

Minutes
Committee of the Whole
April 13, 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 and Mrs. Wert. Mr. Rintz was absent. 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 April 5, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston reported that he met with a committee of Mrs. Friedman, Mrs. Wert and Mr. Kreider to explain the Variable Rate Swap Investment program. Many questions were asked and answered at the meeting and the committee requested that Mr. Johnston place the SWAP investment on the agenda for further discussion. He explained that the resolution will allow him to proceed with the investigation of the SWAP. Professionals will be retained to facilitate the SWAP. Dain Rauscher will be handling the transaction, Access Financial will be the Financial Advisor, Hartman Underhill & Brubaker is the counselor and solicitor and Chris Johnston as Business Manager will approve the final terms. The minimum up front payment has been set at \$500,000 with a 3.65% net minimum fixed rate of interest. If the resolution is accepted, meetings will be held late in April and possibly additional presentations to the board in May. Mrs. Friedman asked for clarification of the fee cost, rate structure and the change in the minimum amount. Mrs. Wert inquired why the minimum amount was \$500,000 up front rather than the actual amount. Dr. Frerichs questioned the title of the signature for the resolution. Mr. Johnston clarified all items. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mrs. Friedman, and a unanimous voice vote.

Mr. Johnston explained the transplant carve out coverage resolution. The district's self-funded insurance plan, through the IU consortium, contains language that if somebody needs a transplant operation the district would be paying up to a certain amount on the transplant. In an effort to limit the risk for such a situation, it is recommended that new coverage be purchased for transplant coverage. All districts and bargaining units in the IU 13 must ratify the purchase. This was approved by PMEA on Monday, April 12. The resolution limits exposure to the district at an additional cost of approximately \$36,000. One nay vote from a district or association would nullify the resolution. He explained that some districts are still negotiating and the carve out coverage resolution may not be brought up for discussion. Dr. Frerichs asked for what reason, other than a negotiation, would a district or bargaining unit not vote on the resolution. He also asked if there were any down sides of the resolution. Mr. Johnston stated some of the disadvantages were for the patient. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Kreider, and a unanimous voice vote.

The Lancaster-Lebanon IU 13 budget for 2004-2005 was reviewed by Mr. Johnston. He explained that the General Operating Fund Budget is up 5.2% and the Instructional Materials Services Budget is up 3% from last year. The budgets have been reviewed and approved by the superintendents and the IU13 Board of School Directors. Mr. Geist asked if the money Penn Manor will be saving from the transfer of entity is reflected in the budget because he could not find it listed. Dr. Frerichs stated that this is his first time working with the IU budget. He requested to meet with Mr. Johnston in the future to find a better way to present the budget next year for greater understanding. Mr. Stewart stated that the vast majority of the IU functioning is managed by contracting services to the districts. He said that is the portion of the IU budget that is more significant than just the operational figures. Mrs. Griffis added that several Penn Manor teachers are sent for training at the IU and the IU also provides coaching in our buildings. 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. Lyon, and a unanimous voice vote.

Mrs. Griffis explained the position of Quay Hanna and continued employment of 600 hours per year at the rate of \$35.00 per hour. She stated that in the fall of 1997 there was a major racial incident at the high school. Quay has been working with Penn Manor students since that incident. He

has started a club and when he is out of the district, students mediate disputes using knowledge they've gained in his club. He provides ongoing individual and group support for students on issues related to tolerance, diversity, bullying and conflict resolution. He works with elementary, middle and high school students and takes students to Camp Snyder to work on building some understanding there. He has been recognized by the PA Human Relations Commission. Quay and the students in his groups have presented at a number of community sponsored conferences and schools across the nation on diversity and racism. He is the author of the book, Bus America, Revelations of a Redneck. Mr. Herr said he would like to meet Quay someday. Mrs. Friedman stated that he was at a parent coffee. She feels that children would let things fester within themselves if they didn't have someplace to go. She stated that it does solve a lot of what might be happening by having him to go to and the students totally respect him. Mr. Lyon added that he can hold 250 middle school students in spellbound silence for a half an hour while he talks to them. Mr. Herr asked about Quay's book and what he does with the rest of his time when he is not at Penn Manor. Mrs. Griffis replied that there is a copy of his book in the district he could borrow and Quay is a motivational speaker. Mr. Stewart said he thought Quay may be going back to school to get his credentials for a counselor. Quay's services to the district have expanded to a much broader range focusing on conflict management. He also said that Title money is being used to support Quay's efforts for Camp Snyder. Mr. Stewart said he will arrange to have Quay at a board meeting. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Friedman, and a unanimous voice vote.

Mr. Stewart explained the Student Resource Officer Grant application. He said he has had conversations with the board and Millersville officials about an effort to pursue the possibility of a second COPS grant to fund a second resource officer for Penn Manor in cooperation with Millersville. The second person would come in later in the day, work through the end of school day and be available for security issues after school and at athletic events. Under the COPS grant the first 3 years would be free and the district would commit to the fourth year. In order to proceed with the grant Chief Rochat asked for specific directions from the district. Mr. Stewart distributed a letter he drafted to Chief Rochat with a copy to Mayor Moriarty. 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. Lyon, and a unanimous voice vote.

Mr. Johnston explained the request to bid for 2 water wheels is for Comet field for the irrigation system and grant. One would be used for the lacrosse field and the other for the soccer field. The money from the grant must be spent by June 2004. He stated that the work at Comet field is essentially done. The water pressure will be tested next week with the final inspection after that. Grading and seeding will be done, weather permitting, late April or early May. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Geist, seven affirmative votes; Mr. Kreider opposed and Mr. Rintz was absent.

Mr. Johnston reviewed the preliminary budget in relation to debt service and salary allocations. He stated that all of the budget information can be found on the budget web site. He reviewed graphs indicating the payment of bonds and projected subsidies to be returned and said that the debt service drops off in 2009/2010. He stated that the debt service, based on past decisions, is part of the fixed budget each year to pay off the debt. Mr. Johnston reviewed new positions, professional leaves and a history of the new positions currently in the budget. He said \$304,000 for salaries is budgeted for replacements for the teachers who will be on professional leaves. This is the biggest year since 1999/2000 and an increase \$165,000 over the current year budget. The new positions currently in the budget include two teachers from the transfer of entities, special education teachers, instruction positions, special services for a total of 10 full time positions costing \$443,000 plus benefits. He reviewed the history of new positions from 1996-2005. Mr. Geist asked if the history of the positions was a gross figure. He also inquired if in the coming budget year by hiring the 2 teachers from the transfer of entities would be offset by a credit from the IU. Mr. Johnston replied that the history of employment was a running total and he would be meeting with the IU in the future to discuss the adjustment for the transfer of entities. Mr. Stewart stated that the requests for new positions are from the building administrators. Several high school new teacher positions are requested due to increased enrollment. The additional middle school positions are a result of the plan to change the schedule to provide continuity for the students. The additional teachers at the elementary level include a librarian, a kindergarten teacher, based on additional enrollment. Unless the enrollment changes, there will be a reduction of an elementary

first grade teacher in the southern end. Mr. Kreider asked what the unspecified middle school specialist was. Mr. Stewart explained that with the middle school schedule change it would be difficult to share a tech teacher. Mr. Johnston explained the updated budget graph. He distributed and explained a packet with projected budget increases through 2015/2016. Dr. Frerichs asked for clarification of the 10% tax increase rule. Mr. Justin Peart, Assistant Business Manager, replied that with the reassessment effective for the 2005/06 tax year the district cannot, by law, increase the overall tax revenue by more than 10%. Mr. Geist inquired what amount, assumed to be received from the state, has been budgeted. Mr. Stewart explained that the original amount received from the accountability grant was \$383,000 but the final allotment to Penn Manor will be \$390,050. Mr. Geist stated that when the board met with Representative Armstrong he indicated that sometime in the first quarter the 4% plan would become reality and the board would not have to worry about property taxes. He stated that this is probably the first year that there has been meaningful dialogue about local property tax reform. The state over the years has said they would be in it for 50% and last year it was 37% and the district had to make up the difference locally. Mr. Geist felt it's tough to look at the budget increases when there is so much meaningful discussion going on in the legislature. Mr. Geist requested that Mr. Johnston give the board the minimum best estimate. He said that while it's great to be conservative Mr. Johnston would have to give the board as realistic a number as possible because it is an important vote for them. Mr. Lyon questioned the drop in the debt service in 2011/2012 and the projection for the budget increase in 2012/2013. Mr. Johnston further explained the debt service.

Mr. Stewart explained the building contract with the YWCA he distributed. He stated that beginning June 7 students in the district will be out of school for the summer and many will need child care support. The YWCA would like to run a summer camp at the high school for 90 elementary age children with a requirement that at least 90% of them would be Penn Manor students. Although they will be taking field trips, they would use the high school as a home base. Three classrooms are requested and access to other facilities at the high school. Mr. Stewart reviewed the provisions of the contract that he has worked out with the YWCA. Mrs. Wert asked if the students were enrolled on a "first come first served basis." Mrs. Freidman inquired if there has been any negative feedback about the YWCA before and after school programs. Mr. Kreider asked if any other school districts work with the YWCA. Mr. Stewart answered their questions and felt that if the

program provides safe child care for 90 children over the summer he was sure the program will continue in the future. Mrs. Griffis has stated that the YWCA has tried very hard to meet the needs of the students. Approval for placement of this item on the April School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Dr. Frerichs, and a unanimous voice vote.

Amanda Hake reported that spring sports have started; the National Honor Society induction is April 14; middle school students will be touring the high school on April 15 and 16 and April 20 is Career Shadowing Day. Amanda said that on April 23 at Barnes & Noble Penn Manor High School students and Dr. Mindish will be reading stories and poems. She stated that, with a voucher, a percentage of the purchases for the evening will benefit Penn Manor. She distributed vouchers and a coupon for a milk and cookie special. Amanda reported that on April 30 there will be a “Chinese Basket Auction. She invited everyone to attend Entertainment PM on May 1 and the Festival of Learning on May 6.

Mr. Stewart reported that Amanda and her brother Andrew participated in the Physics Olympics and received honorable mention. Ashley Sellers also participated and her team took first place in the Newspaper construction.

The Committee of the Whole adjourned at 8:07 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

April 13, 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, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon and Mrs. Wert. Mr. Rintz was absent. Present from the administrative staff were Mr. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Ms. Kim Moore, Mrs. Barbara Still, Mrs. Carrie Aukamp, Mrs. Carole Fay, Mr. Mike Burton, Mr. Ben Mordan, Mr. Neil Fellenbaum, Ms. Renee Baker, Mike Hess, Michelle Eckman, Mr. Shawn Maxwell, Ms. Ginny Neiss, Mr. Charlie Reisinger, Mrs. Shelby Testerman, Mr. Justin Peart, Mr. Jeff Roth, Mrs. CeCe O'Day, J. B. Peterman, 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, May 10, 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 March 8, 2004, School Board Meeting. There were none. It was moved by Dr. Frerichs and seconded by Mrs. Friedman to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart reported that on Monday he provided Senator Gib Armstong with a grant request for \$40,000 to provide leveled book rooms at both of the middle schools. After talking with Senator Armstrong, Mr. Stewart was under the impression that the money would be coming to the district in approximately 6 weeks. Mr. Stewart reported that this past week the Federal Title Audit was conducted of the Penn Manor Title Program and Penn Manor will be receiving an audit report without citations. Four students have been recognized at the state level of the Scholastic Art and Writing contest: Beatrice Mao, a gold award for poetry and a silver award for her

writing portfolio; Alyssa Woods, a gold award for her essay; Nichole Lyons, a gold award for apparel design; and Laura Doherty, a gold award for her photography. He announced that Bryan Kirkwood, Kevin Nelms and David Collison participated in the Pennsylvania High School Computer Fair and Bryan has qualified to attend the state competition at Dickinson College. At the science fair 3 students received awards in the junior high division and 8 students in the senior high division. The volleyball team was ranked 17th in the state and 14 students were listed in the Sunday News track honor roll.

Mr. Johnston reported that the Treasurer's Report for the month of February has been posted. He reviewed some of the items presented for payment. It was moved by Mrs. Wert and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$453,493.56 dated 3/1/04, \$318,754.57 dated 3/3/04, \$94,665.32 dated 3/5/04, \$846.66 dated 3/10/04, \$191,589.38 dated 3/15/04, \$74,883.42 dated 3/16/04, \$294,665.12 dated 3/17/04, \$84,823.56 dated 3/18/04, \$371,055.67 dated 3/24/04, \$233,184.60 dated 3/26/04, \$645,751.20 dated 3/31/04 for a total of \$2,763,713.06 from the General Fund; \$79,577.34 dated 3/15/04, \$76,295.03 dated 3/30/04 for a total of \$155,872.37 from the Cafeteria Fund; \$785.75 dated 3/31/04 for a total of \$785.75 from the Capital Reserve Fund; \$474.16 dated 3/5/04, \$3,975.46 dated 3/9/04, \$56,695.00 dated 3/31/04 for a total of \$61,144.62 from the Community and Economic Development Grant; \$62,530.00 dated 3/5/04 and \$95.00 dated 3/31/04 for a total of \$62,625.00 from the Eshleman Reserve Fund; and payroll in the amounts of \$637,755.34 dated 3/3/04; \$657,018.82 dated 3/17/04; \$696,289.39 dated 3/31/04 for a total of \$1,991,063.55. The following roll call vote was taken on this motion. Joe DeLuca, yes; Johnna Friedman, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes and Donna J. Wert, yes. Carlton Rintz was absent.

Mr. Stewart stated that the Girls' Night Out Program was a wonderful connection between school and community and thanked all of those involved especially Ms. Kim Moore for orchestrating the program. Ms. Kim Moore, Mrs. Barbara Still and Mrs. Carrie Aukamp described the Girls' Night Out Program which was held on March 26 at Manor Middle School for 80 girls. The goal of the program was to help girls find the power they have, individually and collectively, to be the best that they can be -- healthy, independent and feel positive about themselves. The sessions available to all participants included healthy relationships; healthy bodies; healthy minds; creative problem solving; self-defense and common sense; healthy, independent, positive girls quilt; comedy show and a fashion show. Parents helped in many areas including soliciting for door prizes and food from the

community. With the help of Mrs. Rhoades, Anne Shannon from WGAL was the guest speaker. Ms. Moore said they received a grant from the Penn Manor Education Foundation which made planning the program possible. The committee has met to critique this year's program and plan for next year. In November this same program will be held at Marticville Middle School.

Michelle Eckman and Michael Hess, students from the Agriculture Department presented Board members with fruit baskets. Mr. Herr thanked Mrs. Fay and the Ag Department for the fruit baskets. Mrs. Carole Fay, Mr. Michael Burton, Mr. Neil Fellenbaum, Mr. Ben Mordan, teachers in the Ag Department and student teacher Renee Baker presented a power point of the Ag Department program. Mrs. Fay stated that Penn Manor students are learning to do, doing to learn, earning to live and living to serve through the Agriculture Program. She said there are three components to the Penn Manor Agriculture Program. The first, classroom instruction includes ag science, mechanics, floriculture, concepts of biotechnology, horticulture in the greenhouse, ag business, advanced principles of ag mechanics, and agriculture co-op. She said that Penn Manor Education Foundation sponsored a trip to Longwood Gardens last year for the Floriculture and Horticulture in the Greenhouse classes to study plant layout and Greenhouse structures. Mrs. Fay was happy to report that the classes received the grant again this year. Supervised Agricultural Experienced Program is the second component. It provides the opportunity for students to use the information they have learned in the classroom. Last year, Penn Manor Agriculture students earned over \$250,000 in income and prize money for their projects. FFA, the third component, is essential to the success of the Agricultural Education Program. FFA provides career direction by helping members get a head start in career development. She said FFA members are well rounded and respected; committed, loyal, hardworking; motivated, lifelong learners; moral, ethical, value driven and community oriented; prepared and proven professional. Mrs. Fay reported that the Manor FFA Chapter was chartered in 1933 and was one of the 1st chapters in the state with a Junior FFA program, and Penn Manor was one of the first schools offering Ag in PA. Mr. Mike Burton was the first Fair Director from the PM Ag Department. She said over 60 Manor FFA teams have competed at the National level and over 300 Manor FFA members have earned the state Keystone FFA Degree. Mike Hess, President of the Manor FFA, explained the process for organizing the FFA Fruit sale. He said that during the planning of the fruit sale the Floriculture class determines the design of the basket. The Ag Business class determines the retail cost, develops an advertising campaign. members take orders. the Floriculture and Ag

Business classes assemble the baskets and the baskets are delivered. The Ag business class keeps track of the fruit orders and payments. Michelle Eckman talked about her experience as a Floriculture student and a member of FFA. She has kept a portfolio, a resume listing her accomplishments as a floral designer, and has had the opportunity to complete arrangements for weddings and banquets through FFA. Mr. Herr thanked the students and commented on their public speaking ability. Mr. Geist commented that two ag students won Education Foundation Scholarships last year. He has been very impressed with the recommendation letters written for the students. He commented that it was obvious that Mrs. Fay truly knows the students when she writes the recommendation letters.

Mr. Stewart stated that a board member requested additional information about the health and physical education curriculum. He introduced Ms. Ginny Neiss and Mr. Shawn Maxwell, Health and Physical Education Department Coordinators. Ms. Neiss explained that the primary goal of the Health and Physical Education program is to teach all students the knowledge and skills necessary to commit to a lifestyle of healthy choices, integrating exercise and activity to promote social and emotional well-being. The elementary curriculum consists of: ball handling, basketball, flag football, floor hockey, hoop, jump rope, locomotor, soccer, softball, volleyball skills; gym scooters; organized games; parachute; rhythmic; Field Day activities; team ball games; spatial movement; and physical fitness tests. There are three major units in the 7th grade health curriculum: total health; substance abuse and prevention; and human growth and development. She stated that the middle school physical education curriculum is more sports oriented rather than fitness oriented. Ms. Neiss expressed some concerns with the new middle school schedule change and the students receiving only one-half year of physical education. Mr. Maxwell explained that in the high school only the 9th and 10th graders are required to take physical education. For juniors and seniors physical education is an elective and there are many electives for the students to choose from. The ninth grade health curriculum consists of wellness; CPR and first aid; human growth and development; tobacco, alcohol and drugs. Tenth grade focuses on safety education; fitness and lifetime sports. Mr. Herr inquired if many students are taking classes to become officials. Mr. Maxwell replied that many students are encouraged to become referees and some are referees for the recreation teams. Books, brochures and the curriculum items were left for review.

Mr. Johnston recognized Charlie Reisinger and the Technology Team, Shawn Beard, Sherry Fleming, Bill Griscom, Dave Solon, Shelby Testerman. for their accomplishment and the recipient of the PASBO Award

of Achievement. A video from the PASBO convention was shown. Mr. Reisinger explained in the video that cost savings was one of the reasons the technology team decided to have the computers assembled by in-house. The project not only saved the district money it provided knowledge and opportunities for future employment for the high students who helped with the project. The project also had the help of a senior citizen and elementary student. Mr. Reisinger said that the failure rate for the computers is very minimal. Mr. Johnston stated that three awards are given each year, and in the four years that PASBO has offered the award Penn Manor has won all four years for technology items or practices. Mr. Reisinger said it was definitely a team effort and he praised his Technology team. Mr. Herr thanked Mr. Reisinger.

Mr. Johnston recognized Justin Peart, the Assistant Business Manager, who was recognized by PASBO as a Pennsylvania Registered School Business Official. The objectives of the program are to raise professional standards across the state, improve school business management through staff development, and to identify persons who have demonstrated confidence and conduct. Mr. Peart thanked the board for the opportunity to be a part of Penn Manor.

Mr. Stewart introduced Mr. Jeff Roth, Athletic Director, who recognized J. B. Peterman for his outstanding Lancaster-Lebanon league swimming record. He said that J. B. holds a number of records and was voted the outstanding L-L league swimmer for this year and has placed the last three years at state competition. Mr. Roth said J. B. has maintained a 3.97 G.P.A. and is considering Bucknell and Penn State University for next year. Mrs. Cece O'Day, his coach, stated that J. B. is a student athlete, a leader in the playing field and classroom and strives for excellence. Mrs. O'Day presented J. B. with a plaque listing his athletic accomplishments at Penn Manor.

Mr. Justin Peart reviewed the recent property reassessment. Based on the 21% average county assessment increase he presented five different scenarios. He pointed out that the assessment will not be in effect until the 2005-2006 school year and Penn Manor will not know what our actual increase will be until July 2005. For the presentation, Mr. Peart chose five different assessed values basing the example increases off the current mileage rate of 14.67 for the tax revenue. He said that the main point of the illustration is to look at the percent increase in the assessed value and compare that to the average percent increase or decrease in the average tax amount. Any percentage increase below the average tax assessment increase

will actually decrease the tax amount due; and any percentage increase above the average tax assessment increase will increase the tax amount due. Mr. Johnston stated that there will be a 10% capitation for the total potential tax increase. Mr. Geist asked if Mr. Peart had seen any rough numbers projected for school districts. He was told that Penn Manor is at 28%, which is above the county average. Mr. Peart answered that he has not seen any projections.

The School Board Meeting Agenda was reviewed.

Item 2. Approval of Consent Agenda Items A-B, D-G, I-O:

- A. Mandate Waiver Application Resolution for the Lancaster County Academy – The Board of Directors of the Penn Manor School District having determined that approval of the attached mandate waiver application {Article XIX-C, Disruptive Students Programs – Section 1901-C(1)} by the Pennsylvania Department of Education will enable the school district to improve its instructional program and operate in a more effective, efficient and economical manner, hereby resolves at its regularly scheduled meeting of April 13, 2004, to adopt the attached application, as cited on pages 7-9, and directs the school district administration to submit the application to the Department. (see pages 7 - 9)

- B. Mandate Waiver Application Resolution for the Lancaster County Academy – The Board of Directors of the Penn Manor School District having determined that approval of the attached mandate waiver application {Article XIX-C, Disruptive Students Programs – Section 1901-C(1) and (5) Definition of a Disruptive Student} by the Pennsylvania Department of Education will enable the school district to improve its instructional program and operate in a more effective, efficient and economical manner, hereby resolves at its regularly scheduled meeting of April 13, 2004, to adopt the attached application, as cited on pages 10-13, and directs the school district administration to submit the application to the Department. (see pages 10 - 13)

- D. “First Reading” Standards for Persistently Dangerous Schools Policy – The committee is recommending approval of “First

Reading” of the Standards for Persistently Dangerous Schools Policy as cited on pages 18 - 21. (see pages 18 - 21)

- E. “First Reading” Standards for Victims of Violent Crimes Policy – The committee is recommending approval of “First Reading” of the Standards for Victims of Violent Crimes Policy as cited on pages 22 - 24. (see pages 22 - 24)
- F. Textbook Adoptions – The committee is recommending approval of the textbooks to be purchased as cited on page 25. (see page 25)
- G. Magic Shots – The committee is recommending approval of the summer remedial Math program as cited on page 26. (see page 26)
- I. Meeting Dates – The committee is recommending approval of the list of Committee of the Whole and School Board Meeting dates for the period of August 30, 2004 to September 12, 2005 as cited on pages 29 - 31. (see pages 29 - 31)
- J. AS400 Computer System – The committee is recommending granting authorization to advertise for the bid of a new AS400 I-series mid-range computer system.
- K. Variable Rate Swap Investment – The committee is recommending adoption of the resolution listed on pages 32 - 34 appointing Access Financial Markets as the Financial Advisor, Hartman Underhill & Brubaker LLP as bond counsel and solicitor, and RBC Dain Rauscher as counterparty for the Variable Rate Swap Investment. (see pages 32 - 34)
- L. Transplant Carve Out Coverage – The committee is recommending adoption of the resolution listed on page 35 participating in the proposal to procure transplant “carve out” coverage based upon the approval of all participants of the LL-EHCC. (see page 35)
- M. Lancaster-Lebanon IU 13 Budget – The committee is recommending approval of the Lancaster-Lebanon IU 13 budget for the 2004/2005 school year.

- N. Employment of Quay Hanna – The committee is recommending approval for the employment of Quay Hanna as a special consultant for 600 hours during the 2004/2005 school year at a rate of \$35.00 per hour.
- O. SRO Grant Application – The committee is recommending approval of correspondence informing Millersville Borough that Penn Manor School District will serve as a partner in a grant for a second school resource officer.

MOTION ON THE APRIL 5 AND 13 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-B, D-G, I-O: It was moved by Donna Wert and seconded by Jeff Lyon to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; and Donna J. Wert, yes. Carlton Rintz was absent.

Item 2. Approval of Consent Agenda Item C:

- C. “First Reading” Nonresident Student Policy – The committee is recommending approval of “First Reading” of the Nonresident Student Policy as cited on pages 14 - 17. (see pages 14 - 17)

MOTION ON THE APRIL 5 AND 13 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM C: It was moved by Jeff Lyon and seconded by Joe DeLuca to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, no; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, no. Carlton Rintz was absent.

Item 2. Approval of Consent Agenda Item H:

- H. Board Committees – The committee is recommending approval of the list of board member assignments to committees as cited on pages 27 - 28. (see page 27 - 28)

MOTION ON THE APRIL 5 AND 13 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM H: It was moved by Joe DeLuca and seconded by Richard Frerichs to approve this item as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes.

yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes. Carlton Rintz was absent.

Item 2. Approval of Consent Agenda Item P:

- P. Water Wheel – The committee is recommending granting authorization to advertise for the bid of a Water Wheel

MOTION ON THE APRIL 5 AND 13 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM P: It was moved by Jeff Lyon and seconded by Richard Frerichs to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, no; Jeffrey E. Lyon, yes; Donna J. Wert, yes. Carlton Rintz was absent.

Item 3. Consent Agenda for Administrative Actions Items A-E, G:

- A. “Final Reading” – Graduation Requirements Policy – The committee is recommending approval of “Final Reading” of the Graduation Requirements Policy as cited on pages 36 - 38. (see pages 36 - 38)
- B. Tuition Free Senior – The administrative staff is recommending that the following senior be permitted to complete his senior year as a tuition free student.
- Ira J. Wilson – effective March 5, 2004
- C. Holiday Schedule – The administrative staff is recommending approval of the Holiday Schedules for eligible classified staff as cited on pages 39 - 40. (see pages 39 - 40)
- D. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as listed on page 41. (see page 41)
- E. Technology Strategic Plan for 2004-2007 – The administrative staff is recommending approval of the Technology Strategic Plan for 2004-2007.

- G. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A – E, G: It was moved by Richard Frerichs and seconded by Johnna Friedman to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; and Donna J. Wert, yes. Carlton Rintz was absent.

Prior to voting on Item 3F., Mr. Willis Herr read a statement expressing his gratitude to the following people who were involved with the three year contract extension with the Penn Manor Education Association: Don Stewart, Superintendent; Christopher Johnston, Business Manager; Steve Skrocki, Former Business Manager; and Jim Zeigler and Amy Wall, PMEA. Mr. Herr said in his opinion and that of the Board and Administration the Penn Manor Teachers are second to none. He stated that Penn Manor tries to hire the best teachers and treat them in such a way to make them want to stay at Penn Manor for their entire career. The agreement serves the best interests of the teachers and district employees as well as those of the taxpayers of the school district. The Board is aware of the concerns of the taxpayers, especially those on fixed incomes and they have made it a priority to keep tax increases to a minimum. He said that there have been no tax increases in two of the past four years. On behalf of the Penn Manor School Board, Mr. Herr offered heartfelt thanks to all who were involved in the negotiating process and for their hard work in reaching the agreement.

Item 3. Consent Agenda for Administrative Actions Item F:

- F. Negotiated Agreement Extension – The administrative staff is recommending approval of a three year extension of the negotiated agreement with Penn Manor Education Association covering July 1, 2005 through June 30, 2008.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM F: It was moved by Jeffrey Lyon and seconded by Joe DeLuca to approve this item. The following call vote was taken on this motion. Joseph DeLuca. ves: Richard L. Frerichs. ves: Johnna Friedman. ves: Frank Geist.

yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; and Donna J. Wert, yes. Carlton Rintz was absent.

Item 4. Consent Agenda for Personnel Items A – G:

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 42 - 43 for employment or change in status(*) according to the conditions listed. (see pages 42 - 43)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 44 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 44)
- C. Family Medical and Child Rearing Leaves – The administrative staff is recommending granting Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed on page 45 according to the terms listed. (see page 45)
- D. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.
- Lonnie Jackson – effective March 5, 2004
Sharon Stavely – effective March 24, 2004
Michele Wolpert – effective March 1, 2004
- E. Retirements – The administrative staff is recommending the board approve the retirement of the individuals listed on page 46 per the effective date subject to the conditions listed in the Negotiated Agreement. (see page 46)
- F. Twilight School Instructor – The administrative staff is recommending approval of the following individual to the position of Twilight School instructor for the 2003-2004 school year at the rate of \$29.00 per hour.

Chad Anderson

- G. Unpaid Leave of Absence – The administrative staff is recommending approval of unpaid leave of absence to be granted to JoAnne Banzhof from 2/11/2004 through the end of the 2003-2004 school year.

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

Item 5. Consent Agenda for YWCA Building Usage:

The administrative staff is recommending approval of building usage for the summer of 2003/2004 for the YWCA Child Care Division.

MOTION ON CONSENT AGENDA ITEM 5: It was moved by Richard Frerichs and seconded by Joe DeLuca to approve this item. The following call vote was taken on this motion. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; and Donna J. Wert, yes. Carlton Rintz was absent.

The meeting adjourned at 8:45 p.m. on a motion by Richard Frerichs, a seconded by Donna Wert, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary