

**Minutes**  
Committee of the Whole  
September 12, 2005

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. The meeting was called to order by Board President, Mr. C. Willis Herr. Present were Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. Also in attendance were Dr. Mindish, Mrs. Fair, Mr. Yarnell, Mr. Bender, Millersville students, Mrs. Rhoades and Mrs. Howard.

Mr. Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the August 29, 2005, 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 introduced Mr. Bill Yarnell and Mr. David Bender, members of the high school Science Department. He said they have been working on an exciting cooperative effort with Millersville University and other universities across the nation. Through Millersville University, Bill Yarnell and Dave Bender became involved with the National Science Foundation in a program called Linked Environments for Atmospheric Discovery (LEAD). Mr. Yarnell explained in the Spring 2002 an \$11 million grant was awarded to 9 institutions, including Millersville, for the creation of the project LEAD. He stated an educational component was required for the project. Mr. Yarnell explained the primary thrust of the project is to take real time data, collected in the field and make it available to end users. Mr. Bender said they are the only high school teachers in the nation who have been trained on the use of the Integrated Data Viewer (IDV) software. This software is a powerful tool for taking raw data and turning it into graphical visualization of that data. A video was presented of a 3D graphic of weather patterns. Mr. Yarnell explained currently the software is being used for weather but future plans include using it for oceanography, geology and astronomy. Mr. Yarnell showed an example of the module he designed with Mr. Bender. Mr. Geist stated the Foundation funded a grant for a computer to handle data coming from a super computer. He asked how the computer was working. Mr. Bender replied the 3-D figure they showed to the board is from the computer they purchased, which is the only computer in the district fast enough that can do the design. Mr. Herr thanked Mr. Yarnell and Mr. Bender for their presentation.

Mr. Johnston introduced Mr. Matt Kirk from Access Financial Markets. Mr. Johnston said the SWAP agreement, the district entered into in May 2004, provided an investment opportunity that swapped the fixed rate debt for the option of treating the debt as variable rate debt. An annual report done by an independent advisor is one of the requirements of the SWAP. Mr. Johnston reviewed the report. He stated the present value of the investment, as of June 30, 2005, was negative \$275,248 which is the trade in value on the

investment at that time. He explained if the district had elected to get out of the investment on June 30 it would have netted \$225,000. He said the SWAP is a long-term investment and the investment potential is very good in the long term. Mr. Johnston reviewed the updated risk analysis. He explained as long as the BMA Index averages below 3.66% over the entire life of the investment Penn Manor realizes a positive cash flow. He also explained the tax, counterparty, termination and credit risks. Mr. Kirk stated Access Financial Markets is the district's interest rate swap advisor. The PA legislature requires any entity that enters into an interest rate swap transaction must annually monitor the transaction and risks. Mr. Kirk reviewed the BMA Index History exhibit. He described the floating rates for the past few years. He also explained the annual cash flow from the 2004 swaption exhibit for 10 years with different interest rates. Mr. Herr asked if the district was doing well with the investment so far. Mr. Kirk replied the value has fallen to the district's advantage and has become more valuable to the district. Additional questions were asked for clarification.

Mr. Stewart explained approximately 6 months ago a process was initiated for selecting architectural services for the district. Sixteen architectural firms showed an interest in providing architectural services to the district. Mr. Coleman, Mr. Skrocki and Mr. Stewart screened the applications and selected 7 firms to be interviewed. Three of the firms, along with the existing architectural firm Gilbert Inc., were then recommended to the Property Committee to be interviewed. Mr. Stewart thanked the Property Committee for the hours they spent interviewing the four firms. At this time the Property Committee is recommending the board adopt Crabtree Rohrbaugh and Associates to provide architectural services to the district. Mr. Stewart stated the Property Committee was impressed with the firm's strong local recommendations, the fixed rate fee basis, the utilization of cost cutting techniques from business and industry, the presentation team, their stable staff and they are large enough to add a full range of services. Mr. Skrocki added the firm will provide the creativity the district will need to consider for facilities. Mr. Skrocki showed a chart Crabtree Rohrbaugh provided in their interview presentation. He stated the firm has had a long consistent history of delivering low square foot cost buildings. He also stated the buildings are not bare bones but nice buildings with upgraded materials. Mr. Skrocki reported the firm has a large nationwide contract with the retail firm Cabela's and they are doing a lot of business with Giant food stores. He stated the firm uses prototype designs for the Giant building. Mr. Skrocki reported he previously worked with firm and has no reservations recommending them for approval. Approval for placement of this item on the September School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Kreider and a unanimous voice vote.

Mrs. Griffis highlighted the Dual Enrollment Grant. She explained the Dual Enrollment Grant is the first statewide grant that allows students to take college courses and earn post-secondary credit while completing their high school graduation requirement. She stated five million dollars is included in the 2005-2006 state education budget for this grant and September 15 is the deadline for all school districts to submit the grant. A requirement of the grant is to form a dual enrollment committee to adopt written agreements with the post-secondary partners. Millersville University and Harrisburg Area Community College (HACC) will be partners with Penn Manor. Annual reports

will also need to be submitted. Dr. Mindish explained class meetings were held for the juniors and seniors to describe the dual enrollment. She stated this fall there are 6 high school students taking college courses. She asked the students at the assembly, if Penn Manor got the grant money, which pays 89% of their tuition, how many would be interested in taking a college course. She reported that 71 students signed up indicating they were interested in taking a course. Dr. Mindish explained that a number of interested students was needed to determine the amount of grant money requested. Dr. Mindish stated if the grant is received specific criteria will be established. Current grades in classes will be considered for student recommendation to take a class. Guidance will also be given to help the students choose a class they will be successful in. Mr. Skrocki stated the allowable cost is \$612 per course, which is the state's system of higher education undergraduate 3 credit tuition cost. Books, fees and transportation are also eligible for the grant. Mr. Skrocki explained the students would pay for the course, after receiving the grant money the district would reimburse the student for approximately 89% of the course cost. After additional questions for clarification approval for placement of this item on the September School Board Meeting Agenda was approved on a motion by Mr. Rintz, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Stewart distributed copies of litigation with PIAA and three Berks County School Districts. He explained there are two seasons for girls' soccer in Pennsylvania. The western section of the state plays girls' soccer in the fall; whereas, the eastern section of Pennsylvania because the schools have a field hockey program plays in the spring. Three families filed the suit saying there is inequity between the boys' and girls' soccer programs because boys' soccer has one championship and girls' soccer has two. The families also believe that universities and colleges recruit heavily in the fall for their soccer program, so the girls playing in the fall have an advantage over the girls playing in the spring. He said a November initial hearing date has been set. If PIAA loses the suit districts in the eastern part of PA would have to move the girls' soccer program to the fall. He believes this would have impact on the girls who play field hockey and soccer. The girls would have to make a choice to play either field hockey or soccer in the fall. Also, there would be considerable demand on the athletic fields in the fall. Mr. Stewart will inform the board of the progress of the law suit.

Mr. Stewart stated the district currently has 35 memorials on school properties in remembrance of students and staff. He had a recent request for a memorial on Penn Manor property for a grandfather of a student, also a Penn Manor graduate and active in a Penn Manor athletic team. In lieu of flowers contributions are being made to a booster organization and they would like to plant a tree with a plaque in his memory. Mr. Stewart clarified that at this time Penn Manor does not have criteria to follow for memorials. Mr. Stewart checked with other superintendents about the policy in their district. The vast majority of other school districts handle the request on a case-by-case basis. He reported some districts have established memorial walks. Mr. Stewart requested approval to draft a policy for the board to review. Mr. Rintz indicated it would be a good idea for a policy. He has a concern with a physical memorial and the future of such a memorial. Mrs. Friedman stated she is in favor of a donation for library books. She added that at Letort trees were allowed to be planted in the arboretum. Mr. Geist suggested a donation to the Education Foundation to support current programs such as a

brick at the high school or a senior award. Mr. Lyon recommended a scholarship memorial. After additional input the board directed Mr. Stewart to draft a policy for memorials for review.

The Committee of the Whole adjourned at 8:12 p.m. on a motion by Mr. DeLuca, a second by Mrs. Friedman, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

September 12, 2005

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, Mrs. Ellen Griffis, Mr. Christopher Johnston and Mr. Steve Skrocki. Also in attendance were Mrs. Mary Kay Fair, Millersville students, 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 Tuesday, October 11, 2005, 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 August 8 and August 29 School Board Meetings. There were none. It was moved by Mr. Lyon and seconded by Mrs. Friedman to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Student representative, Steve Mohimani reported October 7 is the Homecoming game and dance, the fall sports have started, the football team won the first game and the Fall Classic was well attended. Steve thanked the board for their generous donation for the renovation of the auditorium. He stated that numerous events are taking place to raise donations for hurricane Katrina relief. Student Council raised \$700 from donations collected at a football game, the band collected \$400 and students are donating stuffed animals and other items for families. The senior class will be hosting the third annual Hardrock and Homecoming on October 1. Fifty percent of the profits will be going to hurricane relief and the other 50 percent will be donated to the Holt family for their expenses. Steve invited the board to attend the event.

Mr. Stewart reported that he has been contacted by a representative of the United States Department of Justice. They are searching for a site in Lancaster County to hold a special meeting. The presenter would be Pat Meehan, a U. S. attorney and Federal Prosecutor for the PA Eastern District. The purpose of the meeting would be to talk with Lancaster County school representatives, police and borough representatives and parents about the threat of methamphetamine labs. Mr. Stewart informed the board that October 12 is school-wide testing in the high school. One of the purposes of school-wide testing is to provide more experience to students taking the PSAT to be better prepared for the SATs. He distributed information on the day of testing for grades 9-12. Mr. Stewart reminded the board of the deadline for Representative Boyd's breakfast. He distributed an invitation to the Lancaster County Career and Technology Center's School Board Recognition picnic on September 22. Mr. Kreider encouraged members to attend. Mr. Stewart commended Mrs. Sue Kelshaw, the Transportation Coordinator, for her excellent



Millersville University and Harrisburg Area Community College and to approve the following to the Dual Enrollment Committee.

Lisa Bradfield  
Mary Prescott

Dr. Jan Mindish  
Dr. Richard Frerichs

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A-B.** It was moved by Frank Geist 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 Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

**Item 3. A–F. Consent Agenda for Administrative Actions**

- A. “Final Reading” – Drug and Alcohol Policy – The administrative staff is recommending approval of the “Final Reading” of the Drug and Alcohol Policy. (see pages 6 - 10)
- B. “Final Reading” – Camera Surveillance Policy – The administrative staff is recommending approval of the “Final Reading” of the Camera Surveillance Policy. (see pages 11 - 12)
- C. “Final Reading” – Tobacco Use Policy – The administrative staff is recommending approval of the “Final Reading” of the Tobacco Use Policy. (see page 13)
- D. Federal Programs Consolidated Application – The administrative staff is recommending the approval of the 2005-2006 Federal Programs Consolidated Application – Project #999-06-0324 as cited. (see page 14)
- E. Approval to Conduct Request for Proposals – Banking and Investment Services – The administrative staff is recommending approval to conduct a request for proposals for banking and investment services for the district.
- F. Elementary Student Handbooks – The administrative staff is recommending approval of the Elementary Student Handbooks for the 2005-2006 school year.

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - F:** It was moved by Jeff Lyon and seconded by Donna Wert 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 4. A, C – L.**

**Consent Agenda for Personnel**

- A. Resignations – The administrative staff is recommending the board accept the resignations listed below per the effective date cited.

Catherine Babin – effective 8/29/05 – Library Aide  
 Jill Glick – effective 8/29/05 – ERA Academic Support  
 Ellen Goodman – effective 9/7/05 – ERA Learning Support Aide  
 Angie Klugh – effective 9/23/05 -- Custodian

- C. Substitute Teachers – The administrative staff is recommending that the individuals listed 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 16)

- D. Supportive School Counseling Services – The administrative staff is recommending the approval of Ms. Donna Popo for supportive school counseling services at the middle school level at the professional rate of \$30.00, not to exceed 6 hours per week.

- E. Middle School Tutors – The administrative staff is recommending approval of the following individuals to the position of middle school tutors for the 2005-2006 school year, for a total of four hours per week at the rate of \$ 30 per hour.

Peggy Annunziata	Karen Miller (substitute)
Jennifer Ennis	Curt Snelbaker (substitute)

- F. After-School Service Monitors – The administrative staff is recommending approval of the following individuals to the position of after school service monitors at Manor Middle School for the 2005-2006 school year, for a total of two hours per week at the rate of \$ 30 per hour.

Doug Eby	Curt Snelbaker
Karen Miller	Cheryl Youtz

- G. After-School Library Hours – The administrative staff is recommending approval of the following individuals to the position of after school library monitors for the 2005-2006 school year, for a maximum total of two hours per week at the rate of \$ 30 per hour.

Jeff Churchill	Phil Weaver
Kim Pace	Candy Thompson

- H. 2005/2006 Fall Coaching Position – The administrative staff is recommending the approval of the individual listed as a fall coach for the 2005-2006 school year.

Dan Myers	Assistant Field Hockey	\$2,500
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- I. Part-time Painter – The administrative staff is recommending the approval of the individual listed as a part-time painter at \$8.50 per hour, 3 hours per day from September 6 through December 2, 2005.

Jordan Byrnes

- J. National Honor Society Co-Advisors – The administrative staff is recommending the approval of individuals listed below as National Honor Society Co-Advisors for the 2005-2006 school year.

Richard Brenton – entry level -- \$383.00

Elizabeth Sheerer – entry level -- \$383.00

- K. Department Coordinators Salaries – The administrative staff is recommending approval of the department coordinators salaries for the 2005 - 2006 school year as listed. (see page 17)
- L. Security – The administrative staff is recommending approval for the following Pennsylvania constables to provide security for the school district during the 2005-2006 school year for co-curricular activities at the rate of \$30.39 per hour.

Robert Benson

Greg Leisey

Dave Hunsicker

Jeff Jackson

Robert Parmer

Jeff Pokepec

Randall Kreiser

Christopher Wiggins

Holly Jackson

Robert Benson, Jr.

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A, C - L:** It was moved by Joe DeLuca and seconded by Jeffrey Kreider to approve these items.. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; 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. B.**

**Consent Agenda for Personnel**

- B. Employment or Change in Status(\*) – The administrative staff is recommending the board accept the individuals listed for employment or change in status(\*) according to the conditions listed. (see page 15)

**MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 B:** It was moved by Jeff Lyon 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, abstained; Donna J. Wert, yes.

The meeting adjourned at 8:45 p.m. on a motion by Mr. DeLuca and seconded by Mrs. Wert and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary