

Minutes
Committee of the Whole
November 7, 2005

The Penn Manor School Board met at 5:00 p.m. in Executive Session for the discussion of personnel and a real estate item. Present were Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. The Executive Session adjourned at 5:45 p.m.

The Penn Manor School Board met as a Committee of the Whole at 5:45 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr. Present were Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. Also in attendance were Mrs. Isabelle Rudisill, Dr. Mindish, Mr. Matussek, Mrs. Mary Kay Fair, Mrs. Cheryl Chismar, Mrs. Cheryl Hogg, Mrs. Jeanne Vandershaff, Mr. Jason Ayers, Mrs. Katey Knapp, Mrs. Rhoades, Mr. Denny Coleman, Mr. Ken Phillips, Mr. Bill McCarty, Ms. Mary Holovack, Mr. John Bonawitz, Penn Manor students William Hess, Steve Mohimani and Connor O'Neill, Millersville students 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 October 11, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Geist a second by Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Skrocki explained the intent to borrow resolution that will be presented to the board. With Act 72 there was a provision in it that if any debt was incurred prior to September 3, 2004 the debt did not count against the maximum limit allowed for raising taxes. He said there is pending legislation that could perhaps force Act 72 on school districts. He explained the proposed intent to borrow resolution, for up to \$30 million, is in case there is legislation that gives school districts another window of opportunity to incur debt before a certain date without having that debt count against the maximum increase in any particular year. Mr. Skrocki stated a recommendation might be made next year with regard to Martic and Marticville schools. A recommendation could also be made to fund the short fall that currently exists with the capital improvement projects in the future. Approval is being asked for a resolution for the intent to incur debt. Mr. Ken Phillips, from RBC Dain Rauscher, and Mr. Bill McCarty, Hartman Underhill & Brubaker, explained to the board the reason for a bond and the details of the bond purchase agreement. Mr. Rintz inquired how long the agreement would stay open. Mr. Phillips answered that the anticipated issuance is December 1, 2006. He also said debt is not incurred until the bond is issued. Mr. Skrocki added a feasibility study will be completed for Martic and Marticville and an estimate from the architectural firm would be in the fall

of 2006. Consequently, if a recommendation would be made to the board the bond would be issued before December 1, 2006. Mr. Geist questioned if the fees would be paid when the bonds were issued. Mr. Phillips responded the advertising and filing fees are the only fees that would be paid. Approval for placement of this item on the November School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mr. Geist and a unanimous voice vote.

Mr. Stewart introduced Mr. John Matusek, Principal at Eshleman Elementary School and the elementary coordinator for math services. Mr. Matusek presented a report on math initiatives to help children be successful in math and increase their scores on the PSSA. Mr. Matusek introduced the members of the committee who were able to attend this evening -- Mrs. Chismar, Mrs. Hogg, Mrs. Vandershaff, Mrs. Kane and Mr. Ayes. Mr. Matusek explained the committee has spent two years working on what to do with quarterly assessments. They decided the quarterly assessments took up valuable instructional time and weren't being used as originally intended. The committee decided to develop two local assessments. A prior knowledge inventory is given to the students in grades 2-6 in September to determine the level of the students. A PSSA simulation exam is given to all students in grades 1-6 in January. The simulation is developed to mirror the actual state assessments. The results from the assessments are used to determine how the classes will be remediated. He explained a pacing guide checklist that was developed to help teachers see if they were covering all of the math content to help the children be successful when taking the PSSA. Mr. Matusek stated the changes to the PSSA assessments are being made all the time. For instance, in 2007 the multiplication sign will no longer be used; it will be replaced with the asterisk. He also explained new standards will be released for kindergarten. Mr. Rintz inquired who is driving the changes in Harrisburg. Mrs. Griffis responded with a personal opinion and also credited the Pennsylvania Department of Education for keeping pace with the Federal Department of Education. Mr. Matusek commended the entire math committee for volunteering their time and dedication. Mr. Stewart also thanked the math committee.

Mrs. Griffis stated Dr. Mindish will be presenting a report on the day of testing and the vocabulary initiatives at the high school. Dr. Mindish reported during the first 6 weeks of school there was a focus on reading strategies. She stated the students are reading on Fridays in classes and a vocabulary initiative was recently introduced. Dr. Mindish explained some of the other goals at the high school for this year. The departments will work to strengthen the correlation between the curriculum taught and local assessments. She said the importance of taking all assessments seriously will be communicated school-wide. Continued department focus will be done to collect data and use it to inform the high school decisions regarding curriculum, instruction and assessment. Another goal is continued support of the I.E.P. students to reach AYP as per the school improvement plan. The last academic goal is to use available data to identify students needing additional support. Dr. Mindish explained an administrative goal to improve communication with faculty is a weekly "highlights of the week" to be emailed to staff every Friday afternoon. Other administrative goals include each department discussing a monthly topic as it pertains to that department, and in an effort to minimize time students are out of classes will be the field trip guidelines will be revised. Dr. Mindish reported that October 12 all students in grades 9-11 and approximately 30% of the seniors

participated in standardized testing. The students in grade 9 took a simulation of the PSSA reading, writing and math tests, grade 10 students took the PLAN and grade 11 students took the PSAT or the ASVAB. Grade 12 students who did not score proficient on the grade 11 PSSA attended prep sessions for reading, writing and/or math. Dr. Mindish thanked the Education Foundation for the grant that helped fund the day of testing. Dr. Mindish also reviewed the testing data for SAT verbal and math scores for the past 15 years. She also explained charts showing the percentage of students attending college after graduation for the past 14 years; the number of students, who scheduled AP classes, participated in and scored a 3 or higher on the AP exam; and the PSSA combined proficiency and advanced proficiency percentages. Some questions were asked by board members for clarification of the AP courses. Dr. Mindish explained the high school has started a vocabulary initiative. There is a theme for the week and a word for the day. The word is presented to the students daily on the television, the definition is explained and the word is used in a sentence. Students involved in theater arts act out the word in the video. Dr. Mindish showed a video of the presentations for the week involving math related words.

Mr. Skrocki updated the board on the property tax rebate program. He reviewed the two options discussed at previous board meetings. One volunteer program would entail an individual volunteering in the district and receive a payment which could be used as a rebate on their property taxes. The second option, the PA property tax/rent rebate program would piggyback on the existing state program being offered through the PA Department of Revenue. The program is funded by lottery proceeds. There is a household income limit of \$15,000 and it recognizes the renter as indirectly paying property taxes to a landlord. To be eligible for this program a person must be over age 65, a widow or widower age 50 or older, or age 18 or more and permanently disabled. The maximum household rebate is \$500 with a sliding scale based on total income. Mr. Skrocki stated the original Penn Manor plan was to simply piggyback on the existing program, using the same documentation as the state program and give the applicant a check. He reviewed the Penn Manor program options. Should the district adhere to the \$500 maximum? The answer was yes. Should this apply to property owners and renters? The conclusion of the board when this was previously discussed was that it would apply to property owners only. The last point discussed was the potential cost to the school district. Mr. Skrocki stated the minimum cost is estimated at \$60,000. Mr. Skrocki also reviewed some pending state bills that could affect the program. He stated formal adoption of a program for Penn Manor would not be necessary until early 2006. Mr. Skrocki expects to bring a recommendation to the board in February.

Mrs. Griffiths asked for approval to place on the November school board meeting agenda a seventh grade English textbook for emotional support students transitioned into eighth grade. She said the intent is to order five of these textbooks. Approval for placement of this item on the November School Board Meeting Agenda was approved on a motion by Mr. DeLuca, a second by Mr. Lyon and a unanimous voice vote.

Mr. Stewart stated that he discussed with the board last month the issue of memorials placed on school property. He presented a draft of a Memorials Policy that combined some elements of 3 existing policies he received from other districts in the state. He

reviewed some of the elements of the proposed Penn Manor policy. The policy would allow for the superintendent to refer the request to a School Based Committee. For memorials requested to be placed at athletic facilities, the School Based Committee would include the Director of Co-curricular Athletic Activities. He said the policy does discourage the planting of trees and shrubs; however, if plantings are deemed appropriate they would be restricted to specific areas on school property. The policy does include the Penn Manor Education Foundation as a method for memorializing. Two items in the policy under unacceptable memorials were pointed out for discussion. After much discussion about the wording of granting memorials for those who have glamorized death or committed a serious form of illegal behavior on the part of the deceased, Mr. Stewart was directed by the board to rewrite portions of the policy. The policy was tabled to be revised and resubmitted in December.

Mr. Johnston provided a quarterly update on the student and athletic funds. He announced the cash balances as of the end of September. He reviewed the deposits and expenditures through September 30. He stated Marticville Middle School has 15 club accounts, Manor Middle School 10 club accounts and the high school 15 club accounts.

Mr. Johnston reported on the School Wellness Policy. Mr. Johnston distributed a handout on frequently asked questions about Local Wellness Policies. The policy is a requirement of the Child Nutrition and WIC Reauthorization Act of 2004. It requires that a policy be put in place by July 1, 2006. The policy must include “measurable goals.” These goals are to include nutritional education, physical activity, food provided on school campus and other school-based activities designed to promote student wellness. The goals will also establish regulations for a la carte foods, fundraisers, vending machines, classroom parties and food used as rewards. The law requires participation of the school board, school administration, teachers, nurses, the food service department, parents and students. Mr. Johnston stated the first step will be to determine participants for the committee. Randy Wolfgang will be leading the committee. The existing policy will be reviewed. Questions were asked for clarification.

A revised job description was distributed for the Elementary Counselor position to replace the attachment in the board packet. Mrs. Griffis explained the current position description formats do not match. In an effort to standardize job description formats the elementary and secondary counselor job descriptions were revised. She stated the descriptions for the two positions are the same. She explained the secondary counselors are doing more work that is consistent with classroom instruction that the elementary counselors do. The elementary counselors are doing more career instruction in the upper grades. Approval for placement of this item on the November School Board Meeting Agenda was approved on a motion by Mrs. Friedman, a second by Mr. Rintz and a unanimous voice vote.

Mr. Stewart introduced Mrs. Anne Besterman, a retired Penn Manor English teacher, who has been appointed to Executive Director of the Penn Manor Education Foundation. Mr. Geist remarked that the Foundation has gone from something small to something meaningful. Because the Foundation reached the \$100,000 plateau a person was needed to maintain the plateau and direct the Foundation. After meeting and determining the

qualifications needed for the position the executive committee offered the position to Mrs. Besterman. Mrs. Besterman thanked the committee for appointing her. She stated the Foundation has a dedicated and hard working board and everyone appreciates the work the board is doing. Mrs. Griffis said that Mrs. Besterman will be a guest on December 21 at the Lancaster South Rotary to receive a check for the Foundation.

Mr. Johnston reported the district completed their first audit with the firm of Brown Schultz Sheridan Fritz. He commended the business office staff for their diligence in following the policies and procedures in place to warrant a clean audit. He highly praised Justin Peart and Judy Duke for assembling the necessary materials for the audit. Mr. Johnston introduced Ms. Mary Holovack and Mr. John Bonawitz from the firm who reviewed the audit. Ms. Holovack thanked the district for employing the firm this year and especially thanked the business office staff for their cooperation and staff. Ms. Holovack reviewed the responsibility letter submitted with the audit. She stated they are required to test and report on internal controls and compliance with laws and regulations. She also reviewed the independent auditors' report, the government auditing standards and the schedule of findings and questioned costs. Ms. Holovack remarked that the district is a low-risk auditee. Mr. Bonawitz stated the audit was very smooth for a first year audit. He reviewed highlights of the financial statements. He explained the management's discussion and analysis which included revenues, expenses and things that will impact the district in the future. He further reviewed some of the financial statements and the notes to financial statements. Mr. Bonawitz stated it was a very clean audit and also thanked the business office. Approval for placement of the local audit report on the November School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Skrocki presented the Bridge Project for Improved Health Outcomes. He explained the district has been talking for several months about cost savings in health care. A mandatory generic drug prescription plan is being implemented. An increase in the costs for employees who use employee share has been implemented to help with health care costs to the district. He said the last and largest component in the health care program is the health care claims portion. He presented a program to minimize medical claims for a high risk group. Mr. Skrocki explained the Lancaster County Business Group on Health is partnering with the American Pharmacists Association Foundation to pilot a new approach to improve patient healthcare and lower employer costs by using a patient self-management diabetes program. He explained the pilot project overview, why diabetes was chosen and how the program works. He also reviewed the employer responsibilities and the costs involved. Incentives for the employer, patient, pharmacist and physician were also explained. He said the program is strictly voluntary since the district would not know which employees have diabetes. The pilot program will be for one year with an upfront cost of \$250 to the American Pharmaceutical Association. Additional expenses would be in the form of waived co-pays on office visits, lab work and prescriptions. He said there are no guarantees that the program will be receiving any funding after the first year; however, there would be options for the district in the second year if no funding is received. Mr. Skrocki said if the board authorizes the program the district will promote the program to try to get a maximum of 5 individuals to participate in the program through the self-identification process. A contract will be signed by the employee to

agree to the requirements of the program. If an individual does not complete the program or live up to the expectations of the contract the individual will be de-enrolled from the program without a financial penalty. Mr. Skrocki asked for approval to place on the agenda the Bridge Project to authorize the maximum of 5 individuals to participate in the program at an estimated total expenditure cost of \$5,000 to \$7,000 for the first year. Mr. Rintz asked if the program would be for members rather than limited to just employees. Mr. Skrocki answered it would be for members covered on the district's health care plan. Additional questions were asked for clarification. Approval for placement of this item on the November School Board Meeting Agenda was approved on a motion by Mrs. Friedman, a second by Mr. Geist and a unanimous voice vote.

Mr. Coleman reported on the roof survey that was conducted this summer on the entire district building roofs. The survey was in two parts. The first part was a physical survey of the roof taking a sample of the existing membrane for the amount of elasticity. The second part of the study involved infrared thermography of the roofs. Pictures of the roofs were taken to see the amount of moisture in the underlying insulation and how much of a problem it would be to remove the wet insulation. He reported most of the roofs in the district are in the restoration range. He presented a chart on the average life expectancy of a roof and the age of the roofs on the buildings in the district. He explained the typical roofing details of the roofs in the district. He also explained the installation and advantages a new roof style. He showed many pictures of the roofs on the buildings in the district and point out the problem areas. He also showed thermographic pictures of the moisture in insulation as a result of the leaks. Mr. Coleman stated the district has three options with the roofs – repair, restore or replace. He said the majority of the roofs could be restored. He explained how a roof would be restored and the advantages of restoration of the roofs. Restoring will extend the life of the roof, it is less costly than the replacement, little disruption to the building, the disposal cost is saved and it is a low odor process. Mr. Rintz inquired if the saturation of the wall at Marticville would potentially become a mold problem. Mr. Coleman didn't feel it was a problem at this point. He also explained a spread sheet estimating the costs for the restoration, replacement, and repairing the roofs over a five year period. Additional questions were asked for clarification.

Steve Mohimani and Connor O'Neill, student representatives, reported to the board that the Quiz Bowl team won the opening round of Brain Busters and the show will be broadcasted on November 19. The fall sports season was very successful. The field hockey and girls' volleyball teams made it to the playoffs. Ben Rowe qualified to the state golf tournament; Meg Ecker and Jason Trump qualified for the state cross country meet. The football team finished with 5-5 record; Dean Roark was the New Era Athlete of the week. Girls' volleyball finished with a 10-5 record and Ellen Ochs-Gregory made 1st team all-star. Field hockey finished with 12-7-1 record and they were LL League and District playoff qualifiers. Morgan Kauffman, Kristi Shepps and Paige Herr made 1st team all-stars. The boys' soccer team finished with a 8-9 record; Terry Fry made 1st team all-star. Senior projects will be judged November 9-11. On Friday November 11 the Power Puff Football game will be held. The fall play, "Odd Couple," will be held November 17-19. There will be two casts – a male cast and a female cast. The students encouraged everyone to attend.

Mr. Stewart introduced Will Hess. He was a student representative to the PSBA Student Delegate Conference held recently in Hershey. Mr. Stewart read a letter from the co-coordinator of the program commending Will Hess as a talented public speaker and conveying the students' concerns well. Mr. Geist commented that he attended the session Will was involved in and stated Will did a wonderful job. Will thanked the board for the opportunity to attend the conference. He said they learned about how a school board works, were able interact with other schools in a debate and came back with a lot of ideas.

The Committee of the Whole adjourned at 8:15 p.m. on a motion by Mr. Lyon, a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

November 7, 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 8:25 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Dr. Frerichs was absent. Present from the administrative staff were Mr. Donald Stewart, Mrs. Ellen Griffis, Mr. Christopher Johnston and Mr. Steve Skrocki. Also in attendance were Mr. Philip Gale, Mrs. Melissa Ostrowski, Mrs. Isabelle Rudisill, Millersville students, Mrs. Katey Knapp, 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, December 5, 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. There were none at this time.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the October 11 School Board Meetings. There were none. It was moved by Mr. Geist and seconded by Mr. Lyon to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart reminded the board that on November 19 Penn Manor will host the PSBA legislator meeting at Manor Middle School at 7:00. Mr. Stewart thanked Jeff Himes and the high school art teachers for the senior photography artwork in the board room. He reported six of the top ten finishers in the stock market game were students from Penn Manor. Mr. Stewart distributed copies of the National Honor Society program. He stated that the Society raised the cut-off to a 3.75 grade average and still enrolled 61 new honor society members. He reminded the board of the Drug Testing Task Force meeting on November 9. Dr. David Poore, Superintendent of Hempfield and Dr. Jon Rednak, Superintendent of Solanco, will be the presenters. He announced Justin Peart will be leaving on November 11 for a position in the School District of Lancaster and commended him for his work while at Penn Manor. Mr. Stewart distributed information on the post-secondary schools the 2005 Penn Manor graduates are attending. He requested the support of the board that a foreign exchange student, Ludmila Velitodnaya, attend Penn Manor as a tuition free senior. She will be living with a Penn Manor employee who resides in the Lampeter Strasburg School District. Mr. Stewart announced the first marking period has ended and this week the parents of elementary students will be meeting with the teachers. Mr. Stewart offered the board the opportunity to have "Breakfast with the Superintendent." If any interested board member should contact Mr. Stewart to arrange a date. Mr. Stewart thanked the board for the opportunity to attend the IU Superintendent's Study Council in Phoenix, Arizona.

Mr. Stewart welcomed the Millersville students. He explained the format of the three types of board meetings being held this evening. The Sunshine Law allows school

boards to meet privately for specific types of issues, such as, personnel issues, negotiations with the teacher's association and the sale or purchase of real estate. Mr. Stewart stated an Executive Session was held this evening for his evaluation. He explained the next board session held is the Committee of the Whole, where the board will have discussions about issues and a there will be a presentation. The third meeting is the voting meeting. The law requires anytime a school district takes action that results in the expenditure of public tax dollars that it occur in a public voting meeting. Mr. Stewart stated if the students had any questions at the end of the evening the board members would be available to answer their questions.

Mr. Johnston reported Treasurer's Report for the month of October has been posted. He reviewed some of the items presented for payment. It was moved by Mrs. Friedman and seconded by Mr. Lyon to approve to authorize payment of bills in the amounts of \$279,929.58 dated 10/4/05, \$112,225.11 dated 10/6/05, \$125,851.95 dated 10/11/05, \$339,395.49 dated 10/12/05, \$202,162.23 dated 10/13/05, \$47,279.40 dated 10/14/05, \$146,223.40 dated 10/20/05, \$1,568,803.92 dated 10/21/05, \$487,580.04 dated 10/26/05, \$119,188.61 dated 10/27/05, \$86,598.26 dated 10/31/05 for a total of \$3,515,237.99 from the General Fund; \$177,210.29 dated 10/14/05, \$44,396.00 dated 10/25/05 for a total of \$221,606.29 from the Cafeteria Fund; \$2,466.00 dated 10/7/05, \$406.17 dated 10/14/05, \$61.62 dated 10/17/05, \$5,332.65 dated 10/21/05 for a total of \$8,266.44 from the 2005 Construction Fund; \$255,428.30 dated 10/7/05, \$5,000.00 dated 10/27/05 for a total of \$260,428.30 from the Capital Reserve Fund; and payroll in the amounts of \$669,568.70 dated 10/12/05, \$679,756.58 dated 10/26/05, for a total of \$1,349,325.28. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

Mr. Stewart introduced Mrs. Melissa Ostrowski, the high school at-risk counselor, and Mr. Phil Gale, the high school Associate Principal who presented a report on the Twilight School Program. Mr. Gale distributed a Twilight School handbook that is given to the students. He reported that currently there are 20 students in the program at the high school. He reviewed the criteria for placement, the program goals and funding. He explained Twilight School is partially funded through the Alternative Education for Disruptive Youth grant; for 2005-06 the program was awarded \$20,020. Mr. Gale thanked the board for also helping to fund the Twilight School Program. Mrs. Ostrowski reported on the counseling component of the Twilight School. She explained an initial student interview is conducted. Each student is given an individual service plan in the areas of attendance, behavior and academics. Individual counseling is also given by Mrs. Ostrowski to help the students with the transition and to be successful in school. She explained Penn Manor has a cooperative effort with Millersville University's counseling program where graduate students work with the Twilight School students. The students also participate in four week drug and alcohol support groups with district SAP coordinator Darrin Donmoyer. The students also participate in field trips to post-secondary institutions, receive CTC and course selection guidance. They are given a four week career directions unit which is sponsored by Army National Guard. The students also have curriculum based service projects, speakers and field trips. Mr. Gale reported that Mrs. Ostrowski and Dr. Meyers from Millersville received an award last year from

the PA School Counseling Association for implementation of the joint program with Millersville University. He also commended Mrs. Ostrowski for the counseling component of the Twilight School program. Mr. Gale said the students in the program receive a well-rounded education and while in the program they continue to work on their graduation requirements. Mr. Stewart added that Twilight School is taught almost exclusively by Penn Manor teachers who have worked a full day and stay in the evening for these students. He commended those teachers for their dedication.

The November School Board Meeting Agenda was reviewed.

Item 2. A-

**Consent Agenda for the November 7, 2005
Committee of the Whole Meeting**

- A. "First Reading" – Memorials Policy – The committee is recommending approval of "First Reading" of the Memorials Policy as cited. (see pages 6 - 9). **This item was tabled.**
- B. The Language of Literature Textbook – Grade 7 – The committee is recommending approval of The Language of Literature Textbook – Grade 7.
- C. Job Description for Counselors – The committee is recommending approval of the job descriptions for Elementary Counselor and Secondary Counselor. (see pages 10 - 13)
- D. Acceptance of Local Auditor's Report – The committee is recommending acceptance of the 2004-2005 local audit as presented.
- E. Resolution Authorizing Borrowing – The committee is recommending approval of the resolution authorizing borrowing as per the attached resolution.
- F. Bridge Project Program – The committee is authorizing the district to participate in the Bridge Project program for a 1 year term. A maximum of 5 employees and/or dependants will be eligible to participate in the program.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 B-F. Item 2A. was tabled. It was moved by Frank Geist and seconded by Donna Wert to approve items 2 B-F as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, absent; Carlton Rintz, yes; Donna J. Wert, yes.

Item 3. A–H.Consent Agenda for Administrative Actions

- A. Act 80 Report – The administrative staff is recommending the approval of the Act 80 report as cited. (see pages 14 - 19)

- B. Signing of Student Activity Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Fund:

Jan Mindish	Dana Edwards	Chris Johnston
Phil Gale	Anne Carroll	Steve Skrocki
Chris Moritzen	Jerry Egan	Judy Duke
Jason D'Amico	Mike Lechlitter	

- C. Signing of Student Activity Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Athletic Fund:

Jan Mindish	Jeff Roth	Chris Johnston
Phil Gale	Dave Ohl	Steve Skrocki
Chris Moritzen	Jason D'Amico	Judy Duke

- D. Acknowledgement of Venture Grants – The administrative staff is recommending that the goods and services provided from the venture grants be accepted by the board from the Penn Manor Education Foundation. (see pages 20 - 24)

- E. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor's web page.
(<http://www.pennmanor.net/tr/>)

- F. Transportation Contracts – The administrative staff is recommending approval of the following transportation contracts for the 2005-2006 school year:

Eschbach Bus Service (181 Days)	\$ 1,782,455.43
Eschbach Bus Service (Late Run 001A)	\$ 7,857.94
Eschbach Bus Service (Late Run 001B)	\$ 11,604.38
Schultz Transportation (181 Days)	\$ 392,718.66

- G. Safe and Drug-Free Schools and Communities Grant – The administrative staff is recommending approval of the Safe and Drug Free Schools grant in the amount of \$17,585 as cited. (see page 25)

- H. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as cited.

<u>BILL NO.</u>	<u>NAME</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
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MANOR TOWNSHIP				
416996	WESTWOOD GREEN	DATA CHANGES	\$ 2,900.00	\$ 40.80
412081	FORREST, WILLIAM	BUILDING REMOVED	\$ 51,100.00	\$ 718.98
415409	RHOADES, MARY C	MOBILE HOME REMOVED	\$ 24,600.00	\$ 346.12

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - H: It was moved by Frank Geist and seconded by Carlton Rintz to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, absent; Carlton Rintz, yes; Donna J. Wert, yes.

Item 4. A - L. 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 26 - 27)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed 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 28)
- C. Medical Leaves – The administrative staff is recommending granting Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed on according to the terms listed. (see page 29)
- D. Resignations – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.

Kathleen Buckwalter – effective the first day of the second semester
(long-term substitute position)

Gail Moore – effective November 4, 2005

Alison Zelle – effective November 11, 2005

- E. 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.
- F. Substitute Calling – The administrative staff is recommending the approval of the following to work up to three hours per day for substitute calling at the listed rate.
- Erika Jacyszyn -- \$9.37 per hour
Sue Smith -- \$12.84 per hour
- G. Co-Curricular Positions – The administrative staff is recommending the high school co-curricular positions be approved as listed.

Mark Dennis	Fall Play Set Design	\$457
Maryann Saylor	Fall Play Art Supervisor	\$463

- H. After-School Detention Monitors – The administrative staff is recommending approval of the following individuals to the position of after school detention monitors at Marticville Middle School for the 2005-2006 school year, for a total of two hours per week at the rate of \$ 28.72 per hour.

Lisa Bitler

James Canaday

Amy Spina

- I. After-School Tutors – The administrative staff is recommending approval of the following individuals to the position of after school tutors at Marticville Middle School for the 2005-2006 school year, for a total of two hours per week at the rate of \$ 30 per hour.

Courtney Costello

Victoria Grosser

Erica Repsch

- J. Clerical Support – The administrative staff is requesting approval of the following individual for 25 hours of clerical support for the typing/copying of high school gifted I.E.P.'s at the rate of \$11.31 per hour.

Traci Frantz

- K. 2005/2006 Winter Coaching Positions – The administrative staff is recommending approval of the individuals listed as coaches for the 2005-2006 school year. (see page 30)

- L. Mentor – The administrative staff is recommending approval of the individual listed below as a mentor for the 2005-2006 school year, entry level, 75%, \$591, effective November 11, 2005.

Ellen Altdoerffer for Heather Doutrich, Conestoga

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A - L: It was moved by Jeffrey Kreider and seconded by Joseph DeLuca to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, absent; Carlton Rintz, yes; Donna J. Wert, yes.

Items 5 -7.

- Item 5. Contract with Crabtree, Rohrbaugh & Associates – The administrative staff is recommending approval of a contract with Crabtree, Rohrbaugh & Associates pending approval by the district solicitor for the projects and terms listed below:

Martic-Marticville Feasibility Study

\$6,000

Renovations and Additions to Marticville Middle School 6% of Plancon G and the fee for the feasibility study will be credited back.

- Item 6. Administrative Assistant for Personnel and Planning – The administrative staff is recommending the addition of a new position, effective July 1, 2006, Administrative Assistant for Personnel and Planning, and the authorization to post and recruit for this position.
- Item 7. Tuition Free Senior – The administrative staff is recommending that foreign exchange student Ludmila Velitodnaya be approved as a tuition free senior.

MOTION ON AGENDA ITEMS 5 - 7: It was moved by Johnna Friedman and seconded by Jeffrey Kreider to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, absent; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, absent; Jeffrey E. Lyon, absent; Carlton Rintz, yes; Donna J. Wert, yes.

The meeting adjourned at 9:00 p.m. on a motion by Mr. DeLuca and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary