

Minutes
Committee of the Whole
April 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, Mrs. Friedman, Dr. Frerichs, Mr. Geist, Mr. Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz, and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mrs. Griffis and Mr. Johnston. Also in attendance were Penn Manor Residents, 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 March 8, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Rintz, and a unanimous voice vote, the Minutes were approved as printed.

Mrs. Griffis explained that the Lancaster County Academy was founded in 1993 to meet the needs of students who had dropped out of high school but wanted to continue their education. It currently operates under the Disruptive Students Program. Two waivers must be submitted annually to allow for the continuation of the program to serve school districts as an alternative education program. The first waiver, Article XIX-C, Disruptive Students Programs – Section 1901-C(1), is specifically for students who are not considered to be disruptive. The second waiver, Article XIX-C, Disruptive Students Programs – Section 1901-C(1) and (5) Definition of a Disruptive Student, is for those students so they do not have to return to the regular classroom. Approval for placement of the two mandate waivers on the April School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Wert, and a unanimous voice vote.

Mr. Stewart announced that Amy Stewart, a student at Manor Middle School, was the winner of the 46th Annual Intelligencer Journal Spelling Bee. A congratulatory letter to Amy was given to the board members to sign.

Mr. Stewart reviewed the revised Nonresident Student Policy for tuition students. He explained that a recent review of the Non-resident Student

Policy was related to those sections of the policy governing affidavit students. Mr. Stewart discussed some of the points of the new policy for tuition students. He stated that the non-refundable tuition is based on a formula, approval for a tuition student would be at the absolute discretion of the board and approval would be on a yearly basis. Mr. Stewart reviewed the criteria for a student prior to approval as a tuition student, criteria for a student after acceptance, and the policy as it relates to a senior and agriculture student. He stated that he likes the way the new policy allows students to complete the school year on a tuition basis. Mr. Kreider asked if the policy would discriminate against student with needs. Mr. Stewart said he reviewed the policy with the solicitor. Approval for placement of this item on the April School Board Meeting Agenda for a “first reading” was approved on a motion by Mr. Lyon, a second by Mr. Kreider, and a unanimous voice vote.

Mr. Stewart reviewed the Standards for Persistently Dangerous Schools Policy and the Standards for Victims of Violent Crimes Policy. He stated that these policies are a requirement of No Child Left Behind. The specific policies have been recommended by the Pennsylvania School Board Association and revised by our solicitor. He stated the policies require us to identify our standards for distinguishing a persistently dangerous school and to put in place provisions to allow our students to transfer should any of our schools be designated as persistently dangerous. A question was asked if Penn Manor agreed to take a student from another district would the sending district pay tuition and transportation. Mrs. Griffis stated that not all of the details have been worked out. After discussion about hypothetical situations, approval for placement of the two policies on the April School Board Meeting Agenda for a “first reading” was approved on a motion by Mr. Lyon, a second by Dr. Frerichs, and a unanimous voice vote.

Mrs. Griffis presented textbooks to be considered for adoption. She reviewed the spread sheet she prepared and stated that all textbooks fell within the building budget requests and met the guidelines for gender bias. Mr. Lyon stated that he is familiar with the Holt Biology book and in his opinion it is a good book. Mrs. Griffis passed around a history book, that was used by Chris Tovani during the reading workshop, and offered the other books for review. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. DeLuca, and a unanimous voice vote.

Mr. Stewart stated that Mrs. Sue Kelshaw, Transportation Coordinator, recommended to him about putting cameras on selected school busses to monitor student behavior. Mr. Stewart said that he met with building administrators and they support the idea. He also checked with other school districts and reported that seven school districts have at least one camera in use, and the superintendents endorse the use of the cameras on the busses. Mr. Stewart requested purchasing 2 dummy boxes and 2 portable cameras for an approximate cost of \$3,000. The advantage of the portable cameras is that they can be moved to specific busses as needed. The bus contractor has agreed to install the cameras and absorb the costs for the installation. Mr. Lyon stated that he thought for safety reasons this was a good idea. Permission was granted for Mr. Stewart to proceed. Mr. Stewart stated he will provide an update after the cameras are in operation for a month or so.

Mr. Johnston explained that Mailroom Systems approached him about our mailroom procedures and potential cost savings with their system. Currently, the district mail is bundled by secretaries in the buildings, picked up by the district driver, delivered to district office, postage is applied and the mail is delivered to the post office. Under the new system, the buildings would bundle and label the mail, it would be picked up by the district driver and delivered to the district office. The mail would be picked up by Mailroom Systems, processed overnight and delivered to the post office the following morning. Mailroom Systems will seal the envelopes, apply postage, track costs, presort and barcode all mail, offer cost savings suggestions and monitor progress. He stated that a disadvantage is that there is a delay for some local mail; however, when there is a need for overnight delivery, postage will be applied in the district and delivered to the post office. Mr. Johnston reported that testing of the new system began 2 weeks ago and in one week there was savings of approximately \$65.00. Mr. Rintz asked what type of labeling is required and what would prevent everyone requesting overnight delivery. Mr. Johnston stated that each building will need to rubber band their mail and add a slip of paper with the building name on it. Overnight mail will be put in a "hot tub" and monitored to make sure everyone is not requesting priority mail. Dr. Frerichs inquired what the length of the contract was. Mr. Johnston is still reviewing the contract and will keep the board updated on the system.

Mrs. Griffis reviewed the proposed remedial math camp, Magic Shots, to be held for 2 weeks at the high school this summer during the same time as the reading camp. It would be offered to students who are below proficient in

math. She said the reading camp has been taught by teachers in disciplines other than English so that the reading knowledge can be transferred across the curriculum. The math camp will also be taught by teachers outside the math department. The camp will allow students who are entering the high school to work one-on-one with a positive adult. One hundred thirteen students were invited to attend the camp and thirty have accepted. The approximate cost is \$13,252 which includes salaries, calculators and other supplies for the students. Dr. Frerichs asked if the students will provide their own transportation. Mrs. Griffis stated that the district can provide one week of transportation during the week of summer school. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. DeLuca, and a unanimous voice vote.

Mr. Johnston gave a budget update. He stated that the increase went from 11.3% to 7.8%. He said in previous years the retirement contribution rates declined which was a considerable savings to the district; however, this will not be the case in the next 10 years. He stated that some of the grant programs that we had in the past are not going to be continued, or Penn Manor is not eligible. He said there will be considerably more money from the IDEA grant. Mr. Martino has submitted a preliminary budget for the Title programs for review. Mr. Johnston stated that the \$5,000 for software for curriculum development will continue next year. Mr. Johnston reviewed the custodial and plant maintenance budgets and the staff development budget which includes differentiated supervision and inservice programs. He stated that the preliminary figure for salary increases was 5.5% for next year; however, it is now at a 3% due mainly money saved as a result of 13 teacher retirements and money received from the Title I program for teacher salaries. He stated professional leaves will cost approximately \$165,000 more next year. Mr. Rintz asked if he was able to predict retirements for the following year. Retirements are unpredictable and looked at on a yearly basis. Mr. Johnston reported that the new salary performance evaluations for support staff were reviewed last week and returned to the supervisors to review with the employees. Out of the approximately 210 evaluations, 24 employees exceeded expectations. Six employees were rated as needs expectations and were given a plan to help get them up to meets expectations. Mr. Johnston said he will have more budget reports next week.

Mr. Stewart asked the board to review the revised board committee assignments. After some discussion about the committees, additions and changes were made to the list. Approval for placement of the amended list on the April School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Rintz, and a unanimous voice vote.

Mr. Stewart reviewed and answered questions about the recommended school board calendar for 2004/2005. Mr. Stewart asked if the board would be interested in hosting a dinner, prior to the reorganization meeting, inviting former board members to attend. It was agreed that Mr. Stewart should proceed with making arrangements for the special dinner. Approval for placement of the school board calendar on the April School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Geist, and a unanimous voice vote.

Mr. Stewart stated he previously talked with the board about sending out a community survey. With the help of Mrs. Rhoades, a draft survey was sent to 20 taxpayers asking for feedback on the survey format and content. He would like to send the survey to 600 random taxpayers. Mr. Stewart stated that he talked with Jim Fenwick, statistician at Millersville University, who said in order to get an accurate report we would need to get 400 surveys returned. To encourage the return of the surveys they will be sent with a stamped self-addressed envelope. Mr. Stewart would like to send the surveys in the spring so the results can be tabulated over the summer.

Mr. Stewart reported the Career and Technology Center budget will have a 7.6% increase and will be submitted next month for the board to approve. He stated that Penn Manor makes good use of the CTC. He said that the CTC teacher salaries and benefits are fixed and calculated by averaging the salaries and benefits of all the sending districts and their PSERs and health care rates are up. Mr. Kreider reported that the CTC is looking at building a child care center on the Mt. Joy Campus for approximately \$1.1 million. He stated they are working on funding and have money to start the project. He said there is a need for an additional child care facility in that area and it is projected that in five years it will be profitable. Mr. Stewart stated that the Child Craft factory has agreed to provide all of the furniture in the facility and in turn Child Craft will use the facility as a showroom. Mr. Kreider said that the Brownstown CTC will be using acreage on their campus to build homes. Previously they had a problem finding land and getting approval to

purchase the land in a timely manner. Mr. Herr thanked Mr. Kreider for his service to the CTC.

Mr. Stewart explained the Millersville Borough proposed map and information about the Wabank Road extension. The solicitor recommended that a letter be sent in response acknowledging receipt of the correspondence but that concurrence would not exist until other preliminaries were put in place. Mr. Stewart distributed a copy of the letter and asked for permission to send the letter. The board did not object to Mr. Stewart sending the letter.

Mrs. Griffis stated that according to Charlie Reisinger, the Technology Coordinator, that it was critical to replace the AS400. She asked for approval to bid a replacement, an AS400 I-series mid-range computer system which would include data services. She said that the Tenex support for our present software will be coming to an end within a year. The current AS400 is 6 years old and it's not cost effective to continue to upgrade. A new system is estimated at \$35,000 and would be in place for six years. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. DeLuca, and a unanimous voice vote.

The Committee of the Whole adjourned at 8:37 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.