

Minutes
Committee of the Whole
August 8, 2005

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, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. Also in attendance were Mrs. Knapp, Mrs. Barnett, Mrs. Rudisill, Mrs. Rhoades and Mrs. Howard.

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

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the July 11, 2005, 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.

Mrs. Griffis invited the board to the new teacher luncheon on August 17 and the Splash Graduation on August 12. She reviewed the list of Penn Manor personnel who have submitted applications to be a presenter at a conference and those who have been accepted. Tina Shank and Karen Braun will be presenting at the Keystone Integration Summit. Amy Koetteritz and Antonella Kirchner will be presenting at the Keystone State Reading Association Conference. Mrs. Griffis has applied for a Moodle presentation at the PSBA School Leadership Conference. The librarians have applied to present at the PSLA Conference with their web pages and Moodle. Dave Solon and Tina Shank will be presenting at Mercersburg School District on Digital Video. She also reported Penn Manor has hosted visits by Hempfield, Manheim Township, Pequea Valley and Elizabethtown regarding Penn Manor's School Improvement Plan. She announced that Dave Solon and Charlie Reisinger have earned their Masters' Degree in Instructional Technology and will both be teaching at Philadelphia Institute of Technology in the fall.

Mr. Skrocki informed the board about a procedure that has been established to buy and sell on eBay. He said the district has been buying Lowe's 10% discount coupons on eBay. With the amount of purchasing by the Maintenance Department he estimates that several thousand dollars will be saved each year by using the discount coupons. He also plans to purchase discounted gift cards on eBay at a reduced rate. Mr. Skrocki reviewed the safeguards, policies, procedures and precautions to take when buying and selling on eBay. He said currently some surplus district technology items are listed on eBay. Some of the items to be posted by Penn Manor on eBay in the future include additional technology items, cell phones and spent ink cartridges. The possibility of buying and selling textbooks on eBay is being examined. Mr. Skrocki stated he has reviewed the procedures Penn Manor will be following with the new auditors and they signed off on them. He also stated appropriate safeguards will be put in place to make ensure none of Penn Manor's financial policies or procedures are compromised.

Mr. Stewart distributed an invitation for the annual public education symposium hosted by Representative Scott Boyd. Any board members and administrators interested in attending should notify Mr. Stewart. Mr. Stewart also distributed information and a registration form for the PASA and PSBA School Leadership Conference in October. He said if the board wanted to designate voting delegates to the Legislative Policy Council, the voting delegates must attend the conference. Mr. Willis Herr and Dr. Richard Frerichs were designated to be voting delegates at the conference. Mr. Herr stated at the conference is very worthwhile and has played a significant role in the history of Penn Manor.

Mr. Stewart reviewed the few changes in the revised "First Reading" of the Drug and Alcohol Policy. He said the changes were recommended by Mr. Frankhouser. Approval for placement of this item on the August School Board Meeting Agenda was approved on a motion by Mr. Rintz, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart reviewed the revised "First Reading" of the Tobacco Use Policy. He stated the previous policy was orientated to secondary students and the procedure was not followed in the elementary school. Mr. Frankhouser recommended the changes to the existing policy. He also recommended that the violation procedures for tobacco use should be stated in the student handbooks at each level. Dr. Frerichs questioned why this policy was not written parallel to the Drug Policy. Mr. Stewart answered that the Tobacco Use Policy has not been scrutinized as much as the Drug and Alcohol Policy. After some discussion this item was tabled for Mr. Stewart to revise the Tobacco Use Policy for a first reading in September.

Mr. Stewart stated the cameras donated to the high school will be in place this fall. At the advice of the solicitor the "First Reading" of the Camera Surveillance Policy was presented. Approval for placement of this item on the August School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Rintz and a unanimous voice vote.

Mr. Skrocki updated the board on the barn project. He stated Barn Savers has been making good progress on dismantling the barn. The remaining portion, stone and foundation, will be removed in the next couple of weeks putting the project within an acceptable timeline. He reported the Lancaster County Historical Preservation Trust requested that Penn Manor have a historical study and picture documentation of the barn. The district contracted an individual recommended by the Historical Trust to do the study. Mr. Skrocki distributed a copy of the study for review. Mr. Skrocki presented a slide photo presentation of the barn prepared for the historical study. Mr. Skrocki also reported all of the land development approvals are in place.

Mr. Skrocki stated he was pleased with the number of bids received for the maintenance facility from contractors in the four prime fields: general construction, HVAC, electrical and plumbing. By taking the low base bids for all four prime areas the total bid amounted to \$1,028,055. He said the last estimate reported to the board was for \$940,000. He attributed the increase cost over the original estimate to escalation in the cost of raw materials. He reviewed the analysis of the bids and discussion of the options

by the Property Committee. Mr. Skrocki felt it was not in the best interest for the district to reject the bids and re-advertise because it could possibly result in higher costs. The administrative staff recommended to the Property Committee to award the low base bids for the four areas received. Mr. Skrocki asked the board to authorize notice of intent to proceed, which is the first step before actually awarding the bids in September. He said Gilbert Architects has worked with the four low bidders in the past and is comfortable with them. Mr. Skrocki reviewed the three prime deduct alternates included as part of the bids. The first deduct alternate is to delete 6 dormers and light wells amounting to \$20,700. The second deduct alternate is the deletion of the athletic storage area amounting to \$48,466. The third major deduct alternate is to delete the stone veneer and continue the metal siding to grade amounting to \$11,300. He said there was an add alternate to salvage, clean and install stone from the existing barn for an additional \$50,000. He stated the Property Committee is recommending to the full board to award the low bids and not accept any of the alternates. He said the total of the notices of the intent would amount to \$1,028,055. Mr. DeLuca explained the athletic storage area would help to delete all the extra storage areas in the district and increased maintenance to these areas. Mr. Geist stated that re-bidding the project could result in higher bids and losing time for construction before inclement weather. Mr. Kreider stated he was not in favor of the dormers, façade and storage area. He felt the facility should be kept simple and the deduct alternates should be approved to keep the costs down. After additional discussion, approval for placement of this item on the August School Board Meeting Agenda was approved on a motion by Mr. Rintz, a second by Mr. Lyon. Eight board members voted in favor of this item; Mr. Kreider voted against the item.

Mrs. Griffiths explained the revised Elementary Internet Use Policy. She said the wording has been changed from a specific filter name and a specific child friendly web site to generic wording. She is asking that the "First Reading" be waived and approval for the final reading of the policy be placed on the agenda. Approval for placement of this item on the August School Board Meeting Agenda was approved on a motion by Mr. Geist, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart discussed the Fall Board Retreat. He stated a Saturday morning did not suit all board members. He suggested starting the retreat at 4:00 on September 12 prior to the board meeting. At this time items for discussion for the retreat include long range financial planning for 5-10 years from now, additional executive session time for the purpose of discussion of the superintendent's evaluation, planning for the acquisition of additional acreage and discussion about long range enrollment and facilities plan. Dr. Frerichs stated that he would not be able to attend at 4:00 because of a prior commitment but would join the meeting as soon as possible. It was decided the Board retreat would be held on September 12 starting at 4:00 p.m.

Mr. Johnston updated the board on the student and athletic activity accounts. He stated both accounts are posted quarterly on the school board page of the Penn Manor website. He also stated the reports have not yet been audited and won't be finalized for 2004-05 until the audit is complete this fall. Mr. Johnston reviewed the beginning and ending balances of the Athletic Fund and the gate receipts and expenditures. He stated the majority of the revenue was generated by football. Mr. Johnston also reviewed the

Student Activity Account balances. He reported the class of 2005 donated \$3,126.48 to the Penn Manor Alumni Association for the purposes of future scholarships and \$5,310 to Student Council to be used for renovations to the courtyard area at the high school. Mr. Johnston stated in recent years the graduating classes have been very generous.

Mr. Skrocki reviewed the job description for the substitute custodial/utility worker. He explained the description is written specific for two individuals who have been previously approved by the board. The description is similar to the descriptions for the other custodians with the difference that these two individuals can assume the position of acting head custodian at any building if needed. He said the job descriptions bring closure to the recommendations made last fall on the appointment of the two individuals. Some questions were asked for clarification. Approval for placement of this item on the August School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Stewart reported 100 textbooks of a new social studies textbook for our eight grade program were purchased for each middle school. He said because the district purchased the class sets, Glencoe has allowed online access of the textbook. Every student will now be able to access the textbook online. The students will be able to access the textbook at home which is a great advantage when they are home sick or on homebound instruction. Some questions were asked for clarification about the procedure for accessing the textbook.

Mr. Stewart and Mr. Skrocki reviewed the revised Administrative Support Compensation Plan. Mr. Stewart stated in the past the district has supported an Administrative Support Compensation Plan for personnel not covered under the Act 93. Mr. Stewart asked Mr. Skrocki to prepare an updated Administrative Support Compensation Plan for the staff members who are not covered by Act 93. Mr. Skrocki provided a two page summary of the changes on the plan for 2005-2006. He stated the professional administrative positions (Level 1) are now covered under the Act 93 agreement so all references to this group have been removed. Professional administrative positions (Level 2) have been eliminated from the plan. Department coordinators are covered primarily under the negotiated agreement. Any additional benefits for department coordinators will be handled in the future by a separate resolution to the board. He reviewed other changes including the number of holidays; language added to reference benefits per the negotiated agreement and language to reference compensation increases; specific names were changed to reference only job titles; membership reimbursement for professional organizations for classified administrative positions (Level 1) was increased to \$250 per year and the transportation coordinator was added to the Administrative Support Compensation Plan. Approval for placement of this item on the August School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mrs. Wert and a unanimous voice vote.

The Committee of the Whole adjourned at 8:08 p.m. on a motion by Mr. DeLuca, a second by Mrs. Friedman, and a unanimous voice vote.

August 8, 2005

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, 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, Mrs. Ellen Griffis, Mr. Christopher Johnston and Mr. Steve Skrocki. Also in attendance were Mrs. Katey Knapp, Mrs. Mary Barnett, Mrs. Isabelle Rudisill, 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, September 12, 2005, 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. Mrs. Isabelle Rudisill, 218 Charlestown Rd., Washington Boro, PA 17582 said she heard many comments that the parade honoring the State Baseball and Girls' Soccer teams was wonderful.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the July 11, 2005, School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Mr. Kreider to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart stated that the board may have read in the paper about school districts still having to hire a large number of teachers before the opening of school. He reported Penn Manor has filled all vacancies to date. He stated that a speech and language teacher, who retired from Penn Manor, is being hired on an hourly contractual basis until a permanent teacher can be found to fill a vacancy. Mr. Stewart pointed out the plaques on the wall in the board room. He said Mr. Roth created the plaques honoring the district, league and state championship spring teams. Mr. Stewart commended Charlie Reisinger and the technology team for the district being chosen as a case study by Macromedia. Mr. Stewart summarized the high school summer school program and distributed a report from Mr. Gale. He commented the program will be reevaluated before next year. Mr. Stewart reviewed a report from Carol Fay recognizing two Penn Manor graduates, Michael Hess and Benjamin Railing, and their activities with FFA. He also said Michael Hess had the honor of introducing President Bush to the PA State FFA Convention.

Mr. Johnston reported that the Treasurer's Report for the month of July 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 \$293,413.41 dated 7/1/05, \$311,504.22 dated 7/6/05, \$446,516.27 dated 7/8/05, \$96,479.84 dated 7/13/05, \$196,930.14 dated 7/15/05, \$67,806.70 dated 7/19/05, \$437,012.94 dated 7/20/05, \$133,537.21 dated 7/22/05, \$303,382.87 dated 7/26/05 for a

total of \$2,286,583.60 from the General Fund; \$9,873.11 dated 7/20/05, \$53,434.62 dated 7/25/05 for a total of \$63,307.73 from the Cafeteria Fund; \$3,160.09 dated 7/6/05, \$2,031.36 dated 7/21/05 for a total of \$5,191.45 from the Capital Reserve Fund; \$1,100.00 dated 7/6/05, \$17,156.42 dated 7/14/05 for at total of \$18,256.42 from the 2005 Construction Fund; and payroll in the amounts of \$631,014.75 dated 7/6/05, \$611,927.92 dated 7/20/05 for a total of \$1,242,942.67. 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 Kreider, yes; Jeffrey E. Lyon, yes, Carlton Rintz, yes; and Donna J. Wert, yes.

The August School Board Meeting Agenda was reviewed.

Item 2. A-H. Consent Agenda for the August 8, 2005 Committee of the Whole Meeting

- A. “First Reading” – Drug and Alcohol Policy – The committee is recommending approval of the “First Reading” of the Drug and Alcohol Policy. (see pages 7 - 11)
- B. “First Reading” – Tobacco Use Policy – The committee is recommending approval of the “First Reading” of the Tobacco Use Policy. (see page 12) -- **TABLED**
- C. “First Reading” –Camera Surveillance Policy – The committee is recommending approval of the “First Reading” of the Camera Surveillance Policy. (see pages 13 - 14)
- D. Waive “First Reading” of the Revised Elementary Internet Use Policy – The committee is recommending approval to waive the “First Reading” of the revised Elementary Internet Use Policy.
- E. “Final Reading” of the Elementary Internet Use Policy – The committee is recommending approval of the “Final Reading” of the Elementary Internet Use Policy. (see page 15)
- F. Notice of Intent to Award Bids for Maintenance Facility – The committee is recommending issuing the notice of intent to award bids to the following contractors for the amounts stated for the maintenance facility. The bid tabulations are attached. (see pages 16 - 23) Payment to be made from the 2005 Construction fund.

General Construction	Penncrest Construction Company	\$813,500.00
HVAC	Eshenaur's Fuels, Inc.	\$49,410.00
Electrical	Shannon Smith	\$123,860.00
Plumbing	Leo Kob Co., Inc.	\$41,285.00

- G. Job Description for Substitute Custodial/Utility Worker – The committee is recommending approval of the job description for Substitute Custodial/Utility Worker. (see pages 24 - 27)
- H. Administrative Support Compensation Plan – The committee is recommending approval of the Administrative Support Compensation Plan effective July 1, 2005 through June 30, 2006. (see pages 28 - 30)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A, C – H. It was moved by Jeff Lyon and seconded by Richard Frerichs to approve these items as amended. **Item 2B was tabled.** 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; Donna J. Wert, yes.

Item 3. A–M.

Consent Agenda for Administrative Actions

- A. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor’s web page.
(<http://www.pennmanor.net/tr/>)
- B. Tuition Student – The administrative staff is recommending the approval of the tuition students listed below. Enrollment is dependent upon payment of tuition in compliance with policy #202.
- Krista Kauffman – non-resident agriculture student – grade 10
Paige Herr – non-resident tuition – grade 11
Matthew Reeve – non-resident tuition – grade 11
- C. Approval of Bus Routes – The administrative staff is recommending the approval of bus routes for the 2005/2006 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.
- D. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of bus drivers for the 2005/2006 school term as cited. (see pages 31 - 32)
- E. Field Trip Rates – The administrative staff is recommending approval of Field Trip Rates for the 2005/2006 school term as cited. (see page 33)
- F. Bid Awards – The administrative staff is recommending awarding the bids for milk, fruit drinks and ice cream for the cafeteria to the vendors cited. (see pages 34 - 35)
- G. Special Education Contracting Agreement – The administrative staff is recommending approval of an agreement with Lancaster-Lebanon IU13 for

provision of special education programs and services for the 2005/2006 school year at an estimated cost of \$959,613.46.

- H. Fixed Rate Retiree Medical Contribution – The administrative is recommending approval of the fixed rate retiree medical contribution for professional and classified staff as cited. (see page 36)
- I. PNC Bank Depository Account Resolution – The administrative staff is recommending approval of a master resolution and authorization for depository accounts and treasury management services with PNC Bank for the purposes of the Easy Procure (purchasing card) account program.
- J. PNC Bank Card Resolution – The administrative staff is recommending approval of a resolution for extension of credit and incumbency certification with PNC Bank for the purposes of the Easy Procure (purchasing card) account program.
- K. “Final Reading” Compensated Professional Leaves Policy – The administrative staff is recommending approval of the “Final Reading” of the revised Compensated Professional Leaves Policy. (see pages 37 - 43)
- L. Department Coordinator Fringe Benefits – The superintendent is recommending approval of the following benefits for department coordinators.
- Governance for all benefits not defined below shall be aligned with those benefits outlined in the Penn Manor School District Negotiated Agreement.
 - Life insurance in an amount equal to that stated in the Negotiated Agreement plus \$10,000.
 - The district shall pay the cost of tuition according to the terms and conditions contained in the Negotiated Agreement, but in an amount of \$250.00 above the maximum as stated therein.
 - The district shall reimburse employees for membership in professional organizations at \$100.00 per annum. A maximum of \$300.00 is available dependent upon expended funds in an individual tuition reimbursement. All such payments shall require the approval of the Superintendent.
- M. Tax Exoneration – The administrative staff is recommending that the board approve the tax exoneration as cited.

<u>BILL NO.</u>	<u>NAME</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
MILLERSVILLE BOROUGH				
441346	PENN MANOR SCHOOL DISTRICT	EXEMPT	\$ 6,000.00	\$ 84.42

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - M: It was moved by Donna Wert and seconded by Joseph 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 Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 4. A – K. Consent Agenda for Personnel

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed for employment or change in status(*) according to the conditions listed. (see pages 44 - 45)

- B. Family Medical and Child Rearing Leaves – The administrative staff is recommending granting Family Medical and Child Rearing Leaves to the individuals listed according to the terms listed. (see page 46)

- C. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
 - Angela Bortz – effective July 18, 2005
 - James Wild – effective July 22, 2005
 - Lisa Wright – effective August 29, 2005

- D. Retirement – The administrative staff is recommending the board accept the retirement of the individual listed below per the effective date cited.
 - Gerald Cain – effective September 12, 2004

- E. Substitute Teachers – The administrative staff is recommending approval of the individuals listed 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 47)

- F. Stipend for AS400 Technical Support – The administration is recommending approval of payment of a \$1,500.00 stipend to be paid in installments to Beth Shenenberger for technical support on the AS400 computer system.

- G. Dental Hygiene Service – The administrative staff is recommending approval of Dental Hygiene Service provided by Cynthia Garcia at the rate of \$30.91 per hour, 221 days, for a total of \$6,831.77 for the 2005/2006 school year.

- H. Splash Staff – The administrative staff is recommending approval for the employment of the individual listed for SPLASH personnel at the rate of \$30.00 per hour.

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- I. 2005/2006 Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2005-2006 school year. (see pages 48 - 49)
- J. Rates for Co-curricular Work – The administrative staff is recommending approval of the rates for co-curricular work for the 2005/2006 school year as cited. (see page 50)
- K. Speech and Language Clinician – The administrative staff is recommending the approval of Charlotte Horton as an independent Speech and Language Clinician at a rate of \$50.00 per hour, not to exceed 200 hours.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - K: It was moved by Carlton Rintz and seconded by Johnna Friedman 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 Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes, abstained from item 4E; Donna J. Wert, yes.

Item 5. Salary Adjustments – (ROLL CALL)

The Act 93 Committee recommends salary adjustments for the 2005-2006 school year for the following administrative staff members (copy available upon request).

Mr. Christopher Moritzen
Mrs. Theresa Kreider
Mr. John Matussek
Mrs. Anne Carroll
Mr. Jason D'Amico

MOTION ON SALARY ADJUSTMENTS AGENDA ITEM 5: It was moved by Joseph DeLuca 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 Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 6. Special Education Teacher Aides – (ROLL CALL)

The administrative staff is recommending the board accept the individuals listed for employment or change in status according to the conditions listed. (see 51 – 52)

MOTION ON SPECIAL EDUCATION TEACHER AIDES AGENDA ITEM 6: 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 Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Mrs. Cindy Rhoades informed the board about the benefit auction Jessica Shaub will be having on August 13 through the Penn Manor Education Foundation. The proceeds will be used to purchase books for Martic, Pequea and Conestoga libraries. Only the children, accompanied by a parent or guardian, will be allowed to bid on the donated school supplies, stuffed animals, lunch boxes, back packs, books; and other articles. Mrs Rhoades stated Ms. Shaub donated many items for the auction and her staff will be donating their time. If this auction is successful another auction will be held at a later date for the elementary schools in the northern end.

The meeting adjourned at 8:45 p.m. on a motion by Mr. Lyon and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary