

Minutes
Committee of the Whole
August 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, Mrs. Friedman, Mr. Geist, Mr. C. Willis 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 Ms. Hodson.

Mr. Willis Herr asked if there were any Citizen's Comments. High School students Tara, Kevin and Paul thanked the board for allowing them to attend the Quiz Bowl competition in New Orleans and for the funding. Mr. Herr thanked the students for the honor and publicity they brought to Penn Manor.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the July 12, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart thanked Ms. Hodson for substituting for Mrs. Howard as Board Secretary for the meeting this evening.

Mr. Coleman updated the Board on the barn located at Manor Middle School. He presented a slide presentation showing the results of the structural analysis. He reported that the beams have deteriorated to the point that they are not stable to support the upper structure. Due to beams deteriorating, temporary supports have been installed to keep portions of the barn from collapsing. Mortar on the existing stone is missing; the interior portion of the stone wall has deteriorated so that stones are no longer held together with mortar. Dormers are beginning to fall into the barn due to deteriorated wood. Some beams are twisted, cracked, soft and unable to support the structure. The wood on the roof has deteriorated and unable to hold the slate shingles; the slate shingles are separating. There are significant gaps in the siding allowing water to penetrate into the barn. The floorboards have been replaced in sections but the wood has deteriorated and gaps exist. He stated that the architects' estimate of \$800,000 was for stabilization of

the barn, no cost was analyzed for restoration. Mr. Stewart informed that Board that he recently spoke with Mr. Skrocki inquiring if he knew of any mechanism for finding money for historic restorations. After some research from Mr. Skrocki, Mr. Stewart contacted the Lancaster County Historic Trust. Mr. Stewart received a call from a citizen who had heard that Penn Manor was going to demolish the barn. Mr. Stewart was assured them that a decision had not been made to tear down the barn, but an estimate had been received for stabilizing the barn. The citizen felt the amount was inaccurate and asked Mr. Stewart to contact the Lancaster County Planning Commission. A copy of the analysis has been shared with both organizations for their input. Mr. Stewart said that if we are going to lose the barn than the maintenance facility needs to be reevaluated for storage space and location. Mr. Stewart is recommending educating the public of the nature and magnitude of the issue of the barn, the cost, and gift or grant possibility. He would also like a representative from the Planning Commission to look at the barn and the cost analysis. Mr. Rintz asked if the barn was a registered historic structure. Mr. Stewart replied that it was a historic building, not registered. Mr. Herr stated that he was disappointed that the board was even considering tearing the barn down. He knew that the structure was going to be studied, but it is his ancestral farm and was dismayed to hear from a citizen that the board was going to tear the barn down. Mr. Stewart stated that the study does not say that the entire barn is not safe to use but rather only a section is not safe to use. Because of the concern about an unsafe portion, the Junior Comets has been asked not to permit students into the barn. It was reported that they have moved the equipment to the concession stand. Mr. Geist stated that a Property Committee meeting was held last week; it was anticipated that a community member would attend to inquire if the barn was being demolished. The Property Committee felt that the entire board should be informed of the barn study.

Mr. Stewart explained the position of Associate Principal for Penn Manor High School. The high school has over 1800 students and administered by Dr. Mindish and 3 assistants. Mr. Stewart explained that the Associate Principal would have additional responsibilities for operating and managing the Alternative Education Program, Twilight School, coordinating with the CTC Alternative Program, would have the primary responsibility for creating the high school schedule, senior awards ceremony and all state assessments. Approval for placement of this item on the August School

Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Friedman, and a unanimous voice vote.

Mrs. Griffis informed the board that the Pennsylvania Assessment results have been received from Data Recognition Corporation. She stated that adequate yearly progress (AYP) in Pennsylvania is determined entirely by Pennsylvania Assessment scores. Every state has a different statewide testing system based on their state standards and must test in grades 3, 5, 8, and 11. The 12th graders take a retest in the fall if they are not proficient. A group counts as a subgroup if there are 40 students in that subgroup. Student results are reported as either advanced, proficient, basic or below basic levels of performance. According to the PDE, in 2004 grades 5 and 9 showed significant gains; grade 11 scores remained relatively flat across the state; and by 2014 one hundred percent of our students, including all subgroup populations, supposed to be proficient. There are 3 thresholds that need to be met as a school district. The first is attendance and graduation rate, the second is the participation rate on the test and the third is performance or proficiency target. If a school or subgroup doesn't meet the performance target of 45% proficient in reading and 35% proficient in math, and they don't make Safe Harbor (reducing students who are below proficient by 10%), they can still make AYP through appeal by showing significant growth. Significant growth is demonstrated by PPI (Pennsylvania Performance Index) where weights are assigned to percentages of students in each performance level. In the past all ELL students had to participate in reading and math if they had been enrolled in the school district for a full academic year. This has changed. Reading is optional and counts for the participation rate but not AYP. All ELL students must participate in math. This also counts for participation but not AYP. In 2003 the school district was in a warning pattern because of learning support students. In 2004 the district is now in the next stage, District Improvement 1. Special education subgroups did not make AYP. Manor Middle School demonstrated significant growth by meeting its targeted PPI score; Penn Manor High School did not and is on School Improvement I. Under School Improvement I, a plan must be developed and submitted within 3 months and show how AYP will be made in the high school. The math curriculum at the high school has been revised and should help.

Mrs. Griffis informed the Board that she attended a required workshop at PDE regarding certification requirements. There are several new certificates. Now there is just one principal certificate for K-12, new

certificates for elementary literacy coach, elementary math coach, secondary literacy coach and secondary math coach. The new certification requirements require that teachers who are instructing secondary homebound students must be certified in the content area they are instructing. A secondary special education teacher must be certified in all of the content areas they are teaching in a pullout program. A new program, bridge program, for a three year certificate will be an additional way for teachers to demonstrate competency. Tech interns may no longer work with a tech person but must work with a certified teacher.

Mr. Stewart asked the board to move on the amended resolution to offer for sale approximately 10.69 acres of a portion of the athletic complex at northeast corner of Comet Field. This is property that has only been utilized as rental to a farmer for a minimal price per acre. Approval for placement of this item on the August School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Stewart reviewed some of the basics for the school district requirements for the "Homeowner Tax Relief Act." An immediate requirement will be that before October 18 correspondence will be given to Penn Manor residents about the nature of the reduction and how to fill out an application in order to participate. If the residents do not participate after the first mailing the district is required by law to do a second mailing by December 31. By May 30 the school board will be required to initiate the .1% increase in the earned income tax to become eligible for the additional state money generated by slot machines. The additional tax generated is not new money available for the district to utilize, but it will need to be set aside to be utilized during the property tax reduction. Mr. Stewart announced that PSBA will be having workshops for the property tax referendum.

Mrs. Wert explained that she requested that PSBA absentee ballots be mailed to the homes for voting for PSBA officers. Mrs. Wert endorsed Idette Groff, from Conestoga Valley, who is running for second vice-president.

Dr. Frerichs and Mr. Geist distributed the Penn Manor Education Foundation information. He commended the board for their support in the past and encouraged them to contribute again this year.

The Committee of the Whole adjourned at 8:05 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

August 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, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Penn Manor Residents, Mrs. Theresa Kreider, Mr. John Matussek, 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, September 13, 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 July 12, 2004, School Board Meeting. There were none. It was moved by Mr. Lyon and seconded by Mr. Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart reported that the district will be receiving an additional \$55,721 from the state, elevating the accountability grant to a total of \$445,771. He recommended that the additional money be used in an effort to reduce class size. An additional first grade teacher for Martic Elementary School and a kindergarten teacher, which was previously approved for Hambright School, would help to maintain small class sizes in the primary grades. Mr. Johnston reported that through the state budget process the district will be receiving approximately an additional \$100,000. He reviewed the different areas where the district will be receiving the money.

Mr. Stewart reported on the finding and hiring process over the summer of qualified teachers for Penn Manor. He stated that there are a few positions remaining to be filled including an Ag Teacher, Speech Therapist and substitute Science Teacher; however, he is certain that by the opening of

school the essential vacancies will be filled. Due to resignations, four administrative team member positions needed to be filled and at this point only one position remains vacant. One of the high school assistant principal's positions has been filled by Jason D'Amico, who is coming from Virginia and will be with the district at the beginning of school. Mr. Stewart introduced Mr. John Matussek, who is being recommended for the Principal for Eshleman Elementary, and Mrs. Theresa Kreider, who is being recommended for the assistant director of special education position. He provided the board with a brief biography of Mr. Matussek and Mrs. Kreider both long time Penn Manor employees. Mrs. Kreider and Mr. Matussek thanked the board and the administrative team for their support

Mr. Stewart complimented Charlie Reisinger for the updated web site and his continued leadership in technology for Penn Manor. He stated that when an applicant comes for an interview they articulate about the Penn Manor web site. Many have said it is one of the best they have seen.

Mr. Stewart updated the board about the busing of nonpublic students. Less than a year ago the board addressed the issue of bussing nonpublic students on days when Penn Manor is closed. Mrs. Kelshaw has drafted a master calendar from information received from the nonpublic school with their attendance days. He said that 3 schools open before Penn Manor; however, busing will not be provided before our students are bused. There will be 3 days of busing provided to nonpublic students for days when they are in attendance and Penn Manor is closed. Mrs. Wert asked if parents need to notify the district if they require transportation. Mr. Stewart stated that the parent must notify the transportation director that they would like transportation on those days.

Mr. Stewart provided an update on tuition students. One non-resident tuition student has been approved, and 4 additional students await board approval. One is an agriculture student from the School District of Lancaster. The other three students have a long history at PM.

Mr. Stewart reported August 16 will be the first day for varsity sports, August 23 for junior high sports and August 26 the band performance for parents at 7:00. Mr. Stewart commended Ben Rowe, a junior, who won the Lancaster County junior golf championship. He said that many students from PM participated in the national AAU weight lifting junior Olympics competition.

Mrs. Griffis invited the board to the new teacher luncheon on Thursday.

Mr. Johnston reported that the Treasurer's Report for the month of July has been posted. He reviewed some of the items presented for payment. It was moved by Mr. Kreider and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$279,004.82 dated 7/1/04, \$298,080.40 dated 7/7/04, \$3,147.20 dated 7/8/04, \$68,732.31 dated 7/9/04, \$467,264.33 dated 7/15/04, \$91,007.06 dated 7/20/04, \$417,614.23 dated 7/21/04, \$245,662.15 dated 7/22/04, \$67,986.28 dated 7/26/04, \$169,420.95 dated 7/28/04, for a total of \$2,107,919.73 from the General Fund; \$57,710.75 dated 7/29/04 for a total of \$57,710.75 from the Cafeteria Fund; \$9,011.25 dated 7/15/04, \$4,140.00 dated 7/22/04, \$12,345.32 dated 7/28/04 for a total of \$25,496.57 from the Capital Reserve Fund; \$32,083.77 dated 7/22/04, for a total of \$32,083.77 from the Eshleman Reserve Fund and payroll in the amounts of \$599,205.09 dated 7/7/04, and \$583,482.79 dated 7/21/04 for a total of \$1,182,687.88. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes and abstained from check #79814; Carlton Rintz, yes; and Donna J. Wert, yes.

The August School Board Meeting Agenda was reviewed.

Item 2 A. & C. Consent Agenda from Committee of the Whole:

- A. Associate Principal – The committee is recommending creation of the position of Associate Principal for Penn Manor High School.
- C. Northeast Corner of Comet Field – The committee is recommending the adoption of the resolution to approve offering for sale approximately 10.69 acres of the present unused northeast corner of the Comet Field Complex.

MOTION ON THE JULY 12 AND AUGUST 9 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A and C: It was moved by Richard Frerichs and seconded by Johnna Friedman 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 Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 2B. Consent Agenda from Committee of the Whole:

- B. Boys' Lacrosse – The committee is recommending that the Boys' Lacrosse Club be designated as a Varsity Sport.

MOTION ON THE JULY 12 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM B: It was moved by Richard Frerichs and seconded by Jeffrey Lyon 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; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 3. Consent Agenda for Administrative Actions

- A. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor's web page. (<http://www.pennmanor.net/tr/>)
- B. Tuition Student – The administrative staff is recommending the approval of the tuition student from the attached. Enrollment is dependent upon payment of tuition in compliance with policy #202.
- Krista Kauffman – non-resident agriculture student – grade 9
 Joshua G. Reynolds – non-resident tuition – grade 11
 Katie Whiting – non-resident tuition – grade 10
 Wilson Whiting – non-resident tuition – grade 12
- C. Approval of Bus Routes – The administrative staff is recommending the approval of bus routes for the 2004/2005 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.
- D. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of bus drivers for the 2004/2005 school term as cited on pages 5 - 6. (see pages 5 - 6)

- E. Field Trip Rates – The administrative staff is recommending approval of Field Trip Rates for the 2004/2005 school term as cited on page 7. (see page 7)
- F. Bid Awards – The administrative staff is recommending awarding the bids for milk, fruit drinks and ice cream for the cafeteria to the vendors cited on page 8. (see page 8)
- G. Textbook Adoption – The administrative staff is recommending approval of the textbooks to be purchased as cited on pages 9 - 10. (see pages 9 - 10)
- H. Student Activity Fund – New Accounts – The administrative staff is recommending the approval of the following clubs in the student activity fund.
 - Rocketry Club – High School
 - Rocketry Club – Manor Middle School
- I. Agreement for Infectious and/or Chemotherapeutic Waste Removal – The administrative staff is recommending ratification of the agreement between Penn Manor School District and Environmental Options Group, Inc for the removal of medical and hazardous waste as cited on pages 11 - 13. (see pages 11 - 13)
- J. Change Order – Eshleman Elementary School – The administrative staff is recommending approval of the change order from Gilbert for a credit amount of \$500.00 as cited on page 14. (see page 14)
- K. Special Education Contracting Agreement – The administrative staff is recommending approval of an agreement with Lancaster-Lebanon IU13 for provision of special education programs and services for the 2004/2005 school year at an estimated cost of \$990,527.
- L. Tax Exoneration – The administrative staff is recommending that the board approve the tax exoneration as cited on page 15. (see page 15)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A-L: It was moved by Donna Wert and seconded by Jeff Lyon 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 Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 4 A-D, F-G. Consent Agenda for Personnel

A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 16 - 18 for employment or change in status(*) according to the conditions listed. (see pages 16 - 18)

B. 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 19 according to the terms listed. (see page 19)

C. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.

Kristin L. Anelli – secondary assistant principal – effective 8/10/04

Deborah Bowers – professional employee – effective 7/28/04

Benjamin Mordan – professional employee – effective 7/31/04

Jennifer Pearson – professional employee – effective 8/10/04

Barbara Rodgers – professional employee – effective 8/15/04

Rebecca Schreiber – professional employee – effective 7/12/04

Andrea Shertzer – professional employee – effective 8/23/04

Thomas Williams – learning support aide – effective 6/4/04

D. Associate Principal – The administrative staff is recommending Mr. Philip Gale be appointed Associate Principal at a salary of \$72,077.36.

F. 2004/2005 Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed on pages 21 - 22 to the co-curricular positions cited for the 2004-2005 school year. (see pages 21 - 22)

- G. Rates for Co-curricular Work – The administrative staff is recommending approval of the rates for co-curricular work for the 2004/2005 school year as cited on page 23. (see page 23)

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-D AND F-G: It was moved by Richard Frerichs and seconded by Joe DeLuca 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 Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 4 E. Consent Agenda for Personnel

- E. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 20 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 20)

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-D AND F-G: It was moved by Richard Frerichs 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; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, abstained; Donna J. Wert, yes.

Item 5. High School Co-Curricular Positions

The administrative staff is recommending approval of the individuals listed on page 24 to the high school co-curricular positions cited for the 2004-2005 school year. (see page 24)

MOTION ON HIGH SCHOOL CO-CURRICULAR POSITIONS AGENDA ITEM 5: It was moved by Joe DeLuca and seconded by Johnna Friedman 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, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 6. Employment or Change in Status (*)

The administrative staff is recommending the board accept the individuals listed on page 25 for employment or change in status (*) according to the conditions listed. (see page 25)

MOTION ON EMPLOYMENT OR CHANGE IN STATUS(*)

AGENDA ITEM 6: It was moved by Rich Frerichs and seconded by Joe DeLuca 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; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

The meeting adjourned at 9:15 p.m. on a motion by Donna Wert and seconded by Jeffrey Kreider and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary