

Minutes
Committee of the Whole
June 10, 2004

The Penn Manor School Board met as a Committee of the Whole at 7:27 p.m. in the Board Room at Manor Middle School. 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, 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 24, 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.

Mrs. Griffis explained the professional evaluation system. There are three basic categories of teacher supervision. The first, traditional observation is used primarily for new teachers. New teachers are observed formally by an administrative team 8 times per year in their first three years. This year 434 observations were completed by principals, Mr. Stewart and Mrs. Griffis. The second category is Differentiated Supervision. Teachers, who have gone through the traditional observation cycle, have tenure and if their state professional observation has not been lowered, can opt for one of the categories in DSSD. The DSSD categories include administrative consultation, where a teacher would be observed twice by a principal; colleague consultation, where a teacher and a peer trade observations issues; and self-directed projects. Mrs. Griffis distributed a list of sample projects. She said for a self-directed project the principal must have a beginning and a mid-year meeting with the teacher and an evaluation. She said teachers also have the option of portfolios and teacher exchange. A peer support team would involve a group of teachers invited to work with a teacher on a particular issue, topic or classroom management problem. The third teacher supervision mode is the instructional support plan. Instruction support is for teachers who are struggling. She stated that three teachers were on instructional support plans this year and distributed a sample of a plan. This year eight teachers had professional evaluation scores lowered which means

they are in the monitoring stage. A team met and talked with these teachers to discuss areas of weaknesses and for growth. Mr. Rintz wanted to know the process if a teacher would not fulfill the requirements of the instruction support plan. Mrs. Griffis stated that the teachers would continue into the next school year for continued monitoring. Teachers who are rated unsatisfactory twice can be removed from their position according to Mr. Stewart.

Mrs. Griffis reviewed the parent and child literacy workshops for the year. There were 26 workshops across the district in all the elementary schools and one preschool workshop. She said that all preschool age children and their parents are invited to any of the workshops. Over one thousand children and adults were in attendance throughout the school year. It was partially funded by differentiated supervision money because some teachers did use this as a self-directed project, and through Title 1. Mr. Geist stated that this is a great program. Penn Manor teachers run the program and they teach parents and students of kindergarten through grade 2 good literacy strategies.

Mr. Stewart introduced Randy Wolfgang, the Director of Food Services, a board member for 15 years in Susquehanna Township and currently vice-president of that board. Mr. Wolfgang explained the reasons for his recommendation to increase the school lunch price by \$.05 for next year. The increased revenue of approximately \$22,000 will be needed to cover wage increases and surging milk costs. He said that free and reduced lunch students represented 15% of enrollment this past year, a slight increase over past years. Of the 870 school entities participating in the National School lunch program in Pennsylvania, Penn Manor served the 41st highest number of meals in the state. He said that the pricing and menus are geared to students purchasing a full lunch. Ala carte purchases represent significant revenue in the secondary schools, but purchases of a full lunch by far exceed ala carte sales. He explained that parents may purchase lunch tickets for full lunches only, not ala carte purchases, thereby having control of their child's cafeteria purchases. If a parent sends in a check for lunch tickets, they are guaranteed the student cannot use it for items other than the full lunch. Mr. Rintz questioned if Café Prepay was for the student to purchase whatever they wanted in the cafeteria. Mr. Wolfgang explained that by using Café Prepay, or sending in a check, the students are able to purchase the cafeteria lunches only. Mrs. Wert asked if the parents know that. Mr. Wolfgang stated that the fund is used for the full meal, other items in conjunction with

the meal or by cash. Dr. Frerichs asked how the message could be better communicated to parents. It will be printed in the school district calendar and on the menus. Mr. Wolfgang distributed the audit from the PA Dept. of Food & Nutrition conducted three years ago. He stated that the next review will be in the 2005-06 school year. He reviewed the nutritional fat sheets for baked and fried French fries stating that the fact content is the same and nutritional values are almost identical. Mr. Wolfgang showed examples of the fresh fruit cup that will be a dessert alternative option and a relish tray that will be offered everyday to all students purchasing the meal at the middle schools next year. He said that to comply with guidelines and nutritional awareness, food manufacturers and processors of school lunch menu items are responding to school and public demand for lower fat/lower calories food choices. Mr. Herr asked for clarification of the cost of the meals for next year. Mrs. Wert asked if alternatives for milk were offered. Mr. Wolfgang said that Turkey Hill products, water and juice are available, but only milk is offered with the meal. Mrs. Wert asked if some of the high sugar desserts could be replaced with fruit. Mr. Wolfgang stated that would be difficult; however, the students will always have a choice with a fruit option. Approval for placement of the increase in school lunch prices on the June School Board Meeting Agenda was approved on a motion by Mr. Geist, a second by Mrs. Friedman, and a unanimous voice vote.

Mr. Stewart explained the Eshleman Change order of a deduction of \$4,500 because Keares was not able to install the vent pipe as originally quoted. With other items closing out Keares operation at Eshleman the net amount of the change order is a deduction of \$1,225.67. Approval for placement of this item on the June School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

Mr. Stewart described the Martic Roof replacement. He said that this is not a bid job but a job being done on the Pennsylvania joint purchase council contract. A unit price will be paid on a bid that was done state-wide. This should save approximately \$3,000 in architectural fees and advertising and bid preparation costs. The start date is June 21 and the anticipated conclusion date is July 30. Mr. Rintz inquired if the peaked roof was considered as an option. Mr. Geist responded that he thought it was cost prohibitive and getting the job completed in time before school started. Approval for placement of this item on the June School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Lyon, and a unanimous voice vote.

Mr. Stewart gave information on the summer camp that was initiated in cooperation with the YWCA. He said there are approximately 60 children receiving full day child care. A Penn Manor employee reported to him that she was very happy with the services.

The finalized community survey was described by Mr. Stewart. He said that he will be promoting it in the next edition of "Above and Beyond," encouraging those who receive it to participate. Initially 600 surveys will be sent out and the goal is to have 400 returned. Additional surveys will be sent out if 400 surveys are not received. Results of the survey will be reported sometime in the fall. He said that he added a question on the survey about school uniforms.

Mrs. Rhoades distributed a fact sheet for the 2004 Summer B.R.E.A.K. (Brain Riveting Enrichment Activities for Kids). She said it will be held from June 14-25 at Manor Middle from 9-12:45. During that time there are 4 sessions; 50 minutes long and students can elect one to four sessions. Courses include science, crafts, reading, foreign language and sports. The program is open to any students in any district, Pre-Kindergarten through grade 7, and the courses offered are taught by the staff at Penn Manor. A shuttle bus will run from the southern end and 29 students currently have signed up to take the bus. Mr. DeLuca commented that his younger son participated last year and loved it and that it also gets the students familiar with the middle school.

Judicial Review statistics of disciplinary action for the school year was assessed by Mr. Stewart. He said there has been a decline in the number of hearings and progress has been made. With the consent of the board he would like to initiate a program for students who may not have violated policy, but have developed a history of disruptive behavior. He would like to bring them to the board review after repetitive violations of school rules and initiate a probationary status for those students. He felt there is a need to deal sternly with the students who are disruptive to the learning of others. Mr. Stewart also said that a notice would be printed on the calendar. The board supported this initiative.

Mrs. Wert reported that the Lancaster County Academy graduation was held on Saturday and it was the largest graduation class in the 10 year history. Out of the 34 graduating students four were from Penn Manor. A student

who graduated 10 years ago was the speaker, is now the manager in a large retail chain and attributed his success to the academy. She said that Manheim Central will be joining the organization bringing the total to 12 schools. She reported that the CTC will be starting an alternative program. Mr. Stewart said that they will be starting an alternative school very similar to Penn Manor's Twilight School, taught by the CTC staff with the various shops. The students in Twilight School will now have an option for an alternative program in the CTC setting for marketable skills and continue to make progress towards graduation. Penn Manor will purchase 6 slots at a \$2,000 per pupil cost.

Mr. Herr congratulated Dr. Mindish for a great graduation.

The Committee of the Whole adjourned at 8:15 p.m. on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

June 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 8:17 p.m.

The following members were present: 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. Donald Stewart, Mr. Christopher Johnston, and Mrs. Ellen Griffis. Also in attendance were Mr. Jerry Egan, Mr. Quay Hanna, 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 Monday, July 12, 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 May 10, 2004, School Board Meeting. There were none. It was moved by Mr. Rintz and seconded by Mrs. Friedman to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart introduced Mr. Joe Castronova, a middle school science teacher and the Rocket Club advisor. Mr. Castronova introduced members of the successful Rocket Teams. These students interacted with the board concerning their experiences. Mr. Herr asked the students about their future and he read a letter from Gibson C. Armstrong congratulating the students. Mrs. Rhoades showed the media coverage from Kevin Johns of Fox News. Mr. Stewart told the students and families that they have made the Penn Manor community proud.

Mr. Stewart introduced Quay Hanna. He explained that Quay serves a unique role at Penn Manor High School in his support of programs and club for diversity. Quay spoke with the board about his program, his mission and the success of his students. Mrs. Wert inquired if Quay meets with the

students over the summer. He responded that he has impromptu meetings over the summer and meets with student he considers leaders to help plan the program for the next year. Mr. Herr asked if the students volunteer for the club or are required to attend. Mr. Hanna responded that most of the students volunteer; however, over the years some of the students have been referred to the club. He stated that he goes to Camp Snyder over the summer and takes along some of the students from his club. Mr. Herr asked if he has made progress with the Camp Snyder students. Quay felt they have been successful with the students.

Mr. Stewart introduced Mr. Jerry Egan and Mrs. Pam Egan. Mr. Egan will serve this coming school year as the acting assistant principal at Manor Middle School the first semester while Mr. Lechliter is on sabbatical. The second semester he will be at Marticville Middle School as an assistant principal half-time and an academic support teacher half-time. Mr. Egan graduated cum laude from Millersville University with a special education certification, student taught in New Mexico, and received his Master's in leadership and learning from Millersville. He taught one year at the School District of Lancaster before coming to Penn Manor. Mr. Stewart stated that Mr. Egan really connects with the students and he is happy to add a member to the administrative team who has won the confidence of the whole organization. Mr. Stewart also introduced Mrs. Egan who is also a wonderful addition to the Penn Manor family. Mr. Egan stated that the past five years have been great teaching in Penn Manor and he looks forward to his new position.

Mrs. Rhoades showed the final segment of the Learning Matters program that followed a first year teacher, Michelle Cirulli, an English teacher at the high school. Mr. Stewart stated that Michelle Cirulli has left Penn Manor for a teaching position in Twin Valley.

Mr. Stewart reported that he was disappointed that the technology did not work in the cafeteria during graduation. He said the plan has worked well in the past and he is still trying to find out if it was an internal or external problem. Video tapes will be provided to parents and grandparents and other guests who were seated in the cafeteria. He explained that the Band and Football Booster Clubs have come to an agreement with the concession stand and provided the documentation for review. A new and old sample of the middle school schedule was provided. He reported that Penn Manor hosted a training today that included 26 individuals from Millersville University, Millersville Police, Millersville Fire, Penn Manor

School District and the Lancaster Emergency Response teams in the high school cafeteria. Two scenarios, a gas leak in the science lab at the University and at a homecoming football game at Penn Manor High School the stand collapsed were enacted. Each person portrayed their role and how they would respond. He said it was an excellent learning opportunity. He shared two articles, one on Mr. Caulk, Eshleman Elementary Principal and one on Mrs. Griffis for their information.

Mr. Johnston reported that the Treasurer's Report for the month of January 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 \$510.00 dated 5/1/04, \$397,702.14 dated 5/4/04, \$124,637.60 dated 5/7/04, \$82,839.08 dated 5/10/04, \$312,621.08 dated 5/12/04, \$143,568.27 dated 5/13/04, \$231,873.98 dated 5/17/04, \$86,983.58 dated 5/20/04, \$77,826.27 dated 5/25/04, \$443,626.54 dated 5/26/04, \$140,612.25 dated 5/28/04 for a total of \$2,042,800.79 from the General Fund; \$18,421.52 dated 5/3/04, \$77,889.77 dated 5/20/04, \$125,947.93 dated 5/28/04 for at total of \$222,259.22 from the Cafeteria Fund; \$18,138.00 dated 5/7/04, \$2,497.77 dated 5/10/04, \$215.00 dated 5/24/04, \$2,845.03 dated 5/26/04 for a total of \$23,695.80 from the Capital Reserve Fund; \$1,000.00 dated 5/25/04 for a total of \$1,000.00 from the Community and Economic Development Grant Fund; and payroll in the amounts of \$646,178.97 dated 5/12/04; \$647,497.80 dated 5/26/04 for a total of \$1,293,676.77. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes. Jeffrey G. Kreider was absent.

The June School Board Meeting Agenda was reviewed.

Item 2. APPROVAL OF CONSENT AGENDA: The following consent agenda items were presented for approval.

- A. The following items represent final adoption of the Penn Manor School District Budget:
1. Adoption of a final budget for 2004/2005 listing expenditures in the amount of \$51,241,291.
 2. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
 3. Authorization of the intent to levy other taxes for the support of the budget.

4. 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.
- B. Capital Reserve Budget – The committee is recommending approval of the Capital Reserve Budget as cited on page 8. (see page 8)
 - C. IU Supplemental Contract – The committee is recommending approval of the IU Supplemental Contract for the employment of Allison Seldomridge as a part-time 1:1 pareducator for a student for up to 5.5 hours per day, 5 days per week starting May 2004 and ending June 2004 for an estimated cost of \$1,500.
 - D. Janus School Contract – The committee is recommending approval of a contract with the Janus School for the 2004/2005 school year for a Penn Manor School District student in the amount of \$24,830.
 - E. 2004/2005 School Breakfast and Lunch Prices – The committee is recommending approval of the 2004/2005 school breakfast and lunch prices as cited on page 9. (see page 9)
 - F. Eshleman Change Order – The committee is recommending approval of the change order #EC-06 for the Eshleman Elementary School construction project as cited on page 10. (see page 10)
 - G. Martic Roof – The committee is recommending approval of the contract for the Martic Elementary School roof replacement project to Weatherproofing Technologies, Inc. in the amount of \$385,981.08 as cited on page 11. (see page 11)

MOTION ON THE MAY 24 AND JUNE 10 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-G: It was moved by Jeff Lyon and seconded by Herk Rintz 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 E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes. Jeffrey Kreider was absent.

Item 3. Consent Agenda for Administrative Actions

- A. The administrative staff is recommending the following substitute teacher pay rates for the 2004/2005 school year.

1. Daily Substitute Teacher Pay Rate – daily rate of \$100, no fringe benefits, except that, if the daily substitute teacher works for 45 consecutive work days in the same position, the daily rate shall be \$140 (75% of beginning salary daily rate rounded to the nearest dollar.) This daily rate of \$140 shall be retroactive to the first day of assignment to the original position and shall continue for the 46th and each consecutive day of employment thereafter.
 2. Long-term Substitute Teachers – (those persons employed in professional positions and whose employment at the time of hiring is expected to continue for one semester or more) shall be paid a per diem rate equal to the starting salary for the applicable credit column divided by 190 days in 2004/2005 per the Negotiated Agreement with fringe benefits as defined by the Negotiated Agreement.
- B. 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
- 1996 Construction Fund
PMSD Section 125 Account
- C. Support Staff Salaries – The administrative staff is recommending approval of the support staff salaries for the 2004/2005 school year as listed on pages 12 - 23 (see pages 12 - 23)
- D. Department Coordinators Salaries – The administrative staff is recommending approval of the department coordinators salaries for the 2004/2005 school year as listed on page 24. (see page 24)
- E. Football and Student Accident Insurance – The administrative staff is recommending purchasing insurance from the Boston Mutual Company at an annual premium of \$4,650 and offering voluntary accident insurance to students at a rate of \$36 per year for school time coverage and \$130 per year for 24-hour per day coverage for the 2004/2005 school year.

- F. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor’s web page. (<http://www.pennmanor.net/tr/>)
- G. Ratification of Joint Purchasing Budget – The administrative staff is recommending the board ratify the 2004/2005 Lancaster-Lebanon IU13 Joint Purchasing Budget in the amount of \$67,566.00. Penn Manor School District’s share is \$2,600.00.
- H. Ratification of IU Joint Purchasing Bids – The administrative staff is recommending ratification of the following IU Joint Purchasing bids:
- | | |
|---|-------------|
| 2004/2005 Cafeteria Paper/Small Wares Bid | \$16,013.35 |
| 2004/2005 Supplemental Disposables Bid | \$3,390.70 |
- I. Ratification of IU Bids – The administrative staff is recommending ratification of the IU Instructional Classroom/Office Supplies, Instructional Art Supplies, Trainer/Medical Supplies, Technology Education Supplies, and Custodial Supplies bids to the vendors cited on pages 25 - 26. (see pages 25 - 26)
- J. Ratification of IU Catalog Bids – The administrative staff is recommending ratification of the IU Catalog Bids for educational, office, science, art, technology education, trainer/medical supplies as cited on pages 27 - 29. (see pages 27 - 29)
- K. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited on page 30. (see page 30)
- L. “Final Reading” Wraparound Staff Provided by Outside Agencies – The committee is recommending approval of “Final Reading” of the Wraparound Staff Provided by Outside Agencies Policy as cited on pages 31 - 33. (see pages 31 - 33)
- M. Tax Exoneration – The administrative staff is recommending that the board approve the tax exoneration as listed below.

BILL NO.NAMEREASONASSESSMENT
CHANGETAX
DOLLARS
LOST

PEQUEA

TOWNSHIP				
510279	CREASY, SAM	MOBILE HOME REMOVED	\$ 5,100.00	\$ 74.82

- N. Approval of Tax Sheltered Annuity Provider -- The administrative staff is recommending that Vanguard be approved as a provider to district employees effective June 10, 2004.
- O. Acceptance of Gift – The administrative staff is recommending the board accept a donation of an iMac Computer from June Vadja for student use.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS A - O: 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 E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes. Jeffrey Kreider was absent.

Item 4. Consent Agenda for Personnel

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 34 - 36 for employment or change in status(*) according to the conditions listed. (see pages 34 - 36)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 37 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 37)
- 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 38 according to the terms listed. (see page 38)
- D. Tenure – The administrative staff is recommending that the individuals listed on page 39 be granted tenure as he/she has completed the requirement of three years of satisfactory teaching performance with the school district. (see page 39)

- E. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed below per the effective date cited.

Michelle Cirulli – effective 8/23/04

- F. Summer Break Instructors – The administrative staff is recommending approval of the individuals cited on page 40 to the position of summer break instructor at the rate of \$29 per hour for the hours cited. (see page 40)

- G. Jump Start Reading Program Instructors – The administrative staff is recommending approval of the individuals listed below to the position of instructor for the elementary and middle school Jump Start Reading Program to be held August 2-13 at a rate of \$30.00 per hour for 20-30 hours per instructor.

Peggy Annunziata
 Jamie Canaday
 Beth Corl
 Rebecca Eichler
 Julianne Foulk
 Julie Hoin
 Nancy Jo Johnson

Nancy Kaufhold
 Kris Kenna
 Theresa Kreider
 Beth Mader
 Kelly Musser
 Patrice O'Brien
 Amy Spina
 Jen Statler

- H. Summer School Instructors – The administrative staff is recommending approval of the individuals listed below to the position of summer school instructor to be held June 21 – July 30 at the rate of \$29.00 per hour through June 30, \$30.00 beginning July 1.

Jon Boxleitner
 Richard Briola
 Matthew Cwalina
 Elizabeth Heitmann
 Joe Herman

Adam Hostetter
 Tasha Plunket
 Brian Reinking
 Curt Snelbaker

- I. SPLASH Staff– The administrative staff is recommending approval for the employment of the individuals cited on page 41 for SPLASH personnel at the rate of \$30 per hour effective July 1, 2004. (see page 41)

- J. Athletic Co-curricular – The administrative staff is recommending the approval of the individual listed below as an athletic worker for the 2003-2004 school year.

Elizabeth Chismar

- K. Summer Painters – The administrative staff is recommending the approval of the individuals listed below as summer painters according to the conditions listed.

Sarah Young	Crew Leader	\$9.00/hr, effective June 7, 2004
Christine Wood	Painter	\$8.50/hr, effective June 14, 2004
Andrew Butler	Painter	\$8.50/hr, effective June 14, 2004

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-K: It was moved by Richard Frerichs 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 E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes. Jeffrey Kreider was absent.

Item 5. Non-Renewal of Emergency Certificate

The administrative staff is recommending the non-renewal of the emergency teaching certificate for Melissa Williams for the 2004-2005 school year.

MOTION ON NON-RENEWAL OF EMERGENCY CERTIFICATE AGENDA ITEM: It was moved by Herk Rintz and seconded by Johnna Friedman 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 E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes. Jeffrey Kreider was absent.

The meeting adjourned at 8:30 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