

Minutes
Committee of the Whole
October 12, 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. Rintz, and Mrs. Wert. Mr. Lyon was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis and Mr. Johnston. Also in attendance were Penn Manor Residents 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 October 4, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs a second by Mr. DeLuca, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston reviewed the proposed 2005-2006 Budget Calendar. He stated that the proposed calendar is very similar to previous calendars with an adjustment in the timing of items to fit into the Act 72 timeframe. Board presentations beginning on January 10 would review the short and long term maintenance needs. Board presentations will continue with a review of staffing and individual budgets. The preliminary budget detail will be presented on March 7, the voting of the preliminary budget would be on April 11 and the final adoption of the budget is scheduled for a voting meeting on May 23. Tentative meetings are scheduled for March 14 and April 25 to be used if needed. Approval for placement of this item on the October School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

Mr. Johnston distributed a timeline for Act 72 for October 2004 through November 2007. He stated that if Penn Manor should decide to opt into Act 72 a radically different budget calendar must be adopted for the forthcoming years. He reviewed the PSBA timeline pointing out important dates. September 1, 2005 is the deadline for PDE to publish the "Index" that the district would be subject to if the district decides to opt into Act. 72. At that time the amount the district would be allowed to raise taxes would be disclosed. Mr. Johnston pointed out several other dates of note in the

preliminary 2006-2007 calendar. Dr. Frerichs asked when a decision has to be made if the district would be opting into Act. 72. Mr. Johnston answered that the deadline is May 30. There was further discussion about the dates, the referendum and the resolution.

Mr. Stewart stated that he met with the auditors along with Mr. Herr, Mr. Johnston, Mr. Justin Peart and Mrs. Duke. He commended the business office for their efforts in assisting the auditors with the information as requested. He said the auditors commented that they wished it was this easy in all of their districts and that everyone at Penn Manor was very professional. Mr. Johnston reported that the state audit began on August 25 and ended September 29. They reviewed the 2000-01 and 2001-02 fiscal years, and focused upon certifications, transportation, child accounting and subsidies. The auditors were very complimentary of the internal control systems and employees and reported that there were no findings. Mr. Johnston acknowledged the fine work that is done in central office regarding record keeping and administration. He said that while the office functions as a team he gave individual recognition to Mr. Peart for running point on the audit and stated he did a great job as a liaison with the auditor. Mrs. Kelshaw once again did a fine job with transportation and coordinated with our contractors to insure that all driver paperwork was accurate and available. Mrs. Alexander also continues to keep the subsidies coming in by making sure that our child counts are accurate and reported properly. Mrs. Howard also did a great job of keeping us up to date and in line with teacher certifications.

Mr. Johnston reported that the field work on the local audit has been completed. The auditor's report will be presented in November and there are no anticipated findings in the audit. He said that the clean audits are possible due to the procedures that are in place and the people working for the district. The administrative team is very proud of the employees and their attention to detail. He cited some one-time occurrences that brought in more revenue than what was budgeted for this year. Several notable areas were under budget and the preliminary information for the general fund shows that the budget for 2003-04 was under spent by approximately one million five hundred thousand. This was attributed mainly to savings in debt service, personnel, utilities, transportation and contracted services. Mr. Geist asked if a dual statement of the income statement and balance sheet will be presented again this year. Mr. Johnston answered that the auditors will probably present the dual statement.

Mr. Johnston recommended the transfer of \$1,564,833.93 in unexpended funds to the Capital Reserve fund to be used for future capital improvements and repairs. The projects in 2003-04 were anticipated to cost a little over \$800,000 with approximately \$1,400,000 in projects to be deferred. The 2004-05 project list will be initially presented at the January 10th meeting. Approval for placement of this item on the October School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

Mr. Johnston distributed handouts relating to designation of fund balance. He explained that last fall the board passed a resolution designating \$2,985,817 of the fund balance to be used to help offset the anticipated increased in retirement costs. Subsequent legislation was passed that made it unrealistic to use the entire amount of the designated funds for retirement rate stabilization. As a result, the administration is recommending re-designating the fund balance to reflect a more accurate depiction of the retirement rate stabilization fund and to designate funds to help offset the anticipated increased cost of healthcare for the period through 2008-09. Approval for placement of this item on the October School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. DeLuca, and a unanimous voice vote.

Mr. Stewart introduced and welcomed Steve Mohimani, the junior council representative to the board. Steve is vice-president of the junior class, active in the theater and secretary of ITS. He attended Hambright Elementary School.

Mr. Stewart updated the board on the Manor Barn. He stated that he has contacted John High from the Barn Savers, Mark Buckingham, Wolf House and Building Movers, and the Historic Preservation Trust about three additional approaches to the barn including demolition for the purpose of resale and reconstruction on a different site, demolition for the purpose of reconstruction on a Penn Manor site, or demolition and resale of materials. At this time he does not have a report from these companies. He stated that he hopes to have a recommendation for the board in November for the barn, a new or renovated maintenance facility and vacating the bottom of the Comet Field House for improved athletic facilities.

Mr. Stewart informed the board that he contacted the solicitor regarding the policy for addressing the board. As it is currently written taxpayers and residents have the right to address the board. Expression of that right does not deny the right to others and the board could extend the right to others. It is the solicitor's recommendation not to change the policy. After some discussion a decision was made to revise the notation in the first paragraph at the end of the agendas to read any district resident or taxpayer...

Steve Mohimani reported that homecoming weekend included a pep rally, the crowning of the queen and dance. The German exchange students are still visiting, 100 seniors registered to vote and October 20 there will be mock elections. The Quiz Bowl team will be participating in the first round of Brain Busters on Wednesday, October 13. Amanda Hake reported that on October 27 new members will be inducted in National Honor Society, November 6 Penn Manor will sponsor their first Quiz Bowl Tournament at the high and November 18, 19 and 20 the fall play, "Thirteen Past Midnight" will be presented. She said that on November 10, 11 and 12 the seniors will be presenting their projects. Mr. Stewart invited any board members interested in sitting on the panel to contact him. Mr. Herr asked about the process of becoming a student representative to the board.

Dr. Frerichs reported that the Superintendent's Evaluation Committee continues to meet and hopefully by the first meeting in November a presentation to the board will be made.

The Committee of the Whole adjourned at 7:55 p.m. on a motion by Mrs. Wert, a second by Mrs. Friedman, and a unanimous voice vote.

October 12, 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. Rintz and Mrs. Wert. Mr. Lyon was absent. Present from the administrative staff were Mr. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Penn Manor Residents, Ms. Deb Goodhart 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, November 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 September 13, 2004, School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Mr. Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart informed that board that Dan Kauffman, a Penn Manor graduate, was elected to the first team all-state baseball team. Five Penn Manor students recently participated in the taping of a WGAL "Connect with Kids" program dealing with loss. Participation in the program was made available through the high school counselor Melissa Ostrowski. He reported that Penn Manor students did well at the Lampeter Fair and the high school yearbook earned a first place award by the Pennsylvania School Press Association.

Mr. Johnston informed the board that applications will be mailed this week to residents for the Homestead or Farmstead reduction of real estate taxes. He reported that the Treasurer's Report for the month of September has been posted. He reviewed some of the items presented for payment. It

was moved by Mrs. Wert and seconded by Dr. Frerichs to approve to authorize payment of bills in the amounts of \$853,043.78 dated 9/1/04, \$375,378.21 dated 9/2/04, \$52,043.20 dated 9/10/04, \$319,623.56 dated 9/15/04, \$133,612.10 dated 9/17/04, \$313,324.59 dated 9/20/04, \$385,453.07 dated 9/24/04, \$616,573.71 dated 9/29/04, \$162,479.39 dated 9/30/04, for a total of \$3,211,531.61 from the General Fund; \$60,665.64 dated 9/20/04, \$131,906.52 dated 9/30/04 for a total of \$192,572.16 from the Cafeteria Fund; \$55,381.21 dated 9/20/04, for a total of \$55,381.21 from the Capital Reserve Fund; and payroll in the amounts of \$614,025.39 dated 9/1/04, \$667,487.06 dated 9/15/04, and \$678,965.89 dated 9/29/04 for a total of \$1,960,478.34. 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, absent; Carlton Rintz, yes; and Donna J. Wert, yes.

Mr. Stewart welcomed the Millersville University students and explained the format of the Executive Session, Committee of the Whole and the Board meetings. Mr. Herr also welcomed the students and explained that the members of the board are on several committees and spend considerable time with ongoing subjects.

Mr. Stewart introduced Ms. Deb Goodhart. Ms. Goodhart informed the board of a writing competition for students sponsored by the Buffalo Bill Historical Society. Four students from her gifted writing pullout class participated in the contest. Approximately 795 teams participated and the Penn Manor team placed in the top ten and won an honorable mention award. Ms. Goodhart introduced students Megan Young, Denise Herr, Christina McSherry and Claudia Shuman. The students explained that they had to pretend they were going on a journey to Yellowstone in the 1800's. Each week they were given a challenge they had to solve and they sent the log to the Buffalo Bill Society. They had to create an alias and give background information on that person. They had to write a book about their journey which started in St. Louis in 1870 and traveled through other states to get to Yellowstone National Park. The students had to choose necessary supplies, encounter hostile groups of people, face challenges with animals, weather and land masses. The students felt they learned a lot about the west and themselves. Ms. Goodhart said the girls did a lot of work on the project outside of the classroom and the students far exceeded her expectations. Mr. Herr thanked the students for sharing the project with them.

The October School Board Meeting Agenda was reviewed.

Item 2 A-D. Consent Agenda from the October 4 and 12 Committee of the Whole:

- A. Support Staff Equity Service Implementation Plan – Step 1 – The committee is recommending approval of step 1 of the support staff equity service implementation plan as presented.
- B. Budget Calendar for 2005-2006 – The committee is recommending approval of the budget calendar for 2005-2006 as cited on pages 6 - 7. (see pages 6 - 7)
- C. Transfer to Capital Reserve Fund – The committee is recommending approval for the transfer of \$1,564,833.93 to the Capital Reserve Fund.
- D. Designated Fund Balance – The committee is recommending approval of a resolution to designate a portion of the fund balance as presented.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM A-D: 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, absent; Carlton Rintz, yes; Donna J. Wert, yes.

Item 3. A - E. Consent Agenda for Administrative Actions

- A. Bank Accounts – The administrative staff is recommending closing two bank accounts at the Fulton Bank:
 Special Revenue Fund #1519-46120
 Student Activity Account #1891-50-116
- B. Federal Programs Consolidated Application – The administrative staff is recommending approval of the 2004-2005 Federal Programs Consolidated Application – Project #999-05-0324 as cited on page 8. (see page 8)

- C. Tuition Student – The administrative staff is recommending the approval of Kasia Shover as a .5 tuition senior for the 2004-05 school year.
- D. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations cited on pages 9 - 11. (see pages 9 - 11)
- E. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor's web page. (<http://www.pennmanor.net/tr/>)

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

Item 4. A - K

Consent Agenda for Personnel

- A. Resignations – The administrative staff is recommending the board accept the resignations listed below per the effective date cited.
 - Boehler, Lori – effective August 30, 2004
 - Myers, Bryan – effective October 1, 2004
 - Goodman, Ellen – effective August 30, 2004
 - Miller, Angie – effective September 17, 2004
 - Richards, Laura – effective October 4, 2004
- B. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 12 - 13 for employment or change in status(*) according to the conditions listed. (see pages 12 - 13)

- C. 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)
- D. Data Cleansing – The administrative staff is recommending approval of Sue Smith to do data cleansing at the rate of \$12.33 per hour not to exceed 30 hours.
- E. Family Medical, Child Rearing and Designated Leaves – The administrative staff is recommending granting Family Medical Child Rearing and Designated Leaves to the individuals listed on page 15 according to the terms listed. (see page 15)
- F. 2004/2005 Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed below to the co-curricular positions cited for the 2004-2005 school year.
- Mark Dennis – Auditorium General Technical Supervisor –
\$1,146.
- Tim Joyce – Costume Coordinator for the Fall Play -- \$870
- G. 2004/2005 Fall Coaching Position – The administrative staff is recommending the approval of the individual listed below as a coach for the 2004-2005 school year.
- Alyssa Enders, Junior High Girls Field Hockey Coach --
\$2,622
- H. Contracted Psychological Services – The administrative staff is recommending approval of contracted psychological services at a rate of \$50.00 per hour as follows:
- Jennifer Smyth – 100 hours
- I. Academic Support Coach – The administrative staff is recommending that Sally Stratigos be approved to serve as an academic support coach for up to 10 hours at the rate of \$30.00 per hour.

- J. Athletic Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed below as athletic workers for the 2004-2005 school year.

Harry Frey
James Knapp

Dave Hess
James McGlynn

- K. Curriculum and Assessment Training – The administrative staff is recommending the approval of the individuals listed below for training in curriculum and assessment as it relates to the District Improvement Plan at the professional hourly rate of \$30 not to exceed 4 hours each.

Doug Anderson
Peggy Annunziata
Jeff Churchill
Abby Hafer
Laurie Hollinger
Stephanie Mason
Michele Pletcher
Thomas Wainman
Craig Wille

Diane Baireuther
Lisa Bitler
Courtney Costello
Jodie Henderson
Heidi Hook
Kimberly Pace
Amy Spina
Phil Weaver
Amy Williams

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A - K: It was moved by Jeffrey Lyon and seconded by Jeffrey Kreider 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, absent; Carlton Rintz, yes; Donna J. Wert, yes.

The meeting adjourned at 9:22 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