

Minutes
Committee of the Whole
March 6, 2006

The Penn Manor School Board met at 6:00 p.m. for a tour of the new Maintenance Building.

The Penn Manor School Board met at 6:30 p.m. in Executive Session for the discussion of a real estate item and student disciplinary action. Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Geist was absent. 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. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Geist was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Campagna, Mr. Reisinger, Mrs. Katey Knapp, Millersville University 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 February 13, 2006, 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 provided a brief overview of the special education classes that were taken over in the past from the IU through the transfer of entities. He reported that currently all of these classes are filled with Penn Manor students. He presented a roster, provided by the IU, of special education estimated expenses for 2006-2007. He stated that IU costs for special education are escalating. Mr. Rintz asked if recently a school district pulled away from the IU. Mr. Stewart answered that Lancaster City is considering becoming independent from the IU. Mrs. Campagna explained the transfer of entities proposal is for the high school life skills class. She reviewed some of the reasons for the transfer including the Penn Manor students would continue to stay in the district; increased opportunity for school wide involvement; continued smoother transition for students and peer relationships; home and school communication; going back to the one staff system versus multiple; services to local families are improved and it increases the spectrum of special education services for Penn Manor students. Mrs. Campagna reviewed the statistics of the current life skills class. For the 2006-2007 school year she is projecting 12 students in this class. Of those students, 3-4 would be from the BOS program, 4 current students, 2-4 students from the current district learning support program and 1-3 tuition students from other districts. Mrs. Campagna reviewed the current financial costs, projected costs if Penn Manor would run the class and a comparison if the class would continue with the IU or transfer to Penn Manor. She also reviewed the indirect needs and costs. Mrs. Campagna said she would like to observe current existing programs at other

districts and the CTC for the vocation component of the program. She provided frameworks that would be done for a smooth transition of the transfer. Mrs. Campagna explained the tuition exchange and provided a list of school districts that currently have this exchange. Mr. Rintz inquired about the average number of Penn Manor students in a life skills class. Mrs. Campagna said typically 5-7 students. Dr. Frerichs asked for clarification of the Basic Occupational Skills program. Mrs. Campagna explained that the BOS program would stay at the CTC and some components would be incorporated in the Penn Manor life skills class. Additional questions were asked for clarification. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Reisinger provided a presentation on online safety, security and privacy. He reported a lot of time has been spent with the teachers and public on the topics of Spam, Spyware and Phishing scams. Instant messaging, he explained, is an open dialog between two or more Internet users. Most of these are free and not monitored. He reviewed a survey of 122 students in grades 5 and 6 in Penn Manor. He presented samples of the chat rooms, blog sites and chat acronyms and definitions. He explained some of the online predator tactics. Mr. Reisinger said Cyberbullying origins started with students in New York with a website and resulted in an article in the New Yorker in 2001. He reviewed national statistics for Cyberbully and Cyberbully methods. Mr. Reisinger reviewed the preventative measures that are being done in Penn Manor. A school district Acceptable Use Policy and Camera/phone Policy have been established and reviewed often. Website filters have been put in place. Ms. Pollock added that the librarians are writing curriculum for the fourth grade to include internet safety. Mr. Reisinger also said that staff development training days and in-services are planned on this topic and parent sessions were held to make people aware. General questions were asked.

Mr. Johnston provided additional budget reviews for the 2006-2007 proposed budget. He reviewed the building budget expenditures for 2004-2005, the budgeted amount for 2005-2006 and the proposed budget for 2006-2007. He explained the building budgets are based upon enrollment. Ten percent of the building budget is withheld until October for redistribution when the final enrollment numbers are determined in the buildings. The building budget is managed by the principals and the department budgets are included in the building budgets. The amount allocated to the departments is determined by the principals. He reviewed the costs for the district copiers, the budgeted amount for 2005-2006 and the amount spent to-date for copy machines and the amount proposed for 2006-2007. He said the bid proposal for the new copy machines will be presented at the March 13 board meeting and based on that bid the proposed budgeted amount could change. Questions were asked for clarification.

Mr. Stewart reminded the board of the budget workshops scheduled for March 23 and April 20 at 2:00 p.m. He asked that board members email Mr. Johnston if they plan to attend a meeting and indicate any specific items they would like covered at these meetings.

Mr. Skrocki presented a review of the debt service. He explained that the debt service is a repayment of principal and interest on a bond issue. Bond issues are typically issued to finance school construction projects. He said a debt service payment is similar to a

mortgage except payments are made twice per year and there are refunding limitations. Reimbursement from the state must be a Planning and Construction Worksheet (PlanCon) project. PlanCon A through K is a series of steps to be eligible for reimbursement with submissions to the state. The percentage is determined by the lesser of actual cost of the project or formula. The formula is based in part on rated pupil capacity. The percentage remains static until the final PlanCon is submitted. Ms. Pollock inquired if every PlanCon project goes from A-K. Mr. Skrocki responded that depending on the project some of the PlanCon components are not applicable. He explained how the reimbursement amount is calculated; the total gross debt service payment; the summary of debt service requirements; the gross reimbursable percentages for outstanding bond issues and the cycle of district borrowing. Mr. Skrocki said that 12% of the budget will be for debt service in 2006-2007. He also said that previously the board authorized approval to borrow up to \$30 million through December 2006. With the \$30 million in reserve and an additional \$33 million, the school district's borrowing capacity is a total of \$63 million. Mr. Herr reported on some of the comments that Governor Rendell made during his speech at a conference in Hershey on Sunday.

The approval of a special meeting for March 22 was tabled until after Executive Session at the conclusion of the Committee of the Whole meeting.

Ms. Pollock remarked that the Penn Manor librarians are wonderful and very well known across the state. They will be presenting at the State Library Association conference in May on Moodle. Laura Hevering is part of a county-wide curriculum writing group about internet safety. She also said Sue Hostetter, the high school librarian, is extremely well known at the state level. Sue was a reader for the Library Services and Technology Act federal grant. Mrs. Hostetter had to recuse herself from reading because she submitted a LSTA grant. Ms. Pollock explained the grant Mrs. Hostetter wrote combined the reading and writing initiatives at the secondary level with Family and Consumer Sciences. She explained that students are required to have one credit of Family and Consumer Sciences in the high school. Mrs. Hostetter wrote the grant with Nancy Nadig, Manor Middle School librarian, on behalf of both middle schools and the high school. Ms. Pollock explained what was included in the grant proposal. She also said the grant was written for \$5,000 but was awarded \$15,000 for the 3 buildings. With the grant materials will be purchased with the emphasis on Family and Consumer Sciences but broad enough to include science standards and health.

Ms. Pollock presented the Administrative Guideline for Grant Writing. She stated that each month she sends out a policy of the month to district employees. She reviewed the changes proposed to the revised Grant Writing policy. She said Mrs. Hostetter and Mrs. Nadig will be eligible for reimbursement under this policy. Mr. Rintz questioned how the range is determined for the amount awarded. Ms. Pollock explained that it is scaled based on the amount of the award. Mr. Lyon added that a lot of time is spent to write a grant. Mr. Kreider questioned what budget category the grant writing money would be disbursed from. Mr. Johnston explained where the money is budgeted, the amount budgeted and the history for the past few years. Additional questions were asked for information. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart submitted the proposed 2006-2007 school district calendar. He pointed out the change from the traditional calendar. He said in March there is usually a four day weekend based on snow days. In anticipation of the PSSA tests in late March the proposed calendar will have only one snow day in March. Based on a recommendation from a staff member a day has been added to May to allow for a three day weekend. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote. Dr. Frerichs said the bill to prohibit starting school before Labor Day is still being studied.

Mr. Stewart explained that members of the superintendent's evaluation committee are proposing a presentation at the 2006 PSBA School Leadership Conference using the 360 Survey Monkey instrument on the superintendent's evaluation. A program proposal form would need to be completed and submitted to PBSA. If accepted the committee, Mr. Stewart and Mr. Reisinger would arrange a presentation for approximately 75 minutes. The board sanctioned submitting the proposal.

Mr. Johnston reviewed the revised support staff evaluation grid which will be used to determine raises for 2006-2007. He explained the new distinguished tier and the benefits of adding the tier. The distinguished tier will be for employees who will do something to benefit the district as a whole. This would include developing workshops; participating in policy formulation or revision; leadership roles in creating improved services for the district or initiating new projects or activities that benefits the district or community. He said the grid was revised after gathering input from staff, administration and board members. Mr. Johnston reviewed the safeguards that will be used for all evaluations receiving distinguished. All evaluations with a distinguished evaluation will be reviewed and will need to be supported with documentation. If approved, the new grid will be communicated to all support staff in March. Training sessions for evaluators will be in March or April prior to the end of year evaluations in April and May. The rate adjustments will be proposed in June. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Herr nominated Dr. Frerichs to continue as the IU Board representative for a three year term. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Friedman and a unanimous voice vote.

Mr. Stewart presented a resolution authorizing the acquisition of approximately 26 acres located in Manor Township for the cost of \$1,500,000. He said for many years the school district sold property; this acquisition will allow a place for the school district to grow. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. DeLuca and a unanimous voice vote.

Mr. DeLuca reported that the Drug Task Force Committee has reached a consensus. A directive has been given to Mr. Stewart to form a small committee and draft a policy. Mr. Stewart added that the policy would not be presented to the board until the fall.

Mr. Stewart distributed question cards to be submitted at the Legislative Breakfast. Legislators will only respond to written questions. He reported that once again members of the technology team have won honorable mention in the 2006 PASBO Awards of Achievement. Shelby Foster and Dave Solon are being recognized for their submission "Podcasting Public Relations: Raising Student Voices to the Community." He also distributed a letter from Chester Schuman, Director of Admissions at PA College of Technology. He said a Penn Manor graduate, Ben Thompson, has been named as a Presidential Scholar. Ben named Dr. Mindish as someone who was very influential to him. Mr. Stewart wrote back to Mr. Schuman and to Ben. He reported that Penn Manor will be playing in the basketball playoffs at 2:30 on Saturday. Tickets are being sold at the high school. Today is the first day of spring sports and Friday night is the Rap concert at the high school. Mr. Stewart commended the cast of "Fiddler." He said it was an outstanding show and the best he has seen in his years at Penn Manor. Ms. Pollock reported that the Quiz Bowl team will be at Elizabethtown this Saturday; March 18 is the county-wide National History Day hosted by Penn Manor at the high school.

The Committee of the Whole adjourned at 8:37 p.m. to Executive Session, for a personnel issue, on a motion by Mr. Kreider, a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary