

Minutes
Committee of the Whole
November 21, 2005

The Penn Manor School Board met at 6:45 p.m. in Executive Session for the discussion of a real estate item. 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, Mr. Johnston and Mr. Skrocki. Mrs. Griffis was absent. 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, 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, Mr. Johnston and Mr. Skrocki. Mrs. Griffis was absent. Also in attendance were Mr. Matusek, Mrs. Rhoades, Mr. Russ McDonald, Zach Williams a Millersville student, Mrs. Katey Knapp 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 November 7, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart explained that Mr. Matusek, the ESL Coordinator, has requested additional hours for staffing for the mandated ESL Program. Mr. Matusek distributed a packet of information explaining the ESL Program. He reviewed a spread sheet detailing the student grade, ESL level, the amount of time recommended and the actual service time for each student currently receiving ESL services. Another chart detailed the schedule for each ESL teacher, the contracted number of days and hours, prep time, travel time and actual time spent with the students. Last year Mr. Matusek stated the maximum number of ESL students being serviced was 44. Currently, 53 students are serviced simultaneously and the number will be 58 by January 2006 according to newest enrollment information. Mr. Matusek reviewed some of the academic concerns of ESL students. He stated ESL students are required to pass the PSSA with advanced or proficient levels. Students at the secondary level are placed into one scheduled ESL time without consideration of language proficiency levels. He also reviewed some of the travel concerns for ESL teachers to multiple buildings. Mr. Matusek presented a few recommendations for additional ESL staff hours. Mr. Stewart stated a recommendation will be presented to the board at a later date after reviewing all the recommended options. Mr. Rintz questioned the listing of just nationalities for new students and not the names. Mr. Matusek answered the students are expected to start in January and will be officially enrolled when the paperwork is complete. Mr. DeLuca questioned if Mr. Matusek was given more hours for the ESL Program where he would use the hours. Mr. Matusek answered the hours would be spread out to give the students more instructional time. Mr. Herr inquired what was done with the students in such a short period of time in a day.

Mr. Matussek stated the students are sometimes serviced one day in a cycle but for a comparison he divided the time daily over the six day cycle. Dr. Frerichs asked if Marticville was the only school without any ESL students. At this time Marticville does not have any student requiring ESL services. Mr. Kreider inquired if the PSSA test is administered in English. Mr. Matussek stated yes; however, the first year the ESL students are exempt from the PSSA test. Mr. Matussek also described an ESL Family night. During the day the ESL students took a field trip to Funks, went on a hayride and picked pumpkins. The students wrote about the experience and displayed posters around the cafeteria at Eshlemen. In the evening the families were invited to carve the pumpkins, bake pumpkin seeds and enjoy treats. There was such a good response about the evening that additional family events will be planned for the future. Additional questions were asked by board members for clarification of the ESL program.

Mr. Stewart welcomed the Millersville student, Zach Williams. He explained the format of the three types of board meetings. The Sunshine Law allows school boards to meet privately for specific types of issues, such as, personnel issues, negotiations with the teacher's association and the sale or purchase of real estate. Mr. Stewart stated an Executive Session was held earlier this evening. He explained the Committee of the Whole is where the board will have discussions about issues and sometimes there will be a presentation. The third meeting is the voting meeting which will not be held this evening. The law requires that anytime a school district takes action resulting in the expenditure of public tax dollars a public vote must be taken. Mr. Stewart stated if Mr. Williams had any questions at the end of the evening the board members would be available to answer his questions.

Mr. Stewart thanked Mrs. Friedman and Mr. DeLuca for their participation in the Drug Screening Committee and distributed a roster of the committee members. He stated at the next scheduled meeting a status check will be taken of the committee to find out where the members stand on the drug screening issue. Mr. DeLuca distributed a packet detailing the first three meetings. He said a committee of parents, students, coaches, administrators and board members was formed to investigate random drug testing. At the first meeting, he said, many committee members came in with a preconceived opinion but realized this is a very complicated issue. At the initial meeting, both Dr. Mindish and Mr. Roth spoke about the need for drug testing as a tool for parents to help their kids stay drug free and for students to avoid peer pressure. At the second meeting the district solicitor, Mr. Bob Frankhouser, spoke on the legal perspective on drug testing. At the last meeting Mr. Stewart arranged for Dr. Poore, from Hempfield, and Dr. Rednak, from Solanco, to address the committee. Both of these school districts have drug-testing programs but the format is different between the two. Solanco's program is voluntary; the students can be enrolled as early as grade 6 and can be withdrawn by their parents at any time. The testing sample is handled by an outside testing service. He reported last year Solanco had 9 students test non-negative and 6 of those students were found to be using an illegal substance. Hempfield's program, Mr. DeLuca explained, is mandatory for all those in extra-curricular activities. The school nurse collects the samples in-house and the analysis is done by an outside service. Last year in Hempfield 5 students tested non-negative and 3 were found using an illegal substance. Mr. DeLuca reported that both superintendents were careful to point out that there are no academic penalties for a first offense. They also agreed that drug testing programs were not curative but rather

preventative in nature. Mrs. Friedman explained she visited Lower Dauphin and Middletown with the high school nurse. Both schools use outside agencies for the testing. The students are tested at the high school level primarily for sports participation and parking privileges. She stated the need for justification of drug screening will be the issue for a program in Penn Manor. Mrs. Friedman invited Mr. Russ McDonnell, 1003 Spring Valley Rd., Quarryville to speak to the board. Mr. McDonnell, a Solanco resident, is the Penn Manor High School Strength and Conditioning coach. He said he has worked with the students in the weight room for three years and has heard many conversations among the students talking about parties and using drugs. He stated if the district decides to implement a drug testing program an outside source should test the students. In Mr. McDonnell's opinion, the drug testing will not solve or cure the problem but at best it will be a deterrent. Mr. Rintz questioned if there is a reason a parent would not want their child tested. Mr. DeLuca stated the people he has spoken with are in favor of a voluntary drug testing program. Additional discussion relating to this topic ensued.

Mr. Stewart explained that he received additional information on Senate Bill 36, Student Participation in Extracurricular Activities and Interscholastic Athletics. The Bill was passed into law and is now Act 67. He distributed a copy of PS 5-511 defining extracurricular activities. He also distributed a fax from the district solicitor, Bob Frankhouser, and a proposed policy in response to Act 67. Mr. Stewart briefly reviewed some of the activities listed in the school code. He also reviewed the proposed policy and the definition of extracurricular activities as outlined in the policy, which will be available to Penn Manor students and home school students. He said in addition to sports, the home school students will now be able to participate in plays, musicals and part of the musical program. He also stated the district will have to provide physicals for students participating in sports. Mr. Stewart explained some of the logistical problems with the home school students participating in high school programs during the school day. He also said it is difficult to determine how many home school students will request to participate in the programs the district offers. Mr. Herr inquired about transportation. Mr. Stewart answered the policy states the district will not be responsible for the transportation of a student to and/or from any scheduled practice, meeting, rehearsal or other event. It will be the responsibility of the parent. Mr. Lyon did not feel many home school students will participate in high school activities since the home school parents usually want to avoid the interaction with all the other students. Dr. Frerichs requested Mr. Stewart compile a list of specific activities a home school student will be allowed to participate in. Mr. Herr questioned the attendance guidelines. Mr. Stewart answered that guidelines will be outlined in the policy specific to Penn Manor. Discussion continued for clarification of this topic. Mr. Stewart stated a policy will be developed and presented at a later date. Mr. Stewart will be gathering input from the administrative team and meeting with Mr. Frankhouser to fashion the proposed policy.

Mr. Stewart reported, with the help of the architectural firm Crabtree, Rohrbaugh & Associates, studies have been done to help determine the most effective way to provide quality instructional facilities to the southern end of the district. The Penn Manor administration has met with Crabtree, Rohrbaugh & Associates on two occasions. He reported a survey of the staff was conducted last week and on December 7 he will be meeting with the Martic Elementary School P. T. O. He also said a letter was sent home to the southern end communities concerning a potential plan. Mr. Stewart briefly

discussed the Feasibility Study Schedule. Mr. Skrocki announced community meetings have been scheduled for Thursday, January 12 (snow date Tuesday, January 17) and Thursday, March 2 (snow date Tuesday, March 9). All meetings will be held at 6:30 p.m. in the Marticville Middle School auditorium. The purpose of the meetings is to get feedback from the community. The first formal presentation with a recommendation to the board is targeted for the May school board meeting. A final decision is scheduled for June or July. Mr. Stewart also said a meeting will be scheduled in January for the Martic, Pequea and Conestoga Township Supervisors. He will be seeking input from those supervisors about long term enrollment in their townships. Mr. Stewart asked for board representation at the two scheduled community meetings in January.

Mr. Stewart stated the Administrative Assistant for Personnel and Planning position has been posted and sent to the ILS journal for their publication. He reviewed a tentative plan for the selection process. Applications will be screened January 1-15; first round interviews will be conducted January 15-30 and second round interviews February 1-15. After visits and reference checks, two finalists will meet with the full board on March 6 and formal board action on March 13. Mr. Stewart asked for two board members to be on the Selection Committee. Mrs. Friedman and Mrs. Wert volunteered. Mr. Herr stated he would be available if needed. Mr. Stewart also asked the board to review the draft of a letter he would send to all applicants. After some discussion the board was comfortable with the letter to be sent as drafted.

Mrs. Rhoades reported on the employee newsletter, "Penn Manor Pipeline." She said the newsletter was started 3 years ago to inform district employees of new staff, births and Foundation information. She explained the newsletter was recently reevaluated and information has been added to improve communication across the district. After the last board meeting the newsletter was sent out and included information presented to the board and items discussed at the meeting. She said the newsletter will keep the staff informed on district happenings. Mrs. Rhoades stated the responses on the new format have been favorable and people commented they appreciate being informed. She also said the newsletter is a quick overview of district happenings and is distributed to the district staff via email.

Mr. Stewart reviewed the revisions to the Memorials Policy that was tabled at the last meeting. After discussing the item pertaining to unacceptable memorials for students who have completed suicide with Dr. Hoepfel and the administrative team, it has been revised to read "Memorials to those who have glamorized the method of death." Mr. Stewart stated he has received a request from a family to plant a tree in memory of a student. Dr. Mindish said there was a place at the high school for a new tree. There was much discussion about the maintenance and if necessary the replacement of a memorial tree. Mr. Geist shared a photograph of the memorial walkway at the high school. He suggested that the option of purchasing a memorial brick be added to the policy. After much discussion about the types of appropriate memorials the Memorials Policy was tabled for additional revisions.

Mr. Stewart presented an updated Medications Policy which gives more direction to student self-administered medication. He explained the solicitor has reviewed the revised policy. The policy describes the procedure that will be used for self-administration of

medication. He said the nurses also requested that the policy address the administration of herbal medications at school. A statement was added stating that nutritional supplements, vitamins, minerals and herbal remedies are considered prescription medication. These will be administered at school only with a prescription from the doctor. Mr. Rintz question if the students have to go to a special place to self administer medication. Mr. Stewart answered that the students are allowed to self medicate any place as long as the prescription is written that the student carry their asthma medication with them. All other medications are kept in the nurse's office. Approval for placement of this item as amended on the December School Board Meeting Agenda was approved on a motion by Mr. Rintz, a second by Mr. Geist and a unanimous voice vote.

Mr. Skrocki explained that the district has received money from the Dual Enrollment Grant but only a fraction of what was applied for. The state allocated 5 million dollars statewide for the grant; 13 million dollars was applied for. Penn Manor will be receiving \$41,239. He explained the grant proposal had to be revised and resubmitted to eliminate reimbursement for books and fees. The proposal now reads eligible students will be reimbursed \$500 for the first course, \$400 for the second course and nothing for subsequent courses. He said the cost of a course at Millersville is \$612. Mr. Skrocki said the final notification of the grant amount will be in early December. Dr. Frerichs inquired if any provisions have been made for a student who applies for a course and cannot pay. Mr. Skrocki answered the Penn Manor Education Foundation Finance Committee is making a recommendation to the full board regarding up front payment for those students identified as meeting the federal poverty level. These students would be reimbursed 100% rather than the 89%.

Mr. Stewart stated 42 people have responded they will be attending the banquet on December 5. He reminded the members of the Property Committee of the meeting with Millersville Borough representatives on December 2. He announced that at the PSBA conference in Hershey in October two Penn Manor board members were recognized for 8 years of service to the district. Mr. Stewart presented Mr. Willis Herr and Dr. Richard Frerichs with a certificate commending them for their service. Mr. Stewart distributed an email the high school guidance department received from Dr. Lee at Millersville University. Dr. Lee praised the efforts of Justin Bradfield and Kelly Frank, Penn Manor juniors, who are getting the highest grades in her class, Introduction to Political Studies. Mr. Stewart stated the fall play, "Odd Couple" was very good and the students always seem to be disappointed when it's over. Mr. Geist and Mrs. Friedman also said they enjoyed the play.

The Committee of the Whole adjourned at 8:45 p.m. on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary