

Minutes
Committee of the Whole
February 6, 2006

The Penn Manor School Board met at 6:45 p.m. in Executive Session for the discussion of a real estate item, student disciplinary action and legal matters. 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, Ms. Pollock, 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, 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, Ms. Pollock and Mr. Skrocki. Also in attendance were Dr. Peart, Mr. Coleman, Mrs. Wall, Mr. Reisinger, Mr. Kurt Hoffman, 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 January 9, 2006, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Kevin Peart presented a power point related to the Dimensions software. He explained the purpose of data mining/warehousing. Dimensions is a vehicle for compiling and tracking longitudinal data for students from year to year. It has the ability to query students, classes, grades and buildings. It will also target struggling students with appropriate interventions and coursework and aids in balancing aide and AST support across the district elementary schools. He said in 2003 principals worked with Mr. Reisinger to create assessments to be included in Dimensions. The program was implemented in 2004-05 with teachers inputting student scores and data. Dr. Peart reviewed some examples of the data and assessments from the elementary, middle school and high school levels. He also showed examples of actual screens that a teacher or administrator would view. Dr. Frerichs inquired who maintains and uses the longitudinal data. Dr. Peart explained the administrators in the buildings use the data for various purposes. Mr. Stewart explained an example of how a query could be done to determine aide time in the buildings. Mr. Rintz asked if a threshold can be put in for a query. Mr. Reisinger answered that thresholds can be determined. Additional questions were asked relating to Dimensions.

Mrs. Amy Wall invited the Board to the 6th Annual Read-A-Thon on Sunday, February 26 from 1:00-4:00 in the high school library. She explained the objective is to give students the opportunity to read with a caring adult and hopefully this will continue as a life long activity. Penn Manor graduate and Barnstormers' pitcher, Matt Scheuing and

Cylo will be at the Read-A-Thon this year. Mrs. Wall also thanked the sponsors who support this event to help make it so successful.

Mr. Stewart explained that the Mr. Hoffman from Band Booster Club contacted him to request a board signature on the Band Booster By-laws. Mr. Stewart felt that Mr. Hoffman should address the entire board on this issue. Mr. Stewart also contacted the solicitor regarding the district's liability if a board member signs the booster organization's by-laws. There would be no additional liability to the district if the document was signed. Mr. Kurt Hoffman, representing Penn Manor Band Boosters, explained the booster club would like to have a fundraiser of a lottery calendar. To obtain a small game of chance license the booster club must present a signed copy of the Band Booster By-laws. Mr. Hoffman requested a Board member's signature to the by-laws for this purpose. Mr. Rintz inquired if all of the booster clubs would be asking for a board member to sign their by-laws. After discussion and additional questions the board agreed to consent to have Mr. Herr sign the by-laws.

Mr. Coleman presented a Power Point on the progress of the maintenance facility. He stated five months ago construction began on the facility. With the exception of the landscaping the building will be completed in approximately one month. Occupancy is scheduled for mid-March. He stated this has been a great construction project. There were very few problems and the contractors have been easy to work with. He showed pictures of different areas of the building. Mr. Coleman responded to questions related to the facility. Mr. Herr requested a building tour for the board when the facility was completed.

Mr. Stewart explained in the past the senior class took a trip to Baltimore. This year the senior class officers wanted to take a trip to New York City with a lot of flexibility during the day and options for staying for a Broadway show and coming back on a later bus. He said although policy does not require board approval for a trip, it does offer the administration the option to bring field trip information to the board. Mr. Stewart informed the board that he told the senior class that the trip as proposed is not approved. He was uncomfortable with a loose structure. He told the senior class officers that a trip would be approved if they would propose a firm itinerary keeping all of the students together. Dr. Frerichs asked what percentage of the seniors goes on the trip. Mr. Stewart estimated half of the class goes on the trip. Mr. Stewart will report back to the board on this issue.

Dr. Frerichs explained he has talked with several board members about the PSBA Effective School Governance and Code of Conduct. He recommended the board put approval for the Code of Conduct on hold. He said this type of code of conduct cannot be enforced. He also said the only way a school board member can be relieved from his/her duties is by a vote of the citizens. He felt guidelines for board members would be more effective rather than policy. All board members agreed with Dr. Frerichs' recommendation not to approve a Code of Conduct at this time.

Mr. Johnston presented a 2006-07 budget update Power Point. He reminded the board of the budget workshops scheduled for March 23 and April 20 at 2:00. Mr. Stewart asked that board members let him know if they will be attending a budget workshop. After some discussion about the format of the budget spreadsheets, Mr. Geist and Mr. Rintz

requested a budget column be added with year-to-date expenditures to help the board with the budget analysis. Mr. Johnston reviewed the areas covered under disposal services, operations and maintenance, ATC service contracts, communications, data processing and technology. Mr. Coleman responded to factors contributing to increases in the maintenance and operation budget. He attributed the increases to inflation and obsolesces of replacement parts for machinery. Mr. Rintz questioned if the proposed budget estimate for this category will be enough. Mr. DeLuca inquired if the lack of parts is vendor specific or in all areas. Mr. Coleman responded difficulty in getting parts is in all vendor areas. Mr. Skrocki added that in this budget category the year-to-date expenditures are \$385,000. Mrs. Friedman asked if the cost for repairs will diminish as the buildings renovated. Mr. DeLuca commended Mr. Coleman for the improved maintenance in all of the buildings.

Mr. Reisinger presented an update on technology projects. Moodle and Podcasting are the top instructional technology projects. He explained Podcasting allows any student or teacher to speak into a computer, capture the audio and post it on the web. Once it's on the web anyone can download it to an iPod or listen to it on a PC. He presented an example of a Podcast students at Eshleman Elementary developed. He also showed the list of other Podcasts available on the Penn Manor web site. Mr. Reisinger reported the parent workshop on internet safety and security have been well attended. He explained the PDE Unique ID system. The PIMS Project is intended to streamline the reporting from the all school districts to the state. A statewide 10-digit unique student ID number will be created to track longitudinal data. The 10-digit numbers will initially be attached to every student taking the PSSA in the spring and added to other students later. Questions were asked for clarification. Mr. Reisinger explained the details of the student tracking system. Mr. Reisinger reported the technology budget for 2006-07 will not be increased due to cost cutting measures, aggressive vendor negotiations, partnerships and technical staff expertise and creativity. Mr. Reisinger reviewed future projects. New financial and payroll software will be explored. Bids have been received and are being reviewed for photocopier replacements. Another future project, within the next two years, is a private district fiber optic network. The replacement of the high school phone system continues to be a project for the future. Mr. Reisinger reported that the Podcasting project has received the PASBO Award of Achievement Honorable Mention. He commended Shelby Foster and Dave Solon for their work on that project. Presentations will be made at the PA Education Technology Conference by Dave Solon for Podcasting in the Classroom, Tina Shank for Collaborative Technology in FCS and Shelby Foster and Charlie Reisinger for Moodle.

Mr. Reisinger reported on the new student information system. After a personal visit to the company and reviewing many demonstrations he is recommending the K12 Systems – Sapphire Suite for the new student information system. The system will be supplying the core student information system and various modules including a teacher grade book, parent access, health, elementary report cards and curriculum. He reported the cost of the system will be a one time purchase of \$90,750 for the entire package which will be taken from the current budget. Maintenance costs will begin next year at a cost of \$17,250 and \$16,500 for the second and third year. He added this is a savings over the current plan. He reviewed the timeline for training and stated full implementation of the system will be October 2006. Approval for placement of the K12 Systems on the February School

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

Mr. Stewart explained that part of the commitment to re-organize the central office staff resulted in the departure of Mr. Justin Peart. Without his services additional demands have impacted most significantly on Mr. Johnston and Mrs. Duke. He said Mr. Peart's early departure resulted in salary savings of approximately \$30,800. Mr. Stewart recommended that Mr. Johnston be provided with a one time stipend in the 2005-2006 year of \$2,500 to be paid in three increments. He also recommended that Mrs. Judy Duke be promoted from level 24 support staff range to a level 25. This would result in a salary adjustment in the 2005-2006 school year from \$41,838 to \$46,358. It is recommended that this adjustment would not apply to the whole year but would be retroactive to November 14, 2005 resulting in additional salary of \$2,812 in 2005-2006 for Mrs. Duke. Dr. Frerichs inquired if Mr. Johnston would not be doing this additional work in the future. Mr. Stewart replied with the re-organization and the additional central office administrator some job duties will be reassigned. Addition questions were asked for clarification. Approval for placement of the salary and position adjustments on the February School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Ms. Pollock stated for the first time in many years a new middle school course is being proposed. She stated the current math course offerings in grade 7 are pre-algebra and regular math; in grade 8 pre-algebra and algebra 1. For 2006-2007 she is proposing that algebra 1 be added to grade 7 offerings. Ms. Pollock explained in the spring a 6th grade placement exam is given to measure student aptitude for algebra. She distributed a sample from the 6th grade math assessment. She is proposing to add an extra ten questions to the placement exam to separate the children who have an aptitude for pre-algebra and algebra. The students showing an aptitude for algebra would be given a further screening test and letters would be sent to the parent explaining the algebra 1 program. She explained the process for selecting the students for the algebra 1 class in 7th grade. In addition, during summer break teachers will be teaching a skills class for students interested in taking the algebra 1 class. Ms. Pollock explained that the following year algebra 2 would be added to the grade 8 course offerings. Dr. Frerichs inquired if a course would have to be added at the high school. Ms. Pollock said the high school students have the option of several different math offerings at the high school as well as attending Millersville University and Franklin and Marshall College. She added there will be no additional staff added for the 7th grade algebra 1 class. Approximately \$10,000 will be needed for textbooks for the first year and salaries for the summer break sessions. Additional questions were asked for clarification. Approval for placement of the new course on the February School Board Meeting Agenda was approved on a motion by Mrs. Friedman, a second by Dr. Frerichs and a unanimous voice vote.

Mr. Johnston presented the revised support staff evaluation and compensation plan. He said the existing program was put into place 2003 with the help of Capraro Associates. It encompasses a mid-year performance review and an end-of-year evaluation which ties performance to compensation using the grid. Recent meetings with various support staff groups and administrators were held to discuss concerns and ways to improve the instrument. He reviewed some of the concerns and suggestions gathered from the meetings. Some of the goals achieved after reviewing the input include eliminating the

one-size-fits-all form by creating three separate forms for different support staff groups. The forms were revised to give specific examples for criteria to explain the differences between ratings. Check boxes were added for clear and consistent evaluation and the section for comments was maintained. With the handouts that Mr. Johnston distributed he explained the format of the new versus the old evaluation form. Mr. Johnston explained the different levels and the reason behind the added level “distinguished.” With the addition of the level the proposed evaluation grid will have a “distinguished” tier above “exceeds expectations.” This level will be for the employee who breaks new ground, takes risks, assumes responsibility and demonstrates an extra measure of effort. Mr. Johnston reviewed the timeline for the new evaluation form. Discussion relating to this topic ensued.

Mr. Skrocki presented a program to offer a Comet Classic Card to district residents who are age 60 and older to enter home athletic events at no charge. A newsletter will be sent out twice a year to members to give them information on upcoming events. The fall issue would include a senior citizens’ night at the fall play, holiday concert information and the winter sports schedule. The spring issue would include information about the spring musical’s senior’s night, the spring sports schedule and the Festival of Learning and Spring Fling. A fall sports schedule will accompany the Comet Classic card. The program will be announced in the summer issue of Above and Beyond to begin the 2006-07 school year. He reported that a number of districts in the area currently have such a program. He said this is a great public relations tool. Dr. Frerichs asked if a resident needed to apply yearly for the card. Mr. Skrocki replied that it would be a one-time application. Approval for placement of the Comet Classic card on the February School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Stewart updated the board on the administrative assistant search. He reported that on January 24 nine representatives from the school district, including board members Mrs. Friedman and Mrs. Wert, interviewed 4 candidates that were screened from the applications received for the position of Administrative Assistant for Personnel and Planning. To allow for a broader selection of candidates the deadline for applications has been extended to February 10. The second night of initial interviews has been scheduled for February 15. The second round interviews are scheduled for February 28. Mr. Stewart highlighted board meetings and special events for the upcoming months. Mr. Stewart asked for a suggested date for the board to meet the finalists. Discussion ensued regarding the board meeting the final candidates. A special meeting may be held at a future date for the purpose of the board meeting the final candidate recommended by Mrs. Friedman, Mrs. Wert and Mr. Stewart.

Mr. Johnston reported the opportunity to refinance the 1996 Bonds and the 2001A Bonds will be available on March 1. The potential savings will show up in 2006-2007. Bill McCarty of Hartman Underhill and Brubaker and a representative of RBC Dain Rauscher will be at the next meeting to present information about the refinancing of the bonds.

Dr. Frerichs distributed the Superintendent’s evaluation to the administrators. He said the time period for the evaluation will be February 13-24; however, the form is now available on the web site for completion. He added the district staff will also be completing an evaluation also.

Mrs. Wert reported that the Lancaster County Academy has an excess revenue amount of \$8,500 from last year. The Academy is requesting to keep the money and put it their capital reserve fund. This would amount to approximately \$700 per district. The Board agreed to allow the Lancaster County Academy keep the money.

The Committee of the Whole adjourned at 10:05 p.m. on a motion by Mr. Kreider, a second by Mr. Lyon, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary