

Minutes
Committee of the Whole
October 3, 2005

The Penn Manor School Board Property Committee met at 5:30 p.m. in the Board Room at Manor Middle School. Present were Mr. DeLuca, Mr. Geist, Mr. Johnston Mr. Skrocki and Mr. Stewart. The meeting adjourned at 6:30 p.m.

The Penn Manor School Board met at 6:30 p.m. in Executive Session for the discussion of real estate and personnel items. Present were Mr. DeLuca, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mrs. Friedman was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. The Executive Session adjourned at 7:00 p.m.

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, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mrs. Friedman was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. Also in attendance were Mrs. Rudisill, Mrs. Knapp, Millersville students 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 September 12, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Mrs. Griffis reported the Pennsylvania House of Representatives established the Speaker's Golden Apple Award for Education Innovation Program. The program is designed to recognize and reward successful and revolutionary programs in Pennsylvania public schools. It is also a way for educators to share best practices. The Golden Apple Awards will be awarded in the areas of Natural, Social and Behavioral Sciences and Mathematics; Arts and Humanities; Applied Studies; Administrative Leadership; and Parental Involvement. Mrs. Griffis said she is working with Tamara Baker to submit the Parent Child Literacy Workshop Programs for the Golden Apple Award. She will have more information on the award after November 1. Mrs. Griffis also reported that she and Charlie Reisinger were selected to display Moodle at the PASCD Conference in Hershey on November 22.

Mr. Johnston presented the proposed budget calendar for 2006-2007. He stated work will begin on the budget next month and presentations to the board will begin in January. The preliminary detail will be provided on April 10; five year budget forecasts on May 1; the formal presentation of the preliminary budget on May 8 and June 12 is the scheduled date for budget adoption. Mr. Johnston reviewed the budget areas that will be discussed in the months of February, March, April and May. Dr. Frerichs asked if Mr. Johnston

anticipated covering all of the budget information in regular meetings or if he anticipated starting the meetings early. Mr. Johnston replied that he hoped to cover all of the material during a regular meeting in conjunction with the information being posted on the Penn Manor website prior to the meetings. Approval for placement of the budget calendar 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.

In a power point presentation, Mr. Johnston reviewed the 2004-05 audit update. He stated the new auditors have finished the field work and are in the final phase of verifying and reviewing the numbers. The auditors hope to have the finalized figures by the end of the week for the board meeting on October 11. Mr. Johnston said the numbers he will be reviewing in the presentation this evening are not final until the auditors' review is complete. He reported the revenues came in over budget and the expenses came in under budget. This will allow for a transfer to the Capital Reserve Fund to help fund future projects and lower the need for additional debt. Mr. Johnston reported the revenues exceeded the budget by approximately \$1,044,649 which is approximately 1.98% over the budget. He reviewed the local, state and federal revenues over budget. He said the preliminary plan for the amount that came in above the revenue figure is to add it to the Fund Balance to help offset future tax increases. He also said this will require revisions to the Designated Fund Balance. Mr. Johnston stated he is also looking at a proposal that would create internal service funds. It would allow some money to be taken from the Fund Balance and put into internal service funds for specific purposes. Mr. Johnston also reviewed the expenses under the budget which amounted to approximately \$1,405,325 and 2.74% under what was budgeted. He reviewed the areas that came in over and under budget and the differences from the estimates. He said the plan is to transfer approximately \$1,405,325 to the Capital Reserve Fund. Mr. Johnston stated this is consistent with past practice. It will also help fund the current project list and reduce the need for additional debt. Mr. Herr inquired how the district is handling the increase in the cost of gasoline for the buses. Mr. Johnston reported the district is in the final year of the transportation contract with the bus companies. The contractors did ask for help from the district to underwrite some of the costs for the gasoline. He explained under the current contract the gas is being purchased at the IU consortium bid price and locked in before the gas spike. The contractors indicated to Mr. Johnston that the upcoming contract will probably contain a clause for this type of situation.

Mr. Johnston reported there is approximately \$4,051,415 in the Capital Reserve Fund and approximately \$4,997,101 in the Capital Projects Fund. With a proposed transfer of approximately \$1,405,000 the total in the Capital Reserve/Projects Fund would total approximately \$10,453,516. He stated projects previously presented total \$25,063,700 through 2010-11 which does not include potential cost of Martic/Marticville proposal. Depletion of the Capital Reserve Fund Balance is still estimated by 2007-08. Mr. Johnston said the plan is to finalize the transfer amount with the auditors and include the transfer in the 2004-05 audit year. The actual transfer amount will be presented on October 11. Approval for placement of the transfer to the Capital Fund Budget on the October School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Dr. Frerichs and a unanimous voice vote.

Mr. Johnston presented a real estate tax update. He said approximately 200 more tax bills were sent out this year for a total of almost 15,000 bills. Of those bills, 11,602 paid in the discount period and 1,635 paid using the installment plan. He said collections were approximately 81% of budget through the end of August which was a little lower than last year but still in the range. Mr. Herr inquired if more people are struggling with paying taxes than in the past. Mr. Johnston answered that the installment plan is up slightly from last year and overall collections are slightly lower but he doesn't see a significant impact on the pace of collections.

Mr. Skrocki reported on the Dual Enrollment Grant. The state was supposed to report on the status of the grant by last Friday or Monday but it has been pushed back until Tuesday. He reported the grant was submitted in mid-September. The total tuition request amounted to over \$90,000 and 108 separate courses were submitted. If successful with the grant application, approximately \$80,000 would be returned to the individual Penn Manor students taking the courses. He said some students requested multiple courses in the spring and fall semesters. He reported the state has allocated five million dollars for the grant which may not be enough for all the districts applying. He stated there was an article in the newspaper reporting Conestoga Valley has also applied for the grant. Mrs. Wert inquired why the district did not include Penn State University in the proposal. Mrs. Griffis responded that the district currently has a relationship with Millersville University and HACC and decided to stay with only the two schools. Mr. Skrocki described the methodology of payment. Mr. Stewart stated a district process will be developed to screen the students who are interested in taking a course. Some additional questions were asked for clarification of the details of the grant application.

Mr. Stewart reported he will be out-of-town for the Committee of the Whole Meeting on October 31 at the IU Superintendents' Study Council. He inquired if the Board wanted to reschedule the meeting because of his absence. Dr. Frerichs felt since it was a discussion meeting and not a voting meeting that it should be held as scheduled. After some discussion the Board decided not to change the meeting scheduled on October 31.

Mr. Stewart distributed a newspaper article about Marsha Frerichs. He reported at the next meeting there will be a presentation on Penn Manor's anti-bullying program. The Brush, Brush Smile Bus provided services for approximately a week at Hambright amounting to \$4,683 worth of free dental care to students in grades 2-6. The junior student council representative, Connor O'Neill, will be joining the board at the next meeting. Mr. Stewart provided a summary of the plans of 2005 graduation class after graduation. He also distributed a letter, sent by him to area superintendents and township representatives, announcing a program on October 14 at Manor Middle School about methamphetamine. It will be conducted by United States Attorney Patrick Meehan and District Attorney Donald Totaro.

Mr. Kreider inquired about the outcome of the fundraiser at Manor Middle School for a school district in Port Arthur, Texas. A total of approximately \$7,400 was raised. As a result of the students collecting in excess of the \$5,000 goal, Mr. Stewart reported that Mr. Lechlitter and Mr. Edwards spent a cold night sleeping on the roof.

Mr. DeLuca reported a Drug Testing Committee meeting was recently held. At that meeting Mr. Frankhouser spoke about district liability with a drug testing program and possible Supreme Court challenges to Hempfield's policy. Mr. DeLuca and Mr. Stewart discussed some of the points Mr. Frankhouser brought up at the meeting. Mr. DeLuca felt it was a very informative meeting and changed some of the opinions of the committee regarding a drug policy for Penn Manor. Mr. Stewart explained at the next meeting Dr. Poore from Hempfield and Dr. Rednak from Solanco will be discussing their programs. Mr. Stewart is still trying to get representatives from Elizabethtown and Red Lion School Districts. He briefly described the current and former policies at those schools. He also described an assembly program held at the high school last week. Mr. DeLuca anticipates the Committee will have a recommendation for the board after their next meeting.

Mr. Geist thanked board members for their 100% support of the Education Foundation. He reported the annual fund raising dinner last weekend. Four board members attended and Mr. DeLuca contributed a small settee for the silent auction. He also thanked the administration for the opportunity to address the district employees at the opening day in-service and allowing a payroll deduction plan. He said 16 people signed up for payroll deduction in 2000 and this year 176 people signed up for payroll deduction for the Educational Foundation.

Mr. Herr thanked the board for their participation at Senator Boyd's breakfast on Friday morning. He said all nine board members attended.

Mrs. Isabelle Rudisill commended the board for their work. She stated that Harrisburg seems to want to do away with school boards. In her opinion, it would be horrible to just have agenda items without a lot of hard working people on the school board. She encouraged them to continue their work.

The Committee of the Whole adjourned at 7:50 p.m. to Executive Session for a personnel item on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary