

Minutes
Committee of the Whole
May 10, 2004

The Penn Manor School Board met as a Committee of the Whole at 7:05 p.m. in the Board Room at Manor Middle School. Present were Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs arrived at 7:11 p.m. 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 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 May 3, 2004, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon, a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart requested membership in PSBA in the amount of \$10,651 be continued. He said it provides membership for the administrative team and the members of the board with services, including information sources for the operation of the district. PSBA serves as the school board representative in Harrisburg advocating for school board and public school positions. He felt, with the ever changing and interesting political environment in Harrisburg concerning public education, it was vitality important that the school board have a voice in Harrisburg. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

Mrs. Griffis requested a textbook be approved for the new English 10 strategic reading course for struggling readers. Mr. Kreider questioned if the 30 copies shared with 3 sections would be enough. Mrs. Griffis explained that this textbook was not the main book, but a supplemental text to be used as a resource. Mr. Herr asked if the books would remain in the classroom. Mrs. Griffis said yes and they would and gradually buy more books as needed. She said it was not anticipated that there would be 3 sections of the course. She is pleased that we have the course for the students and mentioned that the teachers worked very hard to write the course. 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 explained the concept of wraparound personnel and the reason for the new board policy. He stated that mainly because of student behavioral issues services of a wraparound aide is provided by state and federal agencies. The wraparound aides in Penn Manor are typically 22-30 years old and trained by the agency to serve as a representative to support a student in making behavioral gains. The adults are assigned to spend the entire day working one-on-one with the student. The aides are mainly for support in the classroom, but if the child needs to be removed from the classroom for a time-out period the aide will go with them. The aide keeps a log book and reports to the support agency and family. They have specific instructions as to the type of interventions allowed. They are to react to just that one student and not to act as a classroom aide. He stated that with some of the more complex diagnosis of a student, the aide might be there to support a child to organize and to gain skills to socially interact with peers. Because of the increasing trend of more wraparound aides Barb Rodgers, Assistant Coordinator of Special Services, approached the special education staff and the staff who work with the students, and began to structure the wraparound policy as it defines the relationship with the aides when they enter the building. The agency produces documentation and policy governing their behavior but we wanted a reciprocal document to protect the school district in establishing what our relationship would be with wraparound personnel. After the policy was reviewed by the administrative staff, it was sent to Hartman Underhill and Brubaker for review. This policy is being presented to the board for a first reading and for placement on the May agenda for a first reading. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Mr. Lyon, and a unanimous voice vote.

The support staff evaluation grid was reviewed and requested approval to place on the May agenda by Mr. Johnston. He stated that the grid will be used to govern the raises and salary increases for the support staff for next year, and it is identical to the Administrative Act 93 grid. He explained the grid and stated that 3.1% is the base pay increase. He explained the four classifications and the number of support staff who received each rating: exceeds expectations, 22 employees; needs improvement, 6 employees; unsatisfactory, 0 employees, and the remainder meets expectations. The average support staffs score was 13.46, which is on the higher side of the meets expectations rating. Based on placement on the existing salary scale

and the 3.1% base pay increase, it will generate 3.14% increase or \$108,000 to the budget for the salary increases. He said that in actuality it will be 2.79% increase because of one less working day for the support staff next year. Dr. Frerichs asked if Rich Capraro suggested the grid for increases because the IU is using the same system but haven't come up with the top grid for increases. Mr. Johnston answered that it was done tandem with Rich Capraro. He explained that the theory is that the exceeds expectations level would have a different range than the meets expectations level. Mrs. Wert asked what percentage the 22 exceeds expectations represented. Mr. Johnston answered that approximately 10%. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. DeLuca, and a unanimous voice vote. Mr. Stewart commented that last week he met with Mr. Johnston and Mr. Coleman on the issues of custodial salaries. They concluded it was vitally important to retain the valued custodians and find a mechanism for attracting quality candidates for the custodial service and keep them. There is no intention to restructure anything in a formal way, but utilize flexibility when custodians are hired by giving them credit for previous service doing the same type of job in similar organizations. He said that some methodology will have to be found to keep current custodians that we may lose, in the organization at the same time being careful on how the system is altered for one person.

Dr. Frerichs explained that each school board member is asked to vote for the membership on the IU 13 board. He asked the members to complete the ballot and give to Paula to mail to the IU. He said that all the people on the ballot have been elected by their individual school boards to serve on the IU 13 board, but it still must be voted on by every school board member. He recommended that the board vote for all of the members.

Mr. Kreider explained the Lancaster County Career and Technology budget for 2004/2005. He stated that as previously discussed, the CTC has a 7.68% increase in their budget. A budget packet was distributed for review. He stated that budget increases are due to the declining interest rates, increase in the cost of benefits, and a large expenditure in improving maintenance. Mr. Kreider recommended voting in favor of the budget. Mrs. Wert noted that our contributions are considerably higher than anyone else. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Johnston stated that there are no changes to the preliminary budget that was presented last week. He is continuing to work on the budget and at this point he is proposing a 5% increase with the general fund total expenses of \$51,286,030, revenues (pre tax increase) of \$48,555,992, projected millage increase of .73 mills from 14.67 to 15.40. The final budget will be presented on June and he is expecting minimal changes between now and then. Any updates will be reflected on the final budget. Dr. Frerichs asked what percentage that would bring the fund balance to. Mr. Johnston responded that it would be 7.6%. Approval for placement of this item on the May School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. DeLuca, and a unanimous voice vote.

The student reports were given at this time. Amanda Hake reported that the TSA went to competition and one of the teams from the high school placed first and also a Marticville Middle School placed first. The prom will be held on Friday, May 14, at the Host and the post-prom will be at the high school. The senior awards ceremony will be held on May 20, at 6:30 at the high school. Spring Fling will be on May 21 at Comet Field from 3-10 p.m. ending with fire works. Chris Ichter reported that the baseball team is ranked 7th in District 3 with a 13 and 3 record. Dan Kauffman, first baseman, is leading the league with 5 homeruns and a .444 batting average and Phil Texter has a 4 and 1 record with a 1.0 earned run average. The boys volleyball team was in the semi-finals but lost; however, the team is ranked 16th in the state. On Tuesday the girls soccer team plays in the first round of league playoffs, and the girls lacrosse team plays in a championship match. The track LL league competition will be at Hempfield on Saturday. The senior spring sports banquet is on the 17th. Mr. Herr asked if the board was invited to view the post prom decorations. Mrs. Friedman responded that it will be open from 8:30 – 9:30 on Friday and stated that the theme is “Beyond 2004.”

Mr. Stewart recognized Chris Ichter, the senior student representative to the board, for his service for the past two years. Chris will graduate June 4 with a 3.5 average. His strength is in the sciences and during his career in high school he had all As and Bs with one C in his freshman year. He is a soccer and volleyball athlete, student council member for 4 years, and plans to attend Shippensburg University, majoring in Marketing. Mr. Stewart said that whenever Chris saw him at the high school he would always acknowledge him. Chris stated that it was an awesome experience and loved the conversations. In appreciation for his service to the board and Penn

Manor Mr. Herr presented Chris with a gift. Mr. Herr said he looked forward to Amanda as being the senior next year.

Mr. Johnston introduced Dan Burton, Todd Forgione, Matt Kirk, and William McCarty who returned with additional information about the Interest Rate Swap Resolution and answer questions. Mr. Johnston said he will be asking for approval of the Interest Rate Swap Resolution and the accompanying Interest Rate Management Plan for placement on the May School Board Meeting. He stated that discussions were held in the morning with our counsel, the independent advisor and RBC Dain to discuss the risks involved with the SWAP and the market in general. The limit for the upfront payment has been set at \$500,000 and the target rate for 3.51%. Mr. Burton stated that on Friday the interest rates went up and the market is only 3 basic points different than one week ago. He distributed an updated interest management plan for the board to review. Mr. Kirk said that by passing the resolution the district would adopt the Interest Rate Management Plan. Upon filing the Interest Rate Management Plan with the state, the district would be in compliance with Act 23 and will be able to execute the interest rate swap transaction. Mr. Stewart asked that if the district starts to feel uncomfortable with the relationship can they close out and buy out early. Mr. Kirk stated that the documents, which govern the relationship with the district and RBC, allow for the district to unilaterally terminate the transaction at any time. The conditions are that the district is able to terminate at any time; however, it has to be terminated at market. He said that depending on how the interest rates have done the district could owe a payment to RBC or they could owe one to the district. RBC can terminate only if there is a payment default by the district or a downgrade in the credit of the district. Mr. Kirk explained the termination plan was included in the Interest Rate Management Plan. Mr. McCarty summarized the dialogue by saying that there was no restriction on the district regarding termination, but there is cost to the district. Mr. Herr asked Mr. Reynolds, a member of the community, what he thought of the plan. He did not comment. Mr. Geist stated that as a comfort zone for the board, in all likelihood, at the end of next June when Mr. Johnston and the auditors look at it there will be unrealized loss. Mr. Geist said there is no cash involved so the district would not terminate at that time. Dr. Frerichs asked Mr. Johnston if he is recommending to do the SWAP and to do it now. Mr. Johnston replied that he is recommended it and at this time. For board approval the resolution would have to be amended to include the \$500,000 and 3.51%. Approval for placement of the amended item on the May School Board Meeting

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

Dr. Frerichs stated that Dan Ober placed second in the Decathlon at the Penn Relays.

The School Board Meeting Agenda was reviewed.

The Committee of the Whole adjourned at 8:03 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

May 10, 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 8:20 p.m.

The following members were present: 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. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Mr. Manny Caulk, Mrs. Deb Holt, Mrs. Leslie Schmucker, Mrs. Joanne deCheubell, 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 Thursday, June 10, 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. There were none at this time.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the April 13, 2004, School Board Meeting. There were none. It was moved by Mr. Kreider and seconded by Mr. Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart informed the board that Mrs. Tina Shank, Family and Consumer Sciences Department Coordinator, was recognized by the PA State Education Association with a \$1,000 award as one of the three winners of the PSBA Board of Directors' recognition for outstanding educational innovation. Mrs. Shank created an on-line project using digital printing on fabric. She will be hosted by the PSBA House of Delegates on Friday, May 21 in Philadelphia. Mr. Stewart reviewed upcoming dates: Baccalaureate, June 3; Graduation, June 4; and Spring Fling, May 21 and Mr. Johnston will be doing the fireworks that evening around 9:00. The company that Mr. Johnston works for has donated their labor for the fireworks display.

Mr. Johnston reported that the Treasurer's Report for the month of April has been posted. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$352,470.32 dated 4/1/04, \$166,791.16 dated 4/2/04, \$188,868.73 dated 4/8/04, \$62,689.80 dated 4/13/04, \$318,580.18 dated 4/14/04, \$62,824.41 dated 4/16/04, \$81,844.80 dated 4/20/04, \$33,389.70 dated 4/22/04, \$46,507.40 dated 4/27/04, \$452,591.88 dated 4/28/04, \$204,313.89 dated 4/29/04 for a total of \$1,970,872.27 from the General Fund; \$33,388.15 dated 4/1/04, \$46,616.29 dated 4/16/04, \$110,060.95 dated 4/30/04 for a total of \$190,065.39 from the Cafeteria Fund; \$365.00 dated 4/2/04, for a total of \$365.00 from the 96 Construction Fund; \$7,850.00 dated 4/14/04; \$26,148.87 dated 4/20/04 for a total of \$33,998.87 from the Capital Reserve Fund; \$224.00 dated 4/14/04, \$119,129.07 dated 4/20/04, for a total of \$119,353.07 from the Community and Economic Development Grant; \$72.91 dated 4/14/04 for a total of \$72.91 from the Eshleman Reserve Fund; and payroll in the amounts of \$632,715.44 dated 4/14/04; \$633,619.22 dated 4/28/04 for a total of \$1,266,334.66. The following roll call vote was taken on this motion. Joe DeLuca, yes; Johnna Friedman, yes; Richard L. Frerichs, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey G. Kreider, yes; Jeffrey E. Lyon, (abstained check #78554), yes for the remaining payments; Carlton Rintz, (abstained check #78747), yes for the remaining payments; and Donna J. Wert, (abstained check #78810), yes for the remaining payments.

Mr. Stewart introduced the first presentation by stating that Mrs. Swope was originally scheduled to give the presentation to the board in April but he asked her to delay until May; however, she could not be here. Mr. Manny Caulk, Eshleman Elementary School Principal will be doing the presentation for her. Mr. Caulk introduced students Andrea Deibert, Wendy Stuttler and Whitney Reno who relayed the background of the book the 5th grade class wrote. In the beginning of the year they read the book, The Kid in the Red Jacket, by Barbara Park. They enjoyed the book and decided to write a sequel to the story. The class formed small groups to brainstorm and sequenced their thoughts to end up with a 60 page book. They learned to listen to each others' ideas and cooperate, keep the story interesting, vary the length of sentences, use quotes, incorporate descriptive words to keep the reader's attention and appeal to different senses and writing techniques. After the story was finished, Mr. Brad Adams from Thaddeus Stevens College of Technology, explained how the book would be published. He published the book free and allowed the students to design their own t-shirts and note pads. About one month later, the students went to Thaddeus Stevens to learn about the machines that were used to create the book. Each

student was given a copy of the book. A copy was sent to Barbara Park along with a letter saying how she inspired the students to write the book. They encouraged her to publish a sequel to her book and maybe use some of their ideas or dedicate the sequel to them. The students presented each board member with a copy of their book, Terror in the Jeeter House. Mr. Caulk read an excerpt from a letter Barbara Park wrote to the students. She said, “the students’ book was the best student written non-published book she had ever seen. She read the entire sequel and put it on the shelf next to the book that inspired the students.” Mr. Herr thanked the students for the presentation and said that it’s not often that we have authors come to the board meeting. The board members asked the students to autograph their books. A parent remarked about the hours that Mrs. Swope put in the project and how wonderful she is to her students.

Mrs. Holt introduced Mrs. Leslie Schmucker and Mrs. Joanne deCheubell and eight of the 16 students in learning support class at Central Manor Elementary School. The students told the board about a special project, making a quilt, that they have been doing all year long as part of their occupational therapy. Mrs. deCheubell, the occupational therapist, explained that the quilt was made and stitched entirely by the children. She said that the project was based on the book, The Quiltmaker’s Gift. The book is about a king who is very greedy and a quiltmaker. The king wants everyone to give him a present and the quiltmaker is the only person in the kingdom who has not given the king a gift. The king demands a quilt but the quiltmaker said she cannot, but if he gives away everything that he owns, she would make one for him. The king finally gave in and with every item that he gave away the quiltmaker put a patch in the quilt. By the end of the story the king had nothing left but he had a big heart and a quilt. The moral of the story is that sometimes it is better to give than to receive. The class talked about the book and what it meant. The class also talked about what they could do to give something to some one else. They decided to make a quilt and started it in September. The eight students each read a card relaying how they made the quilt and what they have decided to do with the quilt. They will be selling tickets for the quilt and donating the money to a student at Central Manor who has had numerous operations. Mrs. Schmucker stated that not only has this been the phenomenal occupational therapy project they have ever done, but the spirit of altruism in the class is huge. Mr. Herr asked the students the cost of the tickets. Jeremiah responded that they are one for \$1 or 6 for \$5. Mrs. Holt stated that the child has been a student at Central Manor from kindergarten to this year and it has taken several years for her to get her stamina up to withstand the dangerous operation. She is doing well now. Mr. Herr thanked the student for coming.

Item 2. Approval of Consent Agenda Items A-G, I-P as amended:

- A. Adoption of 2004/2005 Preliminary Budget – The committee is recommending approval of the following items regarding the tentative adoption of the 2004/2005 Penn Manor School District budget as amended:
1. Adoption of a tentative budget for 2004/2005 listing expenditures in the amount of \$51,286,030.
 2. Adoption of the resolution listed on page 8 authorizing the advertising of the tentative budget and setting the date of June 10, 2004 for consideration of the final adoption of the budget. (see page 8)
 3. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
 4. Authorization of the intent to levy other taxes for the support of the budget. (see page 9)
 5. Adoption of a resolution setting the discount, base, and penalty rates for taxes and the period of time applicable for each of the above rates. (see page 10)
- B. Pediatric Services of America, Inc. – The committee is recommending approval of the Contract for Services with Pediatric Services of America, Inc. for a Penn Manor student effective April 5, 2004 per the agreement cited on page 11. (see page 11)
- C. MailRoom Systems, Inc. – The committee is recommending approval of the Contract for Services with MailRoom Systems, Inc. to provide postal processing services for Penn Manor effective May 10, 2004 per the agreement cited on pages 12-16. (see pages 12-16)
- D. Lancaster County Academy Budget – The committee is recommending approval of the Lancaster County Academy to keep the \$1013 surplus from the 2003/2004 budget and approval of the 2004/2005 Budget in the amount of \$283,191. Penn Manor will be billed \$24,264.

- E. Fire-X Sales and Service Corp. – The committee is recommending approval of the Contract for Services with Fire-X Sales and Service Corp. to provide kitchen fire suppression service for Eshleman Elementary school effective May 10, 2004 per the agreement cited on page 17. (see page 17)
- F. Change Order #29 Eshleman Elementary – The committee is recommending approval of Change Order #29 for the unused labor for the installation of the sunscreens amounting to a credit of \$5,500.
- G. Act 93 Revisions – The committee is recommending approval of the revisions to the Act 93 agreement as cited on pages 18 - 24. (see pages 18 - 24)
- I. Spectra Contract Flooring – The committee is recommending approval of the Spectra Contract Flooring as cited on pages 25-26. (see pages 25-26)
- J. Budget Hearing Process – The committee is recommending approval of the budget hearing process indicated below:
 - May 10, 2004 – Preliminary budget presented to the Board
 - May 24, 2004 – 7:00 Budget Hearing at the Committee of the Whole Meeting
 - June 10, 2004 – Final budget voted on at Board Meeting
- K. ACCESS/Leader Processing Contract – The committee is recommending approval of contract with ACCESS/Leader as cited on page 27. (see page 27)
- L. PSBA Membership – The committee is recommending approval for membership in the Pennsylvania School Boards Association, Inc. and payment of membership dues in the amount of \$10,651.56.
- M. Textbook Adoption – The committee is recommending approval of the textbooks to be purchased as cited on page 28. (see page 28)
- N. “First Reading” Wraparound Staff Provided by Outside Agencies – The committee is recommending approval of “First Reading” of the Wraparound Staff Provided by Outside Agencies Policy as cited on pages 29 - 31. (see pages 29 - 31)

- O. Lancaster County Career & Technology Center General Fund Budget – The committee is recommending approval of the Lancaster County Career & Technology Center’s proposed general fund budget for 2004-2005.
- P. Support Staff Evaluation Grid – The committee is recommending approval of the support staff evaluation grid as cited on page 32. (see page 32)

MOTION ON THE MAY 3 AND 10 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-G, I-P: It was moved by Richard Frerichs and seconded by Johnna Friedman 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 2. Approval of Consent Agenda Item H:

- H. Interest Rate Swap Resolution – The committee is recommending approval of the Interest Rate Swap Resolution (to be distributed at the 5/10/2004 meeting). The resolution was amended for a minimum fixed payment receipt interest rate payable to the Counterparty of 3.51%, and a minimum swaption payment to the School District by the Counterparty of \$500,000.00.

MOTION ON THE MAY 3 AND 10 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM H: It was moved by Donna Wert and seconded by Carlton Rintz to approve this item. 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 Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes and Donna J. Wert, yes.

Item 3. Consent Agenda for Administrative Actions Items A-B, D-J, (Item L was withdrawn), M-S as amended:

- A. “Final Reading” Standards for Persistently Dangerous Schools Policy – The committee is recommending approval of “First Reading” of the Standards for Persistently Dangerous Schools Policy as cited on pages 33 - 36. (see pages 33 - 36)

- B. “Final Reading” Standards for Victims of Violent Crimes Policy – The committee is recommending approval of “First Reading” of the Standards for Victims of Violent Crimes Policy as cited on pages 37 - 39. (see pages 37 - 39)
- D. Approval of Graduates – Dr. Janice Mindish, High School Principal, is recommending that the board approve the members of the Class of 2004 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- E. Appointment of Board Treasurer – It is recommended that the board appoint Christopher J. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2004 through June 30, 2005.
- F. Appointment of Tax Collector – The Superintendent is recommending that the board appoint Christopher J. Johnston, Administrative Assistant for Business, as Tax Collector for the Penn Manor School District effective July 1, 2004 and set the bond for this position at \$250,000 and to further authorize that the school district purchase this bond.
- G. Appointment of Board Secretary – It is recommended that the board appoint Paula E. Howard to the position of Board Secretary at the rate of \$2,750 for a one year term effective July 1, 2004 through June 30, 2005.
- H. 2004/2005 Amended Calendar – The administrative staff is recommending approval of the 2004/2005 amended calendar as cited on page 44. (see page 44)
- I. Bid Award – Marticville Asbestos Abatement – The administrative staff is recommending awarding of the bid for Marticville asbestos abatement to Air Technology, Inc. in the amount of \$67,300.00
- J. Bid Award – Marticville Flooring Installation – The administrative staff is recommending awarding of the bid for Marticville flooring installation to Continental Flooring in the amount of \$83,800.

- L. Bid Award – AS 400 – The administrative staff is recommending awarding of the bid for the AS 400. (Information to be presented at the 5/10/04 meeting.) This item was withdrawn at the meeting.
- M. Tax Exoneration – The administrative staff is recommending that the board approve the tax exoneration as listed below.

| <u>BILL NO.</u> | <u>NAME</u> | <u>REASON</u> | <u>ASSESSMENT CHANGE</u> | <u>TAX DOLLARS LOST</u> |
|-----------------------|-----------------------|--------------------|--------------------------|-------------------------|
| MANOR TOWNSHIP | | | | |
| 416857 | WOODS EDGE HOMEOWNERS | EXEMPT(OPEN SPACE) | \$37,700.00 | \$ 553.06 |

- N. Administrative Salaries – The administrative staff is recommending approval of administrative salaries for the 2004-2005 school year (available upon request.)
- O. Deed Restriction – The administrative staff is recommending the Penn Manor School Board execute the deed restriction for the Scott H. and Barbara N. Haverstick property as cited on pages 45 - 49. (see pages 45 - 49)
- P. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Jeffrey E. Lyon are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective July 1, 2004.

| | |
|-------------------------|-----------------|
| PMSD General Account | President |
| PMSD Payroll Account | Vice President |
| Cafeteria Account | Jeffrey E. Lyon |
| Capital Reserve Account | |

- Q. Approval to Bid – The administrative staff is recommending granting authorization to advertise for the bid for the following items for the 2004/2005 school year:

Ice Cream
Milk
Fruit Drinks

- R. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited on page 50. (see page 50)
- S. Maintenance Building – The administrative staff is recommending approval for Gilbert Associates to proceed with the engineering and design work on the maintenance building project not to exceed \$7,500.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A-B, D-J, (Item L was withdrawn), M-S as amended: It was moved by Joseph DeLuca and seconded by Jeffrey Lyon to approve these items as amended. 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 3. Consent Agenda for Administrative Actions Item C:

- C. “Final Reading” Nonresident Student Policy – The committee is recommending approval of “First Reading” of the Nonresident Student Policy as cited on pages 40 - 43. (see pages 40 - 43)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM C: It was moved by Jeffrey Lyon and seconded by Johnna Friedman to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, no; 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 3. Consent Agenda for Administrative Actions Item K as amended:

- K. Bid Award – Water Wheel – The administrative staff is recommending awarding of the bid for the Water Wheel to Lee Rain Inc. in the amount of \$14,600.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM K: It was moved by Jeffrey Lyon and seconded by Johnna Friedman to approve this item as amended. 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, no; Jeffrey E. Lyon, yes; Carlton Rintz, yes and Donna J. Wert, yes.

Item 4. Consent Agenda for Personnel Items A – G:

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 51 - 52 for employment or change in status(*) according to the conditions listed. (see pages 51 - 52)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 53 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 53)
- 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 54 according to the terms listed. (see page 54)
- D. Professional Leaves – The administrative staff is recommending approval of the professional leaves cited on page 55 for the 2004/2005 school year. (see page 55)
- E. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.
- Traci Frantz – (sub calling position) effective 6/4/04
Michael High – effective 4/23/04
Amy Witmer – (revised) effective 6/4/04
- F. Athletic Co-curricular Position – The administrative staff is recommending the approval of the individuals listed below as an athletic worker for the 2003-2004 school year.

Chris Meier
Janet Ochs
Michele Pletcher

- G. Choreographer – The administrative staff is recommending approval of Lakisha Hargan to the position of choreographer for the 2004 Spring Musical at the rate of \$1,300. Penn Manor will be reimbursed by Penn Manor Productions.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A - G: It was moved by Carlton Rintz and seconded by Donna Wert to approve these items as amended. 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.

The meeting adjourned at 8:20 p.m. on a motion by Joseph DeLuca, a seconded by Johnna Friedman, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary