

Minutes
Committee of the Whole
March 8, 2004

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. Present were Mr. DeLuca, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz, and Mrs. Wert. Mrs. Withum was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis and Mr. Johnston. Also in attendance were Penn Manor Residents, Mrs. Rhoades and Mrs. Howard.

Mr. Willis Herr extended birthday wishes and presented flowers to Mrs. Elaine Gerlach, a Penn Manor resident who has supported the board over the years.

Mr. Willis Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the February 9, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston introduced members of the Support Staff Evaluation Committee, Mrs. Lily Williams, Mr. Bob Chambers and Mrs. Sue Ziegler who presented the support staff evaluation document. Mrs. Williams stated that the input committee participated in a highly interactive process, enhanced their knowledge of performance programs, made suggestions that were included in the final product and felt some ownership in the new performance program. She stated that the committee believes that the process will work effectively, look forward to maintaining the program and felt the committee made a difference. Mr. Johnston explained that a template was used for the evaluation and formulated to fit Penn Manor's needs. He stated that the purpose of new performance program was to provide a process for aligning Penn Manor's mission, goals and belief statements to employee's performance on key competencies and the employee's position description. Mrs. Williams explained that the new program's focus is on six key competencies: excellence, accomplishment, teamwork, communication, initiative and work ethics. Mr. Johnston explained that each competency has equal value to the school district and

each competency will receive a performance rating during the evaluation. Mr. Chambers said there are four performance levels: exceeds expectations, meets expectations, needs improvement and unsatisfactory. He explained that each performance level has a point value: exceeds expectations – 3 points, meets expectations – 2 points, needs improvement – 1 point, unsatisfactory – 0 points. Mr. Johnston explained that each competency is rated using the point value for the performance level. The total points for all competencies and the use of the scale of points will be used to obtain the overall performance rating. The new performance document also includes a section for: general comments from the supervisor, commendations, achievements and goals, areas for growth and improvement and an employee option to attach the self assessment. He explained that the supervisor will initiate the process, the employee completes a self assessment, the supervisor completes the performance review and meets with the management committee and the supervisor meets with the employee to discuss review. Salary action is communicated to employee by the supervisor at a later time. Training for the supervisors will be started after board approval of the document. Dr. Frerichs asked who was on the management committee. Mr. Johnston, along with Mr. Stewart and Mrs. Griffis, make up the management committee to review the evaluations for accuracy and uniformity across the district. Dr. Frerichs asked if the signature by the employee meant if they agree with the evaluation or if they just received it. Mr. Johnston replied that the signature would indicate that they received the evaluation. The employee will have the option of attaching their self assessment. It was suggested that a statement be added indicating that the employee read the evaluation even if they may not agree with the evaluation. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Dr. Frerichs, and a unanimous voice vote.

Mr. Stewart reviewed the resource officer agreement with Millersville Police Department. Jason Hottenstein, the resource officer, when not working for Penn Manor is a police officer for the Millersville Borough. The grant originally provided 3 years of free service to the school district with the requirement that the 4th year the school district would pay 60% of Jason's salary to a maximum of \$37,000. Mr. Stewart met with officials from Millersville Borough to talk about the continuation of the resource officer program and the crossing guard services Penn Manor benefits from at Eshleman Elementary School. Mr. Stewart is recommending that Penn Manor enter into a new agreement with Millersville Borough requiring the

district to pay 75% of Jason Hottenstein's salary, with the maximum contribution not exceeding \$52,000.00 plus benefits. Millersville Borough will continue to provide the crossing guard service at Eshleman Elementary. Mr. Dick Moriarty, Mayor of Millersville, stated that he has been discussing the issue with Mr. Stewart for some time. He stated that last year, during the budget discussions, there was a question if the borough would be able to continue to support any money for the resource officer program. After presenting facts to the police committee, the committee approved 25% for the continuation of the resource officer program. Mr. Moriarty applauded Mr. Stewart and Mr. Hottenstein for their work with this program. Mr. Geist asked if there was any other grant money available for the program. Mr. Stewart explained that he is looking at the possibility of a grant for a second police officer. That person would start later in the day to be available over lunch periods, after school during Twilight School and evening athletic events. 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.

Mr. Stewart explained the proposed salaries for the Girls Lacrosse and Bowling coaches. Next year both programs will become district sports. Dr. Frerichs questioned the number of days a team can practice. 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. DeLuca, and a unanimous voice vote.

In February Dr. Mindish visited the board advocating a change in the graduation policy. The change will increase the credits required for graduation to 28. Mr. Stewart reviewed the new policy the board received and asked that the policy be placed on the March agenda for a "first reading." Dr. Frerichs questioned if there was a limit of the amount of tuition the district would pay for high school students taking college courses. 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. Kreider, and a unanimous voice vote.

Mr. Johnston asked the board to consider a stipend of \$1,500 to be paid to Mr. Steve Skrocki for services he has rendered for the district negotiations. He explained that Mr. Skrocki, even though he is no longer employed by the district, is deeply involved in the negotiations, strategy and cost figures. He has put in a lot of time and will be spending more time with upcoming

meetings. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mrs. Wert, and a unanimous voice vote.

Mr. Reisinger, Technology Coordinator, presented to the board the Technology Strategic Plan 2004-2007. The plan is a PDE requirement every three years. He stated that the committee enlisted several methods to gain information: survey feedback from community and staff, input from focus groups/individuals, benchmarked against local school districts. The planning team was comprised of volunteers from across the district and their progress was noted online. The planning process started with assessing the current status and determining what needed improvement. Goals and objectives were established, action steps developed and a budget formulated. The state requires that the technology plan be split into three sections. The first goal, curriculum and learning, utilizes technology at all levels of the instructional program to enhance student learning, achievement and intellectual growth. The primary objectives would be to provide staff and students with equal access to technology; provide uniform instruction on technology and information literacy skills; improve and enhance curriculum delivery; and to promote instructional collaboration and communication between staff, students, and parents. Basically, four major areas were defined to look at over the next four years: the elementary technology program, digital classrooms, provide access to technology and professional development. The second goal is administration and management and how effective instructional leadership, organizational management and efficient district operations is being demonstrated. The objectives in this goal are to utilize assessment and performance data to drive instructional decisions; build, maintain and extend district databases: Curriculum, Special ED, Lesson Plans, Standards, Assessment; and extend the capabilities of Student Information and Financial systems. It will be necessary to determine how to develop systems and procedures for instructional data collection and analysis. Mr. Reisinger is looking to deploy, utilize and extend core district databases: Excent, Align, ACT48, etc; explore migration of Student Information System from AS400 to Intel/Web platform; replace aging AS400 system- Financial, Budget and Payroll system; explore deployment of facilities management software; and refresh/upgrade/maintain infrastructure. The third area of the Technology Plan focuses on Communication and Information access. The goal is to expand and improve information availability and distribution between staff, students and stakeholders. The objectives would include maintain and enhance the

district network to support increasing utilization; deploy efficient systems for staff and teachers to quickly publish information to students, parents, and stakeholders; and expand the use of technology systems for student, staff, parent and community communication, and maintain/refresh/replace core district network devices. Mr. Reisinger explained that action steps and major initiatives included: deploy high-speed solutions for districts LANs and WAN; continue phone/voice mail upgrade for remaining buildings; extend and expand staff, student, parent and community services on district website; and extend and expand digital services on the employee extranet. The budget for technology is broken into two parts -- data processing which is funding that is spent to keep technology core services running and instructional support. Major technology projects, outside of categorical spending on technology, would be the replacement of the AS400, replacement of the student information system, and completion of the district phone system. Cost cutting measures have included the custom computer builds. Mrs. Griffis told the board that Charlie and the Technology team won the PASBO Award of Excellence for the computer builds. Other cost cutting measures include the Millersville University Digital Alliance, wireless wide area network, technical staff expertise, leverage open-source (free) software tools, and aggressive vendor negotiations/partnerships. Mr. Reisinger stated that the Technology Strategic plan is online for review. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mrs. Wert, and a unanimous voice vote.

Mr. Johnston updated the board on the preliminary budget in the areas of athletics, transportation, business services and data processing. Details of the preliminary budget can be found on the website. He stated that the budget for athletics has been increased because of the addition of expenses for bowling and girls' lacrosse teams. Mr. Johnston stated that it is very early in the budget season and as the budget is developed it can be viewed on the website.

The Committee of the Whole adjourned at 8:05 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

March 8, 2004

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room of the Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr at 8:15 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz, and Mrs. Wert. Mrs. Withum was absent. Present from the administrative staff were Mr. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Mrs. Trisha Pearson, Mr. Michael Leichliter, Mr. Jerry Egan, Penn Manor Residents, Mrs. Cindy Rhoades and Mrs. Paula Howard.

Mr. Willis Herr announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District would be held on Tuesday, April 13, 2004, at 8:15 p.m. in the Board Room of the Manor Middle School.

Mr. Willis Herr asked if there were any Citizen's Comments. David Rogers, 250 Hilldale Road, Pequea, a junior at Penn Manor High School, told the board about dances that are held at the New Danville Fire Hall with a band called Kinetic Energy. The dances do not condone alcohol, drugs or violence, but the purpose is to provide a place for students to go on Friday evenings. The dances are chaperoned by parents and the fire police direct traffic. David is requesting permission to hand out flyers at the high school to inform the students about the dances. David said that a portion of the profits has been donated to the fire hall and the Salvation Army. Mr. Stewart requested the name of the person who was doing the bookkeeping for the group. He told David he would like to speak to Dr. Mindish about the distribution of the flyers. David did give Mr. Stewart a copy of the flyer with the policy. Mr. Herr thanked David and other students for coming to the board meeting.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the February 9, 2004, School Board Meeting. There were none. It was moved by Mr. Kreider and seconded by Mr. DeLuca to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Amanda Hake reported that the Quiz Bowl team just competed on Brain Buster's and they are ranked third out of twenty in the league. She also reported that on February 20 course selection night was held at the high school, the Dr. Seuss Read-a-Thon was held on February 29 and the Musical, *West Side Story*, was on March 4-6. Chris Ichter reported that on March 8, 9 and 10 the juniors had PSSA practice for the March 22-25 PSSA tests, March 10 is the blood drive and March 20 is the regional History Day competition. Chris said that the students have been working very hard to prepare for "Entertainment PM" on May 1. Chris invited everyone to attend. He also reported that the high school has a new web page. Mr. Herr commented that he really enjoyed *West Side Story*.

Mr. Stewart reported that two Penn Manor High School teams from of participated in the Junior Engineering Technology Society competition. The varsity team scored fourth out of fourteen schools. Millersville University recognized middle school students Derrick Shultz, Cody Booth, Meghan Young and Hanna Fritz as outstanding scholar athletes. The High School National Honor Society will be inducting new members on April 14. There are 68 students eligible, with a minimum grade point average of 3.75. The high school committee will be selecting the students to be inducted. The 24th Annual Elementary Science Fair will be held at the high school on March 9. Fifteen Penn Manor students will be participating in the county science fair will be on March 24, 25 and 26.

Mr. Johnston reported that the Treasurer's Report for the month of February has been posted. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve to authorize payment of bills in the amounts of \$419,907.44 dated 2/2/04, \$314,820.88 dated 2/4/04, \$110,323.68 dated 2/6/04, \$278,099.79 dated 2/11/04, \$131,276.27 dated 2/13/04, \$38,436.30 dated 2/17/04, \$61,176.76 dated 2/18/04, \$452,116.08 dated 2/18/04, \$169,052.47 dated 2/24/04, \$95,469.39 dated 2/26/04 for a total of \$2,070,679.06 from the General Fund; \$189,437.36 dated 2/2/04, \$20,572.31 dated 2/12/04, \$46,389.25 dated 2/26/04, \$67,553.74 dated 2/27/04 for a total of \$323,952.66 from the Cafeteria Fund; \$750.00 dated 2/19/04 for a total of \$750.00 from the 96 Construction Fund; \$27,670.49 dated 2/9/04, and \$1,280.00 dated 2/24/04 for a total of \$28,950.49 from the Capital Reserve Fund; \$4,200.46 dated 2/9/04 for a total of \$4,200.46; \$658.92 dated 2/9/04 and \$33,454.67 dated 2/24/04 for a total of \$34,113.59 from the Eshleman Reserve Fund; \$12,444.16 dated 2/24/04 for a total of \$12,444.16 from the Athletic Capital Reserve Fund; and payroll in the amounts of \$626,142.69 dated 2/4/04: \$631,296.46 dated 2/18/04 for a total of \$1,257,439.15. The

following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes. Kelly K. Withum was absent.

Mr. Stewart introduced Jill Wiley, a fifth grade student at Letort Elementary. Jill was in the production *Annie* at the Ephrata Playhouse in December 2003. Jill played Annie in the production and she performed "The Sun Will Come Out Tomorrow" for the board this evening. Mr. Stewart thanked Jill, introduced her parents, and read the list of other productions that Jill has participated in during her short career.

Mrs. Trisha Pearson reported on the progress of the gifted service for students in Penn Manor. Mrs. Pearson said that a key area in education is awareness and educating staff members and administrators on the Chapter 16 regulations, the assessment process, identifying students and educating the students throughout the school year. She reported a brochure was developed to inform parents and staff about gifted services. Summer in-service opportunities will be planned targeting classroom teachers and the teachers in the gifted department, who will be working in collaboration with classroom teachers. She stated that an area currently being reviewed is the overlapping of gifted services within the regular curriculum. One area is the math acceleration program where there are currently 6 students participating. Through a grant, Penn Manor has been receiving services from Richard Miller, who is a gifted coordinator in IU 8. He has had extensive experience in the mathematics field as a teacher and in some research areas. Recently the gifted department met with Mr. Miller to begin to lay the foundation about getting more mathematics acceleration information. Mrs. Pearson felt that at this time the gifted department is able to meet the needs of the students with the 3.5 staff members; however, as the program expands the need for additional staff may be a possibility. The high school is offering a dialogue group course for gifted students and this is one area that may expand at the secondary level in the future. Mrs. Pearson stated that she is proud of the teachers who meet the needs of the gifted students. She said that Linda Deal, one of our elementary teachers, has been asked to present at the Pennsylvania Gifted Conference. Dr. Frerichs asked at what grade level were the 6 accelerated math students. Mrs. Pearson said 3 are elementary and 3 middle school students.

Mr. Michael Leichliter and Mr. Jerry Egan presented a power point presentation on proposed manor middle school schedule change. The committee has been working on the middle school proposal for the past two

years. Four goals have been established. By allowing the core courses to be at the same time each day, the proposed 6 day schedule will increase consistency and routine for students and accomplish the first goal. The second goal is to increase flexibility for the teams. The proposal will allow for the cluster of the core teaching time to be the same to allow for common planning time and team activities. The third goal is to ease the transition from elementary to the high school. Currently, the elementary and high school schedules are consistent and the middle school is not. The proposed schedule will allow for consistency on the middle school level. The final goal will be to reduce and consolidate the curriculum. Mr. Leichliter reported that Marticville Middle School piloted the program this year. He stated that with the proposal the middle schools could possibly share staff. Mr. Leichliter explained a sample student schedule. This year was spent developing the schedule, receiving input from parents, students and staff. The new schedule would be implemented for the 2004/2005 school year. The schedule will be evaluated for effectiveness from September through March for any necessary adjustments and changes. Dr. Frerichs asked if the schedule is being evaluated at Marticville this year. Mr. Leichliter replied that it has been going very well. Mrs. Wert asked if foreign language was on the schedule. Mr. Leichliter replied that foreign language was an eighth grade course for one semester. Mr. Stewart stated that additional staff may be needed for this proposed change; however, he felt that adding consistency warranted additional staffing.

Mr. Willis Herr read the letter of resignation of from school board member Mrs. Kelly Withum effective February 9, 2004. Mrs. Withum has moved from the district. It was moved by Mr. Lyon and seconded by Mr. Rintz to approve the resignation of Mrs. Withum. This motion was passed by a unanimous voice vote.

Mr. Herr asked if there were any nominations for the school board position. Mrs. Wert nominated Mrs. Johnna Friedman and it was seconded by Mr. Kreider. Mr. Herr asked if there were any other nominations. There were none. It was moved that the nominations be closed by Dr. Frerichs and seconded by Mr. Lyon. The motion to close the nominations was passed by a unanimous voice vote. The motion to elect Mrs. Johnna Friedman was passed by a unanimous voice vote.

Dr. Frerichs read the Oath of Office to Mrs. Friedman.

Mrs. Friedman gave a brief biography of herself. She has three children. all girls. one who graduated from Penn Manor last year. one who is

a high school senior and a fifth grader. She stated that she has been active as a volunteer in the district for 14 years and looks forward to being more involved as a Board member. Mr. Herr welcomed Mrs. Friedman.

The School Board Meeting Agenda was reviewed.

Item 4. Approval of Consent Agenda Items A-I:

- A. Volunteer Contract – The committee is recommending approval of the Code of Conduct for Volunteer Coaches and Activity Sponsors as cited on page 7. (see page 7)
- B. Property Committee – The committee is recommending approval of the following Board members to the Property Committee.
Joseph DeLuca
Frank Geist
Carlton Rintz
- C. Act 93 Committee – The committee is recommending approval of the following Board members to the Act 93 Committee.
Jeffrey Kreider
Jeffrey Lyon
Donna Wert
- D. Support Staff Evaluation Process – The committee is recommending approval for the classified staff evaluation form and process as cited on pages 8 - 9. (see pages 8 - 9)
- E. Resource Officer Agreement with Millersville Borough – The committee is recommending approval to continue the partnership with Millersville Borough to provide a Resource Office at Penn Manor at the maximum cost of \$52,000 per year as cited on pages 10 - 13. (see pages 10 - 13)
- F. Coaches for Girls Lacrosse– The committee is recommending approval of the Girls Lacrosse coaches and designated salaries as cited on page 14. (see page 14)
- G. Coach for Coed Bowling – The committee is recommending approval of the Coed Bowling coach and designated salary as cited on page 15. (see page 15)

- H. Negotiations Stipend – The committee is recommending approval that Mr. Stephen B. Skrocki be approved at the rate of \$1,500 for services rendered assisting the administration in contract negotiations.
- I. “First Reading” – Graduation Requirements Policy – The committee is recommending approval of “First Reading” of the Revised Graduation Requirements Policy as cited on pages 16 - 18. (see pages 16 - 18)

MOTION ON THE MARCH 1 AND 8 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-I: It was moved by Rich Frerichs and seconded by Jeff Lyon to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes and Donna J. Wert, yes.

Item 4. Approval of Consent Agenda Item J:

- J. Change Order #3 – The committee is recommending the approval of Change Order #3 in the amount of \$10,795 to Doug Lamb Construction, Inc. to provide electrical access to the Comet field Irrigation System as cited on page 19. (see page 19)

MOTION ON THE MARCH 1 AND 8 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM J: It was moved by Richard Frerichs and seconded by Jeff Lyon to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey E. Lyon, yes; Donna J. Wert, yes; Jeffrey G. Kreider, no and Carlton Rintz, no.

Item 5. Consent Agenda for Administrative Actions Items A-M:

- A. Boys and Girls Lacrosse Clubs Budget – The administrative staff is recommending that funding be made available through the athletic budget for the 2003-2004 school year as cited below:
 Boys Lacrosse Club – not to exceed \$2,000
 Girls Lacrosse Club – not to exceed \$2,000

- B. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited on pages 20 - 21. (see pages 20 - 21)
- C. Gilbert Architects Contract – The administrative staff is recommending the approval of a contract with Gilbert Architects for the evaluation of the Manor Middle School barn's structural integrity and potential as an expanded maintenance facility. The contract amount is not to exceed \$4,000.00.
- D. Tuition Free Seniors – The administrative staff is recommending that the following seniors be permitted to complete their senior year as a tuition free student.
Shane Kuhns – effective January 24, 2004
Terry Markley – effective February 5, 2004
Abby Withum – effective February 1, 2004
- E. Ratification of 2004-2005 Lancaster County Tax Collection Bureau Budget – The administrative staff is recommending approval for ratification of the 2004-2005 Lancaster County Tax Collection Bureau Budget in the amount of \$2,606,088.
- F. Establishment of Accounts – The administrative staff is recommending approval for establishment of a Special Revenue Fund depository account and a Student Activity Fund depository account with Fulton Bank and approval for signing checks by Board President, Vice-President and designated board member.
- G. Approval of Auditor for the 2003-2004 Fiscal Year Audit – The administrative staff is recommending approval for the appointment of Trout, Ebersole and Groff as the firm to conduct the 2003-2004 local audit.
- H. Disposal of Assets – The administrative staff is recommending approval of the disposal of old, unusable, broken or unsalvageable items listed on page 22. (see page 22)
- I. PA Joint Purchasing Consortium – The administrative staff is recommending approval to join the PA Joint Purchasing Consortium.

- J. Approval to Advertise – The administrative staff is requesting authorization to advertise for the following bids for the Martic Elementary School:
1. Roof Replacement – removal and replacement of the roof
 2. Ceiling Replacement – removal and replacement of the ceiling
 3. Lock Replacement – new locks for classroom doors
- K. Approval to Advertise – The administrative staff is requesting authorization to advertise for the following bids for the Marticville Middle School:
1. Asbestos Abatement – remove asbestos containing material
 2. Floor Replacement – install new vinyl composition tile at selected locations
- L. Approval to Advertise – The administrative staff is requesting authorization to advertise to remove and replace a hot water heater at Penn Manor High School.
- M. Change Order #1 – The administrative staff is recommending approval of Change Order #1 in the amount of \$2,158.50 to Doug Lamb Construction, Inc. to increase pipe sizing to accommodate larger coupler attachments as cited on page 23. (see page 23)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A - M: It was moved by Donna Wert and seconded by Joe DeLuca to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes.

Item 6. Consent Agenda for Personnel Items A-C and E-G

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on page 24 for employment or change in status(*) according to the conditions listed. (see page 24)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 25 be approved for substitute teaching within the school district until such time that either the school district

or the individual would opt to have their name deleted from the substitute teacher list. (see page 25)

- C. Family Medical and Child Rearing Leaves – The administrative staff is recommending granting Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed on page 26 according to the terms listed. (see page 26)
- E. After School Tutor – The administrative staff is recommending the board approve the following individual as an after school tutor for the 2003-2004 school year at the rate of \$29.00 per hour.
Mary Iovino
- F. Interpreter Services – The administrative staff is recommending the board approve the following individual for interpreter services as needed at the rate of \$30.00 per hour plus mileage.
Diana Alston
- G. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.
Rita Boger – effective 2/25/04
Anne Drummond – effective 2/25/04
Amy Witmer – effective 1/25/04

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-C, E-G:

It was moved by Jeffrey Kreider and seconded by Carlton Rintz to approve these items. The following call vote was taken on this motion. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes.

Item 6. Consent Agenda for Personnel Item D:

- D. Athletic Co-curricular – The administrative staff is recommending the approval of the individuals listed on pages 27 - 28 to the athletic co-curricular positions cited for the 2003-2004 school term. (see pages 27 - 28)

MOTION ON PERSONNEL CONSENT AGENDA ITEM D: It was moved by Donna Wert and seconded by Jeffrey Kreider to approve these

items. The following call vote was taken on this motion. The following call vote was taken on this motion. Joseph DeLuca, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes; and Richard L. Frerichs, abstained.

The meeting adjourned at 8:45 p.m. on a motion by Richard Frerichs, a seconded by Donna Wert, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary