

Minutes
Committee of the Whole
June 9, 2008

The Penn Manor School Board met in Executive Session beginning at 6:30 p.m. for the discussion of legal and student matters. The Executive Session adjourned at 6:50 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:05 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board Vice-President, Dr. Richard Frerichs. The following members were present: Mr. DeLuca, Dr. Frerichs, Mr. Friedman, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mr. Herr was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Dr. Jan Mindish, Ms. Maria Vita, Mr. Dan Martino, Mrs. Julie Bibiloni, Mrs. Sarah Lupinacci, Mrs. Rhoades and Mrs. Howard.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, July 14 at 7:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the June 2, 2008 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz, a second by Mr. Long and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart explained that the book for the AP Psychology course, Psychology, Eighth Edition in Modules, 2007, is being presented for placement on the voting agenda. Mrs. Wert expressed her concerns about particular sections in the textbook. Questions were asked by board members regarding how topics will be presented and how the textbook was chosen. Ms. Maria Vita, the teacher who will be teaching the class, answered the board questions. Approval for placement of the textbook on the June 9 board agenda was approved on a motion by Mr. Long and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Dan Martino provided an update on Title I Federal Programs. He explained that the district has received an additional \$180,000 in Title I funds for the 2008-09 school year. He presented proposed plans for utilizing the additional funds in compliance with federal requirements. Mr. Martino explained the proposal to add a reading coach position for the elementary program. Questions were asked by board members. Approval for placement of the new position on the June 9 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichliter provided information on the current pay rates for daily, short and long term substitutes. He reviewed a proposal for changing the substitute compensation to bring Penn

Manor in line with other districts in Lancaster County. Dr. Leichter reviewed options and answered questions. Approval for placement of this item on the June 9 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichter provided an update on the district Strategic Plan. He reviewed the progress of the plan and the components. He also reviewed the benchmark targets proposed to meet the goal requirements for the plan. The timeline for the Strategic Plan was reviewed. Dr. Leichter noted that the approval of the plan must be submitted via eTool by September 30, 2008. Questions were asked about the draft of the Strategic Plan.

Mr. Stewart presented for a first reading the Personal Necessity Leave for Classified Employees Policy. The revised policy reflects the changes in the floating days from two to three days. Approval for placement of this item on the June 9 board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Johnston presented the final budget for 2008-2009. He proposed a 3.92% tax increase that sets the new millage rate at 15.91 mills. Approval for placement of this item on the June 9 board agenda was approved on a motion by Mrs. Wert and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Johnston explained designated and undesignated fund balances. He said that undesignated funds are limited to 8% of expenditures. He reviewed the proposal to designate funds for prepaid swaption, technology replacements and healthcare cost containment. Approval for placement of this item on the June 9 board agenda was approved on a motion by Mr. Long and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

The board discussed the acceptance of Act 1 Slots revenue and a referendum. Mr. Skrocki explained the options regarding a referendum and accepting the revenue. Much discussion ensued on this topic. The board suggested the creation of an opinion poll for the taxpayers.

Ms. Pollock provided information about the IU and Penn Manor elementary, Middle and high school enrichment and remediation programs held during the summer. The CTC Summer Institute was explained by Dr. Leichter. Mrs. Rhoades provided information on the Summer B.R.E.A.K. program that started on June 9. Ms. Pollock and Mrs. Rhoades answered questions about the programs. Ms. Pollock invited the board to attend any of the summer sessions. Mr. Stewart thanked Ms. Pollock and Mrs. Rhoades for facilitating the summer programs.

Mr. Stewart provided guidelines reflecting eligibility for holding athletic practices on Sunday. Much discussion ensued on this topic. It was recommended that Administrative Guidelines be prepared regarding practices on Sunday requiring the final approval of the Superintendent.

Dr. Frerichs thanked the board for the recent retreat. He proposed that the board meet again in July or August for further discussion.

Mr. Ken Long provided an Education Foundation update. He said that the Foundation awarded 26 scholarships to the Class of 2008 this year. He announced that the Cadillac Dinner will be on Sunday, September 21.

Mr. Stewart distributed and discussed IU 13 graphs indicating the number of IU special education classrooms and Autistic Support Programs.

Mrs. Wert provided information on the Lancaster County Academy graduation. She announced that 3 students from Penn Manor graduated. Mrs. Wert provided a guide, prepared by the Academy that will be made available to foster families for college and post-secondary school and training resources.

The Committee of the Whole adjourned at 9:20 p.m. on a motion by Mr. Long, a second by Mrs. Friedman, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

Dr. Richard Frerichs, Vice-President

MINUTES
Penn Manor Board of School Directors
June 9, 2008

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room at Manor Middle School. The meeting was called to order by Board Vice-President, Dr. Richard Frerichs at 9:30 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mr. Herr was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Julie Bibiloni, Mrs. Sarah Lupinacci, Mrs. Rhoades and Mrs. Howard.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, July 14, 2008 following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs asked if there were any additions or corrections to the Minutes of the June 2, 2008 School Board Meeting. There were none. It was moved by Mrs. Friedman and seconded by Mr. DeLuca to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Johnston reported the Treasurer's Report for the month of May is posted. He reviewed some of the items presented for payment. It was moved by Mrs. Wert and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$164,855.51 dated 5/2/08, \$577,492.14 dated 5/6/08, \$362,393.50 dated 5/7/08, \$187,732.84 dated 5/8/08, \$7,469.80 dated 5/12/08, \$57,217.43 dated 5/15/08, \$231,964.67 dated 5/19/08, \$528,293.91 dated 5/21/08, \$153,305.54 dated 5/22/08, \$20,211.25 dated 5/29/08, \$336,204.84 dated 5/30/08 for a total of \$2,627,141.43 from the General Fund; \$50,772.88 dated 5/2/08, \$43,391.74 dated 5/21/08, \$10,431.17 dated 5/22/08, \$15,379.57 dated 5/29/08 for a total of \$119,975.36 from the Cafeteria Fund; \$18,276.41 dated 5/1/08, \$324,276.74 dated 5/7/08, \$742.26 dated 5/28/08 for a total of \$343,295.41 from the Capital Reserve Fund; \$6,730.00 dated 5/19/08 for a total of \$6,730.00; \$527,626.27 dated 5/7/08, \$140,140.54 dated 5/28/08 for a total of \$667,766.81 from the 2006 Construction Fund; and payroll in the amounts of \$751,094.14 dated 5/7/08, \$759,692.22 dated 5/21/08 for a total of \$1,510,786.36. The following roll call vote was taken on this motion: Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

The June 9, 2008 School Board Meeting Agenda was reviewed.

Item 2 A – E:

Consent Agenda for the June 2 and June 9, 2008 Committee of the Whole Meetings

- A. Capital Improvement Plan – The committee is recommending the approval of Long Range Capital Improvement Plan. The 2008-2009 project list will serve as the 2008-2009 budget for the Capital Reserve Fund (see pages 11-13.)
- B. Act 1 Slots Distribution – The committee is recommending approval of the 2008 Homestead and Farmstead Exclusion Resolution as per the attached (see pages 14 – 16.)
- C. “First Reading” Personal Necessity Leave – Classified Employees Policy #536– The committee is recommending the approval of the “First Reading” of the Personal Necessity Leave – Classified Employees Policy #536 (see pages 17 – 18.)
- D. Designation of Fund Balance – The committee is recommending approval of a resolution designating \$5,412,699 within the current general fund (see page 19.)
- E. Adoption of the 2008/2009 Final Budget – The committee is recommending approval of the following items regarding the adoption of the 2008/2009 Penn Manor School District budget:
1. Adoption of the final budget for 2008/2009 listing expenditures in the amount of \$64,477,977.
 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 (see page 20.)
 4. Adoption of a resolution setting the discount, base, and penalty rates for taxes for the period of time applicable for each of the above rates (see page 21.)
 5. Adoption of a resolution authorizing installment payments (see pages 22 – 23.)
- F. Elementary Reading Coach – The committee is recommending approval of the Elementary Reading Coach job description (see pages 24- 25.)
- G. Textbook Approval – The committee is recommending the approval of the textbook listed below:
Psychology, Eighth Edition in Modules, 2007

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2

A – F: It was moved by Donna Wert and seconded by Joe DeLuca 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; C. Willis Herr, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2G:

It was moved by Johnna Friedman and seconded by Joseph DeLuca to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, yes and Donna J. Wert, no.

Item 3 A - R.

Consent Agenda for Administrative Actions

- A. Disposal of Assets – The administrative staff is recommending approval of the disposal of the technology equipment listed (see page 26.)

Explanation: The technology department is recommending disposal of the items on the attached list. None of the items on the list are in working condition. There is no resale value for the items. Apple Inc. will remove the items at no charge to the school district.

- B. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 27.)

- C. IT Help Desk Specialist Job Description – The administrative staff is recommending approval of the attached job description for the IT Help Desk Specialist (see pages 28 – 29.)

Explanation: This is a new job description for the newly created position that is effective 7/1/08.

- D. Technology Support Analyst Job Description – The administrative staff is recommending approval of the attached job description for the Technology Support Analyst (see pages 30 – 31.)

Explanation: This is a revised job description for an existing position. The “track changes” feature is being displayed so the Board can examine the minor changes made to the existing job description.

- E. Bid Award for the Pequea Site Lighting Project – The administrative staff is recommending awarding the Pequea Elementary School site lighting project bid to McCarty & Son, Willow Street, PA, in the amount of \$67,384 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 32.)

- F. Approval of Contract and Notice to Proceed for the Pequea Site Lighting Project – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to McCarty & Son, Willow Street, PA, in the amount of \$67,384, as per the attached bid tabulation, for the Pequea Site Lighting Project. Payment to be made from the Capital Reserve Fund. (See page 32.)

- G. Bid Award for the Manor Server Room Air Conditioning Project – HVAC – The administrative staff is recommending approval of the Manor Middle School server room air conditioning project bid (HVAC component) to M&M Mechanical, Fleetwood, PA, in the amount of \$20,700 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 33.)

- H. Approval of Contract and Notice to Proceed for the Manor Server Room Air Conditioning Project – HVAC – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to M&M Mechanical, Fleetwood, PA, in the amount of \$20,700, as per the attached bid tabulation, for the Manor Server Room Air Conditioning Project (HVAC component). Payment to be made from the Capital Reserve Fund. (See page 33.)

- I. Bid Award for the Manor Server Room Air Conditioning Project – Electrical – The administrative staff is recommending approval of the Manor Middle School server room air conditioning project bid (electrical component) to Shannon A. Smith, Inc., Myerstown, PA, in the amount of \$6,350 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 34.)
- J. Approval of Contract and Notice to Proceed for the Manor Server Room Air Conditioning Project – Electrical – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Shannon A. Smith, Inc., Myerstown, PA, in the amount of \$6,350, as per the attached bid tabulation, for the Manor Server Room Air Conditioning Project (electrical component). Payment to be made from the Capital Reserve Fund. (See page 34.)
- K. Bid Award for the Conestoga Multipurpose Room Air Circulation Improvements Project – HVAC – The administrative staff is recommending approval of the Conestoga Elementary School multipurpose room air circulation improvements project bid (HVAC component) to Frey-Lutz, Lancaster, PA, in the amount of \$10,400 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 35.)
- L. Approval of Contract and Notice to Proceed for the Conestoga Multipurpose Room Air Circulation Improvements Project – HVAC – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Frey-Lutz, Lancaster, PA, in the amount of \$10,400, as per the attached bid tabulation, for the Conestoga Elementary School multipurpose room air circulation improvements project bid (HVAC component). Payment to be made from the Capital Reserve Fund. (See page 35.)
- M. Bid Award for the Conestoga Multipurpose Room Air Circulation Improvements Project – Electrical – The administrative staff is recommending approval of the bid award the Conestoga Elementary School multipurpose room air circulation improvements project bid (electrical component) to Shannon A. Smith, Inc., Myerstown, PA in the amount of \$4,900 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 36.)
- N. Approval of Contract and Notice to Proceed for the Conestoga Multipurpose Room Air Circulation Improvements Project – Electrical – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Shannon A. Smith, Inc., Myerstown, PA in the amount of \$4,900, as per the attached bid tabulation, for the Conestoga Elementary School multipurpose room air circulation improvements project bid (electrical component). Payment to be made from the Capital Reserve Fund. (See page 36.)
- O. Bid Award for the High School West Gym Locker Room Ventilation Project – HVAC – The administrative staff is recommending approval of the high school West gym locker room ventilation project bid (HVAC component) to M&M Mechanical, Fleetwood, PA, in the amount of \$98,600 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 37.)

- P. Approval of Contract and Notice to Proceed for the High School West Gym Locker Room Ventilation Project – HVAC – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to M&M Mechanical, Fleetwood, PA, in the amount of \$98,600, as per the attached bid tabulation, for the high school West gym locker room ventilation project bid (HVAC component). Payment to be made from the Capital Reserve Fund. (See page 37.)
- Q. Bid Award for the High School West Gym Locker Room Ventilation Project – Electrical – The administrative staff is recommending approval of the high school West gym locker room ventilation project bid (electrical component) to Shannon A. Smith, Inc., Myerstown, PA in the amount of \$11,600 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 38.)
- R. Approval of Contract and Notice to Proceed for the High School West Gym Locker Room Ventilation Project – Electrical – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Shannon A. Smith, Inc., Myerstown, PA in the amount of \$11,600, as per the attached bid tabulation , for the high school West gym locker room ventilation project bid (electrical component). Payment to be made from the Capital Reserve Fund. (See page 38.)

Explanation: Bids for the above projects were opened on Thursday, May 8. The lowest responsible bidder is being recommended for each project. The Board approved the notice of intent to award bids at the 5/12/08 School Board meeting. The administrative staff is recommending awarding the bids and providing the notice to proceed.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – R:

It was moved by Johnna Friedman and seconded by Richard Carlton Rintz to approve these items. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Item 4 A - G. Consent Agenda for Personnel

- A. Administrative Support Compensation Plan – The administrative staff is recommending approval of the Administrative Support Compensation Plan effective July 1, 2008 through June 30, 2009 (see pages 39 – 41.)

Pursuant to the “Public School Code of 1949” as amended, Section 1164, The Administrative Support Compensation Plan is effective for the next fiscal year and sets fringe benefits for Classified Administrative Support Positions as defined in the plan.

- B. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2008-2009 school year (available upon request.)

Administrative staff increases were based upon the current Act 93 agreement.

- C. Support Staff Salaries – The administrative staff is recommending approval of the support staff salaries for the 2008-2009 school year (available upon request.)

Support staff increases were determined using four, traditional grids. A separate and distinct grid was created for the following groups: “Food Services”, “Aides”, “Custodial / Maintenance”, and “Secretaries, Technology and Misc.”. While the grids varied slightly, the overall effect was a 3.9% increase for each support staff group.

- D. Department Coordinator Salary Grid – The administrative staff is recommending approval of the grid used to determine Department Coordinator salaries for the 2008-2009 school year (see 42.)

This grid will be used to determine salaries for department coordinators for the 2008-2009 school year. A final listing will be presented in August.

- E. 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.

The benefits stated above represent no change over the current benefit levels.

- F. Substitute Pay Rates – The administrative staff is recommending approval of the following substitute pay rates for the 2008-2009 school year.

1. Daily Substitute Teacher Pay Rate – daily rate of \$100, no fringe benefits, except that, if the daily substitute teacher is assigned to and works for 15 days in the same position, the daily rate shall be \$211 (100% of beginning salary daily rate rounded to the nearest dollar.) This daily rate of \$211 shall begin on the 16th day and continue for each day the employee is assigned to that identical position.

Explanation: Substitute pay rates must be set by the board for the 2008-2009 school year. The administrative staff is recommending that the daily substitute rate be revised this year to bring it in line with neighboring districts and to retain quality substitutes. During the 2007-2008 school year Penn Manor paid daily substitutes \$157 a day retroactive to the first day of service when individuals were in the identical position for 45 consecutive days or more.

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 2008-2009 per the Negotiated Agreement with fringe benefits as defined by the Negotiated Agreement.
3. Support Staff Substitute Pay Rates – as noted below:
 - Athletic Trainer - \$20.00 per hour
 - Food Service Sub - \$8.50 per hour
 - Food Service Manager Sub Hourly Rate Differential - \$.80 (elementary)
 - Food Service Manager Sub Hourly Rate Differential - \$.85 (secondary)
 - Food Service Banquet Hourly Rate Differential - \$2.50
 - Clerical Sub - \$8.50 per hour
 - Building Aide Sub - \$8.50 per hour
 - Learning Support Aide Sub - \$8.50 per hour
 - Healthroom Tech Aide Sub - \$11.00 per hour
 - Healthroom Tech Nurse Sub for RN - \$14.81 (elementary)
 - Healthroom Tech Nurse Sub for RN - \$14.12 (secondary)

The Daily Substitute Teachers Pay has been adjusted to bring Penn Manor in line with what our neighboring districts offer. Food Service Subs, Clerical Subs, Building Aide Subs and Learning Support Aide Subs rates have moved from \$8.00 to \$8.50. These rates had remained unchanged for the past five years. The hourly rate differential for Food Service banquet workers has risen from \$1.75 to 2.50. The rate had remained unchanged for over ten years and will be paid for through increased banquet charges.

- G. Dental Hygiene Services – The administrative staff is recommending approval of Dental Hygiene Service provided by Mary Wubbolt, at the rate of \$24.51 per hour for 221 hours, for a total of \$5,416.71 for the 2008-2009 school year.

Explanation: Mrs. Wubbolt provides dental instruction and services to district students and coordinates free dental services.

- H. Dental Instruction Curriculum Development – The administrative staff is recommending approval of Mary Wubbolt for dental instruction curriculum development for up to 20 hours at the hourly rate of \$23.80.

Explanation: Mrs. Wubbolt will be revising dental curriculum to make it current and appropriate.

- I. Board Secretary Services – The administrative staff is recommending approval for Paula E. Howard to receive \$3,034 for her services as Board Secretary for the 2008-2009 school year.
- J. Tolerance Services – The administrative staff is recommending approval of Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 660 hours for a total of \$31,350 for the 2008-2009 school year.

K. Wellness Coordinator – The administrative staff is recommending approval for Steve Kramer to receive \$2,132 for his services as the Wellness Coordinator for the 2008-2009 school year.

L. Jump Start Reading Program Instructors – The administrative staff is recommending approval of the individuals listed to the position of instructor for the elementary and middle school Jump Start Reading Program to be held August at the professional hourly rate for 20-30 hours per instructor (see page 43.)

Explanation: Jump Start is offered to at risk elementary and middle school students primarily for reading support.

M. 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 – July at the professional hourly rate.

Julianne Foulk	Guy Miller
Christine Harman	Karen Miller
Shawn Maxwell	Dave Hess
Mallory Kamen	Eric Dutchess

N. Pre-Algebra Instructors – The administrative staff is recommending approval for the employment of the individuals cited for the pre-algebra sessions at the professional hourly rate.

Jackie Miller	Curt Snelbaker
Faith Shapiro	

Explanation: These sessions are held during summer break as enrichment.

O. Data Entry – The administrative staff is recommending that Shirley Jackson be approved to do data entry during the summer of 2008 at the rate of \$15.23 per hour for up to 150 hours.

Explanation: New Department of Education requirements for PIMS (Pennsylvania Information Management System) mandate that the district enter original enrollment dates for all district students into Sapphire (Penn Manor's student record management system). This information is currently not maintained in our system. In order to capture this data it is necessary for a staff member to retrieve the information from individual student cumulative record folders then manually enter the information into Sapphire.

P. SPLASH Staff– The administrative staff is recommending approval for the employment of the individuals listed below for SPLASH personnel at the professional hourly rate.

Melissa Frerichs	Jill Wiedmaier
Dan Myers	Kim Marsh
Jim McGlynn	Lisa May
Brian Reinking	Jen Kroesen
Heidi Brandt	Holly Astheimer
Joe Herman	Cynthia Martin

Explanation: Splash is for at risk incoming ninth graders.

- Q. Summer Break Instructors – The administrative staff is recommending approval of the individuals cited to the position of summer break instructor at the professional hourly rate for the hours cited (see page 44.)

Explanation: Summer Break is an enrichment program offered to elementary and middle school students.

- R. Saturday School Monitor – The administrative staff is recommending the board approve the following individual as a Saturday School monitor for the 2007-2008 school year at the rate of \$30.50 per hour.
Diana Alston

- S. Child Rearing and Designated Family Medical Leaves – The administrative staff is recommending granting the Child Rearing and Designated Family Medical Leaves to the individuals listed according to the terms listed (see page 45.)

- T. Special Education Clerical Assistance – The administrative staff is recommending approval for Jean Bender to provide up to 100 hours of clerical assistance in the special education office at the hourly rate of \$12.00.

- U. Temporary Support – The administrative staff is recommending the approval of Kathleen Campbell to provide additional support for the special education, buildings and grounds, and transportation departments during the summer at the rate of \$14.74 for a maximum of 30 hours per week.

- V. Tenure – The administrative staff is recommending that the individuals listed be granted tenure as he/she has completed the requirement of three years of satisfactory teaching performance with the school district (see page 46.)

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

- W. Extended School Year – The administrative staff is recommending the following individuals to provide instruction for qualified special education students at the professional hourly rate.

Kim Marsh	8 hours
Thomas Wainman	25 hours
Maria Hayes	12 hours
Michele Colvin	22 hours
Amy Wiggins	10 hours

Explanation: Some students with disabilities require an extended school year (ESY) in order to comply with federal regulations and to receive a "free appropriate public education (FAPE)." ESY services are evaluated as part of the IEP process and are

designed to ensure that students maintain skills and/or behaviors learned during the school year.

- X. IEP Preparation – The administrative staff is recommending the approval for the following individuals for summer IEP preparation time at the rate of \$31.00 per hour.
- Jodie Henderson – 2 hours
 - Nancy Kaufhold – 2 hours
 - Tom Wainman – 4 hours

Explanation: Mrs. Kaufhold and Mr. Wainman will be preparing IEPs for students whose MDE was completed at the end of the school year. They will be meeting with parents.

- Y. Curriculum Hours – The administrative staff is recommending that Leesa Sorber be approved for 20 curriculum hours at the professional rate.

- Z. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.

- Fred Butler – High School Custodian effective 5/2/08
- David Avery – District Systems Engineer effective 5/23/08
- James Nelson – District Technology Systems Analyst – 1 effective 6/20/08

- AA. CTC Summer Academy – The administrative staff is recommending that the following individuals be approved as instructors for the CTC Summer Academy:

- Kathy Grenier – 80 hours
- Erick Dutchess – 80 hours
- Gregg McGough – 80 hours

Explanation: Penn Manor, Conestoga Valley, and the Lancaster County Career and Technology Center are jointly sponsoring a two-week summer program for students between their sophomore and junior years to promote job readiness skills and encourage at-risk students to consider opportunities at the CTC. Funding for this program is made possible through the Project 720 grant.

- BB. 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 47 – 49.)

MOTION ON PERSONNEL AGENDA ITEMS 4 A – O, Q - BB: It was moved by J. Kenneth 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, yes; Johnna Friedman, yes; C. Willis Herr, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 4 P: It was moved by Joe DeLuca and seconded by Johnna Friedman to approve this item. The

following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, abstained; Johnna Friedman, yes; C. Willis Herr, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Item 5 A. Consent Agenda for Administrative Actions

- A. Counseling Position - .5 – The administrative staff is recommending the addition of a 50% counseling position for the purpose of compliance with 2008/2009 Alternative Education requirements.

Explanation: This agenda item results from discussions on June 2 related to increased counseling responsibilities in Twilight School.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 5

A: It was moved by Carlton Rintz and seconded by Joe DeLuca to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

The meeting adjourned at 9:26 p.m. on a motion by Mr. Long and seconded by Mrs. Wert and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

Dr. Richard Frerichs, Vice-President