

**Minutes**  
Committee of the Whole  
February 9, 2004

The Penn Manor School Board met as a Committee of the Whole at 7:00 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, Dr. Mindish, 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 February 2, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote, the Minutes were approved as printed.

Christopher Ichter, student representative, reported that forty-five Penn Manor students have artwork exhibited at the Scholastic Art Show in Lancaster. Eight Penn Manor students received gold keys and seven received silver keys. The gold key winners will go on to national competition in New York. Chris also stated that the Chess team will be competing at Warwick, the Quiz Bowl team did well in league meet, the Brain Buster team won the second round and French students just returned from weekend trip to Quebec. Thirteen students participated in a segment on student drinking and driving which will air on the WGAL Learning Matters program. The Wrestling team won the section title for the second consecutive year, the Boys Basketball team qualified for the district playoffs, and the Chess team won a match on February 9 and one student on the team is in first place in the county.

Dr. Mindish distributed packets outlining the current graduation requirements and proposed graduation changes. Dr. Mindish is recommending changing the general graduation requirement for all high school students from 24 to 28 credits. A transition plan was outlined with no changes for the class of 2005, increase one credit for the class of 2006, increase 3 credits for the class of 2007, and incoming freshmen would begin

with 28 credits. Mr. Stewart explained that Policy #217, Graduation Requirements, would need to be revised and put on the board agenda for a first and final reading before adoption. The first reading of the amended policy will be on the March board agenda.

Mr. Stewart reviewed the district enrollment packet that was previously distributed to the board. He reported that the current average class sizes are desirable in the elementary; however, the secondary class sizes are larger than desired. The enrollment data will be reviewed to help determine the budget for 2004-2005 and additional staff requests to support the growing class sizes in the secondary schools.

Mr. Stewart explained to the board the roles of the Director of Special Services and Assistant Director of Special Services, and the job descriptions for these positions. Approval for placement of the job descriptions on the February School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Stewart reported that he met with representatives from the Boys and Girls Lacrosse Clubs. The Girls Lacrosse Club will become a Penn Manor varsity sport team at the end of the school year; the Boys Lacrosse Club will remain a club. Mr. Stewart is requesting that a maximum of \$2000 for each Boys and Girls Lacrosse Club be funded to support the spring program for official's fees and transportation. This item will be placed on the March board agenda for approval.

Mr. Stewart presented the school calendar for 2004-2005. He noted that because Labor Day is later next year, the first day for students will be August 30, 2004. The last day for students will be June 8, 2005. Five snow days will be built in again next year. 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.

Mr. Johnston reviewed the quarterly reports for the student and athletic funds. He discussed the assets in some of the individual accounts and the reason for some large balances.

Mr. Stewart explained some of the capital improvement priorities that were listed on a packet that was previously distributed to the board. Mr. Dennis Coleman, Director of Maintenance, answered questions about the projects.

In his opinion, Mr. Coleman felt that the roof at Martic Elementary, and replacement of the hot water heaters at the high school and Hambright are top priorities. Discussion ensued regarding some of the items on the list and current problem areas in the district. Mr. Stewart stated that he met with Gilbert Architects to review preliminary plans and options for a maintenance facility. Mr. Herr expressed a desire to renovate the high school auditorium.

Mr. Stewart reviewed the IU updated enrollment for special needs students. The report compared students receiving special education services, other than gifted, in all of the school districts in the Lancaster-Lebanon IU 13. Mr. Rintz inquired about the growing numbers of identified students. Discussion ensued about the increased number of special needs students and criteria for identifying students for special services. Mrs. Griffis spoke about testing for special education students and the strength of the parent groups.

Mr. Johnston explained the reason for a salary adjustment for the Business Department Coordinator. Originally, when the budget was prepared, the salary was based on the coordinator teaching five blocks. The coordinator will be teaching a total of six blocks for the school year which warrants a salary adjustment. Approval for placement of this item on the February School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Mr. Lyon, and a unanimous voice vote.

The Committee of the Whole adjourned at 7:56 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

February 9, 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, and Mrs. Wert. Mrs. Withum was absent. Present from the administrative staff were Mr. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Mrs. Hallock, Mrs. Sugra, Penn Manor Residents, 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, March 8, 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 January 12, 2004, School Board Meeting. There were none. It was moved by Mr. Lyon and seconded by Dr. Frerichs to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart reported some individual athletic highlights. He congratulated Brittney Long who received a full athletic scholarship to Penn State to play field hockey, Jerome Ward, a football and basketball player, received a scholarship to West Chester University for football, wrestlers Jared Bosso and Corey Fry are Lancaster-Lebanon League champions, and swimmer J. B. Peterman is the top ranked 50 meter free style swimmer in the Lancaster Lebanon league.

Mr. Stewart reported that Tyler Wiest, an 8<sup>th</sup> grader at Marticville Middle School, finished first out of seventy-seven students in the Math Counts competition. The Marticville Middle School team finished in fifth place. Penn Manor graduates, Gregg Lehman, Jessica Bradfield, Chadd Funk, Brian Mver, Christine Duell, Lauren Krantz, Sherri Litzenberger.

Kayla Morrow and Sara Mucko earned the designation of AP Scholars by the College Board for their achievement on the college-level Advanced Placement exams.

Mr. Johnston reported that the Treasurer's Report for the month of January has been posted. He reviewed some of the items presented for payment. It was moved by Mrs. Withum and seconded by Mr. Lyon to approve to authorize payment of bills in the amounts of \$310,976.77 dated 1/7/04, \$196,940.69 dated 1/7/04, \$557,877.49 dated 1/9/04, \$181,582.66 dated 1/12/04, \$181,516.65 dated 1/14/04, \$106,782.85 dated 1/16/04, \$441,511.19 dated 1/21/04, \$45,783.37 dated 1/20/04, \$276,697.26 dated 1/23/04, \$60,880.39 dated 1/28/04, \$85,533.43 dated 1/30/04 for a total of \$2,346,082.75 from the General Fund; \$13,230.00 dated 1/8/04, \$1,423.00 dated 1/20/04, for a total of \$14,653.00 from the Capital Reserve Fund; \$4,015.67 dated 1/23/04 for a total of \$4,015.67 from the Community and Economic Development Grant Fund; \$1,200.00 dated 1/8/04, and \$13,595.40 dated 1/20/04 for a total of \$14,795.00 from the Eshleman Reserve Fund and payroll in the amounts of \$612,301.09 dated 1/7/04; \$610,436.03 dated 1/21/04 for a total of \$1,222,737.10. 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; Carlton Rintz, yes; and Donna J. Wert, yes. Kelly K. Withum was absent.

Mrs. Sugra, Pequea Elementary School Principal, presented a power point demonstration explaining the kindergarten information night, to be held on February 24, and the kindergarten language arts program. After research with other districts, parents and staff, Mrs. Sugra has revised the kindergarten information night. The evening will begin with the power point presentation and a general information session. After the presentation, the parents will be divided into small groups where they will have the opportunity to ask kindergarten teachers some questions. Kindergarten registration will be for 7 days and 2 nights in March giving parents more flexibility to attend one of the registration days and times. Mrs. Sugra explained the components of the kindergarten language arts program which includes reading aloud, shared reading, guided reading, independent reading, shared writing, interactive writing, guided writing, independent writing, phonemic awareness, mathematics, and handwriting without tears.

Mrs. Vickie Hallock, Martic Elementary School Principal, presented the literacy interventions program in the district. Mrs. Hallock distributed a packet for review. She reported that Reading Recovery is no longer

formally in the district. An Academic Support Team has been established to serve more students than before and offer support to all grade levels, as needed, in the elementary schools. The Academic Support team was provided with comprehensive training sessions including math as well as language arts strategies. With the support of the Academic Support Team, Title I teachers work with small groups of students based on similar skill needs. The Academic Support Team has been able to collaborate as a district team to seek out research based, effective staff development opportunities to improve instruction. Mrs. Hallock explained areas that will have to be developed to better meet the needs of the teams: the roles of the Academic Support Teachers will have to be better defined, because of increased support in the intermediate grades more diverse training is required and more specific exit criteria for students from the program will need to be developed. Mr. Herr read some essays, written by students in Mr. Brown's class, about what the children think about Mrs. Hallock.

The February School Board Meeting Agenda was reviewed.

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

- A. Transfer of Entities – The committee is recommending the transfer of a full-time emotional support class and a full-time learning support class from the IU 13 to Penn Manor.
- B. Appointment of Representative to Lancaster-Lebanon IU 13 – The committee is recommending approval to appoint the individual listed below as representative to the Lancaster-Lebanon Intermediate Unit Board of School Directors.

Dr. Richard Frerichs

- C. Adjustment to Mr. Matussek's Salary – The committee is recommending approval to adjust the salary of Mr. John Matussek, Pequea Substitute Principal to \$300.31 per day effective January 20, 2004.
- D. Change in Status – Mr. Bill Griscom – The committee is recommending approval to change the position and salary of Mr. Bill Griscom to Technology System Technician at a salary of \$38,000.

- E. Director of Special Services and Assistant Director of Special Services Position Descriptions – The committee is recommending approval of the position descriptions for the Director of Special Services and Assistant Director of Special Services as cited on pages 5 - 8. (see pages 5 – 8)
- F. 2004/2005 Calendar – The committee is recommending approval of the 2004/2005 school calendar as cited on page 9. (see page 9)
- G. Adjustment to Business Department Coordinators Pay – The committee is recommending approval for an adjustment of \$150 due to an increase in the number of sections taught by the Business Department Coordinator.

**MOTION ON THE FEBRUARY 2 AND 9 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-G:** It was moved by Jeff Kreider and seconded by Joe DeLuca 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. Kelly K. Withum was absent.

**Item 3. Consent Agenda for Administrative Actions**

- A. Contract with Cingular Wireless – The administrative staff is recommending approval of a contract with Cingular Wireless as cited on pages 10 - 11 for district cell phones for the period of July 1, 2004 to June 30, 2005. Penn Manor School District will contract for the 4000 minutes per month plan. (see pages 10 - 11)
- B. Judicial Review Committee – The administrative staff is recommending that the following school board members be appointed to the Judicial Review Committee.

Joseph DeLuca	WillisHerr	Carlton (Herk) Rintz
Richard Frerichs	Jeffrey Kreider	Donna Wert
Frank Geist	Jeffrey Lyon	

- C. Acceptance of Gift – The administrative staff is recommending that the board accept a gift of an upright piano from the family of Ellen and Konrad Fritz and Scott. Jeanne and Karl Rickert.

- D. Delinquent Real Estate Taxes – The administrative staff is recommending ratification of the submission of delinquent real estate taxes to the Lancaster County Tax Claim Bureau on January 15, 2004 for collections as cited on page 12. (see page 12)

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA**

**ITEMS A - D:** It was moved by Donna Wert and seconded by Jeffrey Lyon 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; and Donna J. Wert, yes. Kelly Withum was absent.

**Item 4. Consent Agenda for Personnel**

- A. Employment or Change in Status(\*) – The administrative staff is recommending the board accept the individuals listed on page 13 for employment or change in status(\*) according to the conditions listed. (see page 13)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 14 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 14)
- C. Family Medical Leaves – The administrative staff is recommending granting Family Medical and Designated Family Medical Leaves to the individuals listed on page 15 according to the terms listed. (see page 15)
- D. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date cited.

Christina L. Hopkins – effective January 28, 2004

- E. Athletic Co-curricular Position – The administrative staff is recommending the approval of the individuals listed below as an athletic worker for the 2003-2004 school year.



Amanda Heisey  
Elizabeth Heitmann  
Barry Kauffman

- F. Per Hourly Rate for Psychological Services – The administrative staff is recommending approval of the following per diem rate for psychological services.

Jennifer Smyth – 100 hours at an hourly rate of \$50.00

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-F:** It was moved by Jeffrey Lyon and seconded by Jeffrey Kreider 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; and Donna J. Wert, yes. Kelly Withum was absent.

The meeting adjourned at 8:55 p.m. on a motion by Richard Frerichs, a seconded by Donna Wert, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary