

**Minutes**  
Committee of the Whole  
February 2, 2004

The Penn Manor School Board met as a Committee of the Whole at 7:12 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. Beth Campagna, Mrs. Barbara Rodgers, Mrs. Deb Holt, Mrs. Deb Meckley, Mrs. Rhoades and Mrs. Howard.

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 January 12, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Wert, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Herr recognized Mrs. Withum for her years of service to the school board and presented her with a plaque. Mrs. Withum, who relocated outside the Penn Manor school district, has resigned from the board. Dr. Frerichs read a proclamation recognizing Mrs. Withum's over seven years of service to the board and the Penn Manor community. Mrs. Withum thanked the board and stated it was her pleasure to serve the district.

Mr. Chris Johnston introduced Mr. Ken Phillips with RBC Dain Rauscher. Mr. Phillips distributed a packet of information regarding a proposal for the district to convert existing fixed rate bonds to a synthetic variable rate. After the presentation and discussion, it was decided that more information would be offered to the board in March.

Mr. Stewart introduced Mrs. Beth Campagna, who along with Mrs. Barbara Rodgers, Mrs. Deb Holt and Mrs. Deb Meckley, presented a transfer of entities proposal from IU emotional and learning support classes to Penn Manor. The IU currently operates a full-time emotional support and full-time learning support classrooms at Central Manor. Support for the transfer of entities from the IU to Penn Manor for these classes included Penn Manor students could stay in the district, students could participate in co-curricular

activities, it would eliminate problems involving students from other districts, her transporting of students would be smoother, increased peer relationships, continuity of curriculum and procedures, improvement of home and school relations, one staff system versus multiple, improvement of services to local families and a complete full cycle of services for emotional support students. A history of the current IU supported classes, class enrollment statistics and projections, budget comparisons, and transportation items were also discussed. Approval for placement of this item on the February School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. DeLuca, and a unanimous voice vote.

Mr. Stewart updated the board on information he has received regarding a revision to the tuition student policy. After much discussion, the board indicated they may consider a revised policy allowing students, with a relationship with the district, to be accepted as a tuition student. Mr. Stewart stated he would contact Lebanon School District regarding their policy and report to the board in March.

Mr. Stewart reviewed the letters he prepared to be sent to local legislators regarding the House Bill 113 referendum. The board directed Mr. Stewart to send the letters as written.

Mr. Herr recommended the board appoint Dr. Richard Frerichs as the Penn Manor Representative to the Lancaster-Lebanon IU 13 Board. Approval for placement of this item on the February School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Stewart reported that he will present information about the administrative pay increments for 2004-2005 at another meeting.

Mr. Johnston gave an update on the classified staff evaluation process. He explained that work has been completed on an analysis of each support staff position, creation of salary bands, and the assignment of each position to a salary band. A committee composed of a cross-section of support staff has been created to gather input to help define the performance factors. Finalization of the evaluation document, training of evaluators and reviewing the evaluations will be completed in the spring. The evaluations will be shared with the staff and the performance based rate increases will be budgeted.

Mr. Stewart provided the board with a copy of a letter he would like to send to all non-resident students including affidavit students. This letter will be sent with the revised Policy #202 in the next week.

Mr. Stewart presented documentation to support adjusting the salary for Mr. Matussek during his assignment as Pequea's substitute principal. Approval for placement of this item on the February School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

Mrs. Griffis presented documentation to change the position and salary for Mr. Bill Griscom from Technology Systems Specialist to Technology System Technician. Approval for placement of this item on the February School Board Meeting Agenda was approved on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote.

The Committee of the Whole adjourned at 9:22 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.