

**Minutes**  
Committee of the Whole  
May 1, 2006

The Penn Manor School Board met at 6:00 p.m. in Executive Session for the discussion of a real estate item, personnel item and the Superintendent's evaluation. Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Lyon, Mr. Rintz and Mrs. Wert. Mr. Kreider was absent. Present from the administrative staff were Mr. Stewart, Ms. Pollock, Mr. Johnston, Mr. Skrocki and Dr. Lechlitter. The Executive Session adjourned at 7:25 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:30 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. Lyon, Mr. Rintz and Mrs. Wert. Mr. Kreider was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Lechlitter. Also in attendance were Mrs. Rhoades, two Lancaster Bible College students, Mr. and Mrs. Elledge, Grant and Lauren Elledge, a Penn Manor resident 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 April 3, 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.

Dr. Lechlitter introduced Grant Elledge, an eighth grade student at Manor Middle School. He recognized and commended Grant for his outstanding scholarship in the Lancaster County Science Fair. Grant was the grand champion in the Middle School Division. Mr. Herr read and presented a Penn Manor School Board resolution to Grant honoring him for his achievement. Grant thanked the board for being so supportive of him. He presented the board with the trophy he earned for First Place in the Science Fair. Dr. Lechlitter stated that Grant will be competing in the national TSA competition. Mr. Stewart said Grant competed in the 24 Challenge Competition and placed in the top 4 in the region. Grant explained the competition to the board.

Mr. Skrocki requested approval for two items for placement on the May 8 agenda. The first item is for the sale of \$20 million in bonds and the second is to engage in a swap transaction. He said in November 2005 the board authorized the borrowing of \$30 million to incur debt prior to legislation that may be passed. He explained the implications of House Bill 39. Mr. Skrocki introduced Mr. Ken Phillips from RBC Capital Markets. Mr. Phillips explained the \$20,000,000 capital project financing plan. He provided tables reviewing the debt service schedule, the five year CMS historical performance and an estimated cash flow analysis. Mr. Phillips also reviewed the risks of interest rate swaps and the role of RBC Capital Markets. Questions were asked for clarification. Approval for placement of the financing for renovation projects on the May School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Rintz and a unanimous voice vote. Mr. Geist thanked Mr. Phillips for his role in

supporting the Nutrition in the Elementary Schools program. He said Mr. Phillips has been working with the RBC Foundation to fund a \$3,200 grant for the program in the district.

Mr. Johnston provided additional budget reviews for the 2006-2007 proposed budget. He reviewed the budget calendar and said that the preliminary budget will be presented on May 8 with final adoption on June 12. He presented the preliminary salary budget with an increase of 4.6% over 2005-2006. He reviewed the percentage of increases for the professional and support staff, the number of professional development leaves, miscellaneous support costs, staffing changes, social security costs and retirement costs. Mr. Skrocki presented the preliminary benefits budget for 2006-2007. He explained the advantages and disadvantages of self insurance, reinsurance and the IU self-insured pool. Mr. Skrocki explained trends that affect the benefits budget including medical inflation, prescription costs, wellness opportunities, innovative cost-saving incentives, retiree expenses and employee cost sharing. He also reviewed the dental, life insurance and income protection budgets. Mr. Johnston provided a review of the preliminary budget using a 4.7% millage increase. He also reported on the current year estimates for the 2005-2006 budget, local, state and federal revenues and five year projections. He said factors leading to an increase in 6.2% in expenses include debt service, transportation costs, tuition/charter school costs, operation and maintenance costs, salaries and benefits. Mr. Johnston stated a tax increase of 4.7% or .66 mills is anticipated at this time. This would amount to an average tax increase of \$83.09 on an average assessment of \$125,899. Mr. Johnston also provided a review of the current year estimates reporting that revenues are up and expenses are under budget. He explained designated and undesignated fund balance alternatives and five year forecasting. Questions were asked throughout the presentation for clarification.

Mr. Stewart provided the status of kindergarten registration for 2006-2007. He reviewed the breakdown of the registered students for each elementary school, the number of sessions in each school and the number of the students in the gray area. Mr. Stewart reviewed a recommendation for balancing kindergarten class sizes and asked permission to proceed with the suggested plan. Dr. Frerichs asked the number of the desired maximum class size. Mr. Stewart answered that he would not like to exceed 20 in a class.

Mr. Skrocki presented the Lancaster-Lebanon Public Schools Employees' Health Care Cooperative resolution. He explained the Health Care consortium has recommended several changes to the by-laws. The first component represents a series of perfunctory changes. The second component allows a member to be removed from a program if they do not specifically indicate they want to participate in that program. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mrs. Lyon, a second by Mr. Friedman and a unanimous voice vote.

Ms. Pollock provided the rationale and process used for the proposed addition of a Middle School Language Arts Coordinator position. She reviewed the four goals that have been set for this new position. Ms. Pollock said the unanimous choice for this position is Mrs. Christine McKnight who has the full support of the reading and English departments at both middle schools. Ms. Pollock reviewed Mrs. McKnight's credentials and stated the new position will cost the district \$2,775. Approval for placement of this

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

Ms. Pollock presented a summary of the teacher observations for 2005-2006. She explained new teachers are observed 4-8 times per year in the first three years, including an observation by Mr. Stewart and her. Experienced teachers are evaluated by the department coordinator or principal or through differentiated supervision. She reviewed the observation schedule for new teachers and stated that 467 observations have been done to date by district administrators. Ms. Pollock also explained the process used for experienced or new teachers who are struggling. An instructional support plan is developed with suggestions for change or an informal plan, which is a preliminary step to a more formal plan, is enacted. Ms. Pollock reviewed examples of both plans and the number of teachers on support plans. She also explained the Professional Employee Rating Form and the process involved for employees with lowered ratings. Questions were asked regarding the rating of experienced teachers who are struggling and factors affecting the rating.

Mr. Stewart presented a proposed coverage plan for Pequea Elementary during the absence of Mrs. Jen Sutra. He recommended Ms. Pollock be assigned as Pequea Principal and Mrs. Carly McPherson as Pequea's Dean of Students. Mrs. McPherson is currently in a program for elementary principal certification. Under the proposed plan, Ms. Pollock would serve as Mrs. McPherson's internship supervisor. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. DeLuca and a unanimous voice vote.

Ms. Pollock presented for review the textbook requests for 2006-2007. She pointed out the textbooks requested for new courses. She said textbooks for the new kindergarten math program will come out of the current budget. The textbooks will be available for review for the next week. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Friedman and a unanimous voice vote.

Ms. Pollock reviewed a new course proposal, Strategic Reading 8. She said it will offer students struggling with reading opportunities for PSSA preparation, continued development of reading strategies and connections to content area text in a small group setting. The course will be supplemented by two new textbooks and existing staff will be teaching the course. She reviewed the current number of students who will qualify for the course. The new course replaces the foreign language study for students not proficient in reading. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart resubmitted two proposed 2006-2007 School Board Calendars tabled from the April meeting. In one proposal the meetings will continue to be scheduled on Monday evenings; the other proposal is for Thursday evening board meetings. The Monday evening 2006-2007 School Board calendar was approved for placement on the May School Board Meeting Agenda on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart requested approval for placement on the agenda a waiver of the Building Use Policy for the cost in rental and custodial fees for History Day at the high school and the PMEF kids' auction. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Lyon and a unanimous voice vote.

Mr. Skrocki presented the Best Doctors Program. He stated that the program provides a second opinion from highly qualified medical specialists for a patient who is facing a major medical situation. He explained an overview of the program, the benefits to the school district and employee, and the financial implications. The cost of the program will be \$1 per employee per month for a net cost, with the reinsurance reduction, of \$870 to the school district. Mr. Lyon asked how the employees will find out about the program. Mr. Skrocki answered that a marketing campaign will be done, and the information will be posted on the intranet site and in faculty rooms. Meetings will also be held to inform the employees of this program. Additional questions were asked for clarification. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mrs. Friedman and a unanimous voice vote.

Mr. Skrocki stated significant changes have been made to the Capital Projects Plan for 2006-2011 since it was presented in February. He said the Martic and Marticville projects have been removed from the revised spreadsheet. Artificial turf for Comet Field and the Field House renovations are included in the revised plan. Also included is a change to accelerate the roof restoration/replacement projects to this summer due to the increase in petroleum based product costs. He said the revised Capital Reserve budget for 2006-2007 amounts to \$3,897,552. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. DeLuca, a second by Mrs. Wert and a unanimous voice vote.

The Volunteer Coaches Handbook was presented by Mr. Stewart for review. Mr. Stewart explained the reason for the development of the handbook. The handbook will require all volunteer coaches to sign off on specific policies. It will also make them aware of the requirements and specific guidelines to follow to support the coaches. Volunteer coaches perform functions as designated by employed coaches. Dr. Frerichs questioned if the focus of this handbook is only for athletic coaches. Mr. Rintz questioned who was responsible for enforcing the code of conduct. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart presented a proposal by Derck & Edson for the Athletic Fields Feasibility Study. The scope of the feasibility study is for three specific existing locations: the existing JV Soccer Field, the existing Field Hockey/Lacrosse Field and the existing Football practice field. One new location would also be studied. The elements of the proposal were reviewed. The fee for the study is \$5,000.00 plus reimbursable expenses. Mr. Stewart asked for support to initiate the study. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. Geist, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Skrocki explained a prescription drug incentive program. He said a generic version of the cholesterol-lowering medication, Zocor, will become available on June 23. He stated this will generate millions of dollars in savings for health care providers and school districts throughout the nation. One of the most prescribed drugs in the school district and consortium is Lipitor, also a cholesterol-lowering medication. He compared the significant cost difference between generic Zocor and Lipitor. As an incentive for individuals to switch from Lipitor to the generic version of Zocor, a proposal will be made to waive the co-pay for one year for those individuals who volunteer to switch. If all of the 52 individuals currently taking Lipitor switched to generic Zocor, the cost to the district would be \$6,240. The change to the generic medication would amount to a savings of \$85 per employee per month, the difference between the cost of the brand name drug Lipitor and generic Zocor. The annual savings for the Lipitor switch may amount to up to \$53,000. Mr. Skrocki said a Memorandum of Understanding will be developed with the association for the voluntary participation. Questions were asked for clarification.

Dr. Frerichs encouraged the board to return the IU ballots supporting the candidates who have been recommended by their individual districts.

Mr. Stewart provided correspondence on the Brain Buster team with directions to the final competition in Harrisburg, letters from Mountville Borough thanking the football team for assistance in moving equipment, from the CTC concerning a Mumps case and from the Department of Health designating Manor Middle School as a potential Point of Dispensing in the event of a public health emergency.

The Committee of the Whole adjourned at 9:58 p.m. on a motion by Mr. DeLuca, a second by Mr. Rintz, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary