penn Manor utilizes. The district pays \$1200 to be a part of the consortium using the electronic tool. Currently, there are 7,349 applicants who have entered their information on LASERPA. The process will allow the district to search for specific areas of certification and help to find candidates in hard to fill areas. Mr. Stewart explained how a candidate would complete the application process, and how a district would search for candidates. He also specified the dramatic differences between the availability of candidates depending on the areas of certification.

Mrs. Griffis introduced the Read Across America program which involves teachers, students, and younger children. Mrs. Amy Wall explained the purpose of the program in Penn Manor is to bring the community together and celebrate the joy of reading. The Penn Manor Education Association has joined up with the National Association of Education to support the National Read Across America. The Board is invited to attend the Read-A-Thon at Penn Manor High School Library on Sunday, February 29, from 1:00-4:00 p.m. Mrs. Wall reviewed the schedule of events for the afternoon.

Mr. Stewart presented an update on at-risk student services. Five years ago the district conducted 39 judicial review hearings. This year there have been 2 judicial review hearings. Mr. Stewart felt the number of hearings has dropped because of the programs implemented to help the at-risk student. Some of the programs include adding an on-site probation officer, a school resource officer, Twilight School, employing Mr. Leino as the student assistance team leader, and an at-risk counselor at the high school. Mr. Stewart commended the board for supporting the efforts to help improve programs for the at-risk students.

Mr. Johnston reported that an Accountant/Tax person has been selected and is on the agenda for the board to approve. Out of the forty-one applicants, nine people were interviewed, and three candidates selected for final interviews. Mrs. Judy Duke has been selected for this position. She is a resident of Penn Manor and has two children enrolled in the district.

Mr. Stewart reviewed the Resolution – Senate Bill 875 and letter to the local legislators. Ms. Hodson read the Education Impact Fees document that Mr. Jim Miller distributed to the board for review. Conversation ensued regarding the impact fees and the Senate Bill 875. Approval for placement of this item on the January School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Withum, and a unanimous voice vote.

Mr. Stewart reported that additional funds have been released by the state and Penn Manor is eligible for Accountability grants. Penn Manor will receive approximately \$386,306 to be used in next year's budget to initiate programs for students to support them in different areas for PSSA tests. Mr. Stewart informed the board that he cannot offer assurances at this time that the funding will not be "one time money." The school district will be notified on April 10 as to the exact amount. The district will have 30 days to notify the state regarding what programs will be utilizing the money. Mr. Stewart will be discussing with the administrative team specific goals for the money.

Mr. Stewart reminded the board of the invitation received from Scott Boyd for an education symposium on January 22 at the Eshleman Library.

Mr. Stewart asked if a member of the board would be interested in serving on the Fields Committee to replace Mr. Kline. Mr. Rintz volunteered to serve on the Fields Committee.

Amanda Hake, student representative, reported that all of the winter sports are going well, a winter pep rally was just held, and a financial aid presentation was conducted for the students.

Student representative, Christopher Ichter, reported that students from the Class of 2003 came back to school to talk with the seniors about how to prepare for college. January 21 is the beginning of the second semester. He reported that the agriculture students are competing in the farm show.

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

January 12, 2004

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 8:15 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz, Mrs. Wert, and Mrs. Withum. Present from the administrative staff were Mr. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Dr. Mindish, Mr. Charlie Reisinger, Penn Manor Residents, Mrs. Cindy Rhoades and Ms. Shelley Hodson.

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, February 9, 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 December 1, 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. Stewart reported that January 20 will be the first day for non-public transportation for 150 families. There will be three days until the end of the year when Penn Manor is not in session that transportation will be provided.

Mr. Stewart commended Mrs. Sue Hamer, Orchestra Conductor, for making arrangements to host the Lancaster-Lebanon Education Association Orchestra Festival at Penn Manor on Saturday, January 10. Mr. Stewart congratulated Penn Manor students, Amy Stewart, Joanna Gruber, Jon Chalk, Mariah Farbo, Kevin Brent, Jenna Dietrich, Rob Brenner, Alexis Howells, and Colby McMullen who participated in County Orchestra.

Mr. Stewart announced that January is School Board Recognition month. He stated that the formal meetings board members attend are just a small percentage of the service the school board gives to the community. This month the members will be attending an all day retreat, they participate in workshops conducted at the IU 13, and they also serve on other boards in the community. Board members do not receive any compensation for their time and work. In recognition for their service, the board members were given a copy of their favorite children's book to be placed in a Penn Manor school library. On behalf of the children of Penn Manor, Mr. Stewart thanked the board for their dedication and efforts.

Mr. Stewart reported that WGAL is following a new Penn Manor teacher through her first year of teaching. Michelle Cirulli, a high school English teacher, was visited by WGAL for the second time in December. Mrs. Rhoades played the video tape of the segment that aired on WGAL.

Mr. Johnston reported that the Treasurer's Report for the month of November and December has been posted.

Mr. Johnston reviewed some of the items presented for payment. It was moved by Mrs. Withum and seconded by Dr. Frerichs to approve to authorize payment of bills in the amounts of \$842,752.00 dated 12/01/03, \$153,561.17 dated 12/3/03, \$63,665.89 dated 12/8/03, \$325,030.71 dated 12/10/03, \$135,288.12 dated 12/11/03, \$25,280.30 dated 12/16/03, \$165,850.67 dated 12/18/03, \$520,770.48 dated 12/24/03, for a total of \$2,232,199.34 from the General Fund; \$67,002.80 dated 12/9/03, and \$168,385.60 dated 12/23/03 for a total of \$235,388.40 from the Cafeteria Fund; \$110.00 dated 12/3/03, \$52,338.88 dated 12/22/03, for a total of \$52,448.88 from the Capital Reserve Fund; \$6,796.53 dated 12/03/03, \$225.00 dated 12/22/03 for a total of \$7,021.53 from the Community and Economic Development Grant Fund; \$710.03 dated 12/3/03, and \$634.56 dated 12/22/03 for a total of \$1,344.59 from the Eshleman Reserve Fund and payroll in the amounts of \$652,299.41 dated 12/10/03, and \$638,642.19 dated 12/24/03. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes (abstaining from check #77450, \$2,026.44); Carlton Rintz, yes; Donna J. Wert, yes; and Kelly K. Withum, yes (abstaining from check #77256, \$28.08).

Dr. Jan Mindish introduced the seven Foreign Exchange Students, representing 5 different countries, studying at Penn Manor this year. Dr. Mindish stated that the students are not only studying about our country, but

they are sharing the various aspects of their countries, speaking in classes and answering questions. Each student introduced themselves, shared something about their country and their stay in our country. Penn Manor is fortunate to have the following students Clara Recklinghausen, Germany, (Ms. Becky Kauffman host), Stella Davydenko, Germany, (Mr. and Mrs. Erich Shellenberger hosts), Hendrik Erckens, Germany, (Mr. and Mrs. Frank Meyer hosts). Roman Fishchuk, Ukraine, (Mr. and Mrs. Larry Ridinger hosts), Zhadira Sarmanova, Kazakhstan, (Mr. and Mrs. Norman Lussier hosts), Philipp Dalmolin, Italy, (Mr. and Mrs. Don Ledwith hosts), and Estaban Torres, Ecuador, (Mr. Leslie Harnish). Mr. Stewart thanked the host families.

Mr. Reisinger presented a five year history of technology initiatives and the technology strategic plan. He stated that in the past five years enormous strides have been achieved in the amount of information that has been published through the web, and how that information has been organized for staff, parents, and community. Initiatives in information management have included Lettergrade, Eschool mall, Act 48, on-line databases and on-line curriculum databases. The Millersville University partnership, live web casting, NASA video conferences, adult education classes and Cyber Warehouse discount program have demonstrated how the community has been brought into Penn Manor. He stated that the program involving students to help build personal computers has saved the district money. Mr. Reisinger reported that the technology strategic planning committee will be examining technology on the elementary level, data driven instruction, and adequate professional development.

The January School Board Meeting Agenda was reviewed.

Item 2. APPROVAL OF CONSENT AGENDA: The following consent agenda items were presented for approval.

- A. Increase High School Learning Support Position – The committee is recommending approval changing a high school learning support position from two-thirds to full time.
- B. Substitute Principal at Pequea Elementary School – The committee is recommending that Mr. John Matusek be appointed substitute principal at Pequea Elementary School beginning January 20 for an unspecified time period at a daily rate of \$288.10. Mr. Matusek will be replacing Mrs. Jen Sugra during her absence.

- C. Resolution – Senate Bill 875 – The committee is recommending adoption of the resolution relating to Senate Bill 875 as cited on page 5. (see page 5)

MOTION ON THE JANUARY 5 AND 12 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-C: It was moved by Kelly Withum and seconded by Donna Wert to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

Item 3. Consent Agenda for Administrative Actions

- A. “Final Reading” – Eligibility of Nonresident Students – The administrative staff is recommending approval for “Final Reading” the Eligibility of Nonresident Students as cited on pages 6 - 8. (see pages 6 - 8)
- B. Tax Exoneration – The administrative staff is recommending approval of the tax exoneration cited on page 9. (see page 9)
- C. Bid Award – Comet Field Irrigation – The administrative staff is recommending awarding of the bid for Comet Field irrigation installation to Doug Lamb Construction, Inc. at the cost of \$178,250.00 as cited on the enclosed pages 10 - 13. Payment to be made from the Community and Economic Development Grant. (see pages 10 - 13)
- D. Acceptance of Gift from Mr. Robert Porterfield – The administrative staff is recommending that the board accept approximately a dozen boxes of laboratory glassware, donated by Mr. Robert Porterfield, for student use in the science department.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A, B and D: It was moved by Richard Frerichs and seconded by Jeffrey Lyon to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca. ves: Richard L. Frerichs. ves:

Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA

ITEM 3C: It was moved by Richard Frerichs and seconded by Jeffrey Lyon to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, no; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes; and Kelly K. Withum, no.

Item 4. Consent Agenda for Personnel

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 14 - 15 for employment or change in status(*) according to the conditions listed. (see pages 14 - 15)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 16 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 16)
- C. Family Medical Leaves – The administrative staff is recommending granting Family Medical, Child Rearing, Designated Family Medical Leaves to the individuals listed on page 17 according to the terms listed. (see page 17)
- D. Tenure – The administrative staff is recommending that the individuals listed below be granted tenure as he/she has completed the requirement of three years of satisfactory teaching performance with the school district.
 - Laura E. Heverling
 - Wayne D. Martin
 - Mark A. Schettler
- E. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date cited.

Kimberly Moss – effective December 4, 2003

- F. Twilight School Instructors – The administrative staff is recommending approval of the following individuals to the position of Twilight School instructor for the 2003-2004 school year at the rate of \$29.00 per hour.

Elizabeth Heitman

Steve Weidner

- G. Learning Support Tutor – The administrative staff is recommending the board approve the following individual as a learning support tutor for a high school student for the 2003-2004 school year only at the rate of \$29.00 per hour, 2 hours per week, effective December 8, 2003.

Jeff Taylor

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

Item 5. Employment

The administrative staff is recommending the board accept the individuals listed below for employment according to the conditions listed.

Duke, Judith A. – Business office staff person – Accountant/Tax, permanent employee, \$38,850, effective 1/26/04.

Lynch, Deb – Learning Support Aide/Pequea Elementary School – 5 hours/week for the 2003-2004 school year only - \$9.00/hr. – effective 1/15/04

O'Brien, Patrice – elementary professional employee, long-term substitute, second semester, Masters' Degree, no experience, Step 1, \$39,934 (\$19,967 prorated). Assignment: Academic Support Teacher/Pequea Elementary

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

Item. 6 IU Special Education Supplemental Contract

The administrative staff is recommending that the board approve the special education supplemental contract for the employment of James Snyder as an instructor in the home of a student for 5 hours per week starting December 2003 and ending June 2004 at the estimated cost of \$3,000.00.

MOTION ON IU SPECIAL EDUCATION SUPPLEMENTAL CONTRACT AGENDA ITEM: It was moved by Kelly Withum and seconded by Richard Frerichs to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Carlton 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