

Minutes
Committee of the Whole
August 11, 2008

The Penn Manor School Board met in Executive Session beginning at 6:00 p.m. for the discussion of personnel and legal 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 President, Mr. C. Willis Herr. The following members were present: Mr. DeLuca, Dr. Frerichs, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mrs. Friedman was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mr. Dave Ohl, Mr. Randy Wolfgang, Dr. Jan Mindish, Mr. Phil Gale, Mrs. Melissa Ostrowski, Mrs. Trisha Pearson, Mr. Charlie Reisinger and Mrs. Sarah Lupinacci. Mrs. Howard was absent.

Mr. Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, August 25 at 7:00 p.m. in the Board Room of the Manor Middle School.

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 14, 2008 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Schlotzhauer, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart introduced Mr. Dave Ohl, and said he has been the school district trainer since 1995. He reviewed Dave Ohl's qualifications and the changes in the number of Penn Manor sports teams since 1995. Mr. Ohl explained the functions of the ImpACT Concussion testing program, the advantages of the testing program over previous methods to determine a concussion and the ImpACT testing schedule. Questions were asked by board members. Mr. Ohl invited board members to watch the athletes take the test.

Mr. Randy Wolfgang provided information relating to changes in the school lunch program. He said the mission of the school lunch program is threefold. Keep high lunch counts, offer nutritious food and be economically viable. He provided a list of cafeteria nutritional changes and said a continual review of available food options and portion sizes will be evaluated. Mr. Wolfgang explained the advantages of the point of service sales system. The system will be installed in all of the buildings during the school year. He reviewed a survey that was given to high school students in the spring and new initiatives that will be implemented in the schools in the 2008-2009 school year. He said all Type A meals remain nutritionally balanced per Federal and state regulations. Questions were asked by board members.

Dr. Leichliter explained that the district received a \$65,000 grant for Project 720. Dr. Mindish, Mr. Gale and Mrs. Ostrowski presented updated information on the high school Counseling Department initiatives. Dr. Mindish explained the audits and surveys that the

Project 720 grant funded. Mrs. Ostrowski reviewed the new counseling projects initiated in 2007-2008 which included focusing on Career Development Programming, refining career focused graduation project, continuing the research partnership with MU Educational Foundations Department and a K-12 counseling audit. Mrs. Ostrowski also reviewed the High School Counseling Department commendations and recommendations from the audit. Mr. Gale distributed a PowerPoint with the results of the International Center for Leadership in Education Needs Assessment audit. He reviewed recommendations from the audit and the changes that will be made in the high school based on the recommendations. Mr. Gale distributed the results of the Class of 2008 Senior Exit Survey and briefly explained some areas of the survey. Dr. Mindish highlighted four of the high school goals related to the needs assessment audit and the student survey. Questions were asked by board members.

Mrs. Trisha Pearson reviewed gifted enrollment in Penn Manor. She explained the current format for the gifted students, the increase math acceleration for some students and the need for increasing the time for a current part-time gifted teacher from 33.16% to 50%. Approval for placement of this item on the August 25 board agenda was approved on a motion by Mr. Rintz and seconded by Dr. Frerichs. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichliter presented the Adequate Yearly Progress for 2008. He explained how the schools are measured. He reviewed the proficient in reading and math percentages and the performance results. He said the district is on warning status for the IEP subgroups. The high school is on School Improvement I status and Manor and Marticville Middle Schools on Warning status. Dr. Leichliter reviewed the subgroup considerations and also provided an ethnicity percentage comparison between 2002 and 2008. Information on improvements the schools will be doing in the future was provided. Questions were asked by board members.

Ms. Pollock reviewed the final reading of the Medications Policy with the changes that the board requested from the first reading. Approval for placement of this item on the August 11 board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Hoke. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichliter explained that eStrategic Planning is a process that is required by the state. He provided an overview of the components of the Plan for 2008. Dr. Leichliter, Ms. Pollock and Mr. Reisinger explained the components which included Academic Standards – Chapter 4, Student Services – Chapter 12, Special Education, Teacher Induction Plan, Professional Education Plan and Educational Technology Plan. Questions were asked by board members. Approval for placement of this item on the August 11 board agenda was approved on a motion by Mr. Rintz and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart explained and provided information regarding the need for a district representative to the new Central Lancaster Land Use Advisory Board (LAUB.) The Penn Manor representative would be a non voting member of the LAUB. The board supported Mr.

Stewart to be the Penn Manor representative. Approval for placement of this item on the August 11 board agenda was approved on a motion by Mr. Rintz and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart explained that the theater production staff will be doing a musical in the fall, "Little Shop of Horrors." He said this would require the addition of a Musical Director for the fall play for this year at a salary of \$2,300. The position will be required for one year only. The position would be offered to Mrs. Telesco, the high school music director. Questions were asked for clarification. Approval for placement of this item on the August 11 board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Wert. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart presented and explained the resolution and agreement allowing a six month extension to the agreement of sale with Turkey Hill L. P. for property located at Comet Field. Questions were asked by the board. Approval for placement of this item on the August 11 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, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Skrocki presented an update on the Marticville construction project. He announced that the Marticville Open House will be on Sunday, September 14, from 2:00-4:00 p.m. Mr. Skrocki reviewed the five phases of the Marticville renovation project. He said that August 2 was the scheduled date in the contract for substantial completion and as of today, August 11, the building is not substantially complete. He noted that the gymnasium is not complete for occupancy. Mr. Skrocki also provided information on the project cost. Several pictures of various areas at Marticville Middle School and the high school turf field project were also provided. Numerous questions were asked by board members.

Mr. Skrocki presented and explained the parameters of the resolution for the termination of the 2004 Swaption and 2006 Constant Maturity Swap, prepared by Bill McCarty of Hartman Underhill and Brubaker, effective August 11, 2008 through June 30, 2009. He explained the net benefit of the two SWAPs. Approval for placement of this item on the August 11 board agenda was approved on a motion by Mr. Rintz and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Skrocki recommended for approval the combining of 2 part-time custodial positions into one full-time 8 hour per day position. He said the part-time position has been extremely difficult to staff due to the rate of pay and absence of benefits. Approval for placement of this item on the August 11 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Mr. DeLuca, yes; Dr.

Frerichs, yes; Mrs. Friedman, absent; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

The Committee of the Whole adjourned at 9:16 p.m. on a motion by Mr. Long, a second by Mrs. Wert, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
August 11, 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 President, Mr. C. Willis Herr at 9:24 p.m.

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

Mr. Herr announced that the next scheduled meeting will be held on Monday, August 25, 2008 following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

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

Mr. Herr asked if there were any additions or corrections to the Minutes of the July 14, 2008 School Board Meeting. There were none. It was moved by Mr. DeLuca and seconded by Mr. Schlotzhauer to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart announced that today was the opening of the fall sports season and band camp. He said that district counselors, employees from WellSpan and representatives from Hospice will be available for services to students and faculty on the opening days for support relating to the death of Jeff Churchill. Mr. Stewart explained the diversity in-service that was recently held. He commended Ms. Pollock for the insightful in-service.

Mr. Johnston provided an update on the Penn Manor Tax Rebate Program. He reported the Treasurer's Report for the month of July is 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 \$83,021.01 dated 7/1/08, \$344,620.29 dated 7/2/08, \$430,369.05 dated 7/11/08, \$509,974.89 dated 7/16/08, \$170,883.13 dated 7/18/08, \$233,020.95 dated 7/23/08, \$218,955.38 dated 7/24/08, \$792,972.34 dated 7/30/08, \$205,412.97 dated 7/31/08 for a total of \$2,989,230.01 from the General Fund; \$649.09 dated 6/30/08, \$240.00 dated 7/10/08 for a total of \$889.09 from the Cafeteria Fund; \$11,999.65 dated 7/24/08, \$165.00 dated 7/31/08 for a total of \$12,164.65 from the Capital Reserve Fund; \$501.65 dated 7/18/08, \$3,405.73 dated 7/22/08, \$696,431.51 dated 7/23/08, \$376.86 dated 7/24/08, \$12,887.00 dated 7/29/08 for a total of \$713,602.75 from the 2006 Construction Fund; and payroll in the amounts of \$694,587.70 dated 7/2/08, \$693,019.24 dated 7/16/08, \$710,344.70 dated 7/30/08 for a total of \$2,097,951.64. The following roll call vote was taken on this motion: Joseph DeLuca, yes; Richard L. Frerichs, yes and abstained from check #100833; Johnna Friedman, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes and abstained from check #100933.

The August 11, 2008 School Board Meeting Agenda was reviewed.

Items 2 A - I:**Consent Agenda for the July 14, and August 11
Committee of the Whole Meetings**

- A. 403(b) Service Provider Agreement – The committee is recommending approval of the service provider agreement with Gatekeeper Administration & Consulting, L.L.C to provide review and recordkeeping services relating to Penn Manor’s 403(b) tax deferred program pending final legal review.

Explanation: As discussed at the July 14th meeting, the service agreement is under review by the district solicitor and issues should be resolved shortly. Approval of this item will allow the district to move forward as quickly as possible with the implementation process as we approach the mandated January 1, 2009 deadline. The service agreement is being reviewed by both HUB and KKAG on behalf of the twenty local districts involved in the search and selection process. The agreement will cover a review of the status of the 403(b) program for 2007as well as services related to the creation of a new plan document, implementation and ongoing services.

- B. Construction Organizational Plan – The committee is recommending the following temporary personnel adjustments for the period of 9/1/08 to 7/31/09 due to the renovations at Martic Elementary School:

Dennis Coleman – Director of Buildings and Grounds to perform the additional duties of clerk of the works for a base stipend of \$7,500. A bonus payment of \$2,500 will be made at the end of the renovation project if total change orders are 3.0% or less of the single general construction contract.

Leighton Dickenson – Interim Custodial Supervisor/High School Head Custodian for a stipend of \$1,000.

Continuance of an additional 4 hour part time custodial position at Penn Manor High School

Payment for the above items to be made from the 2006 Construction Fund.

- D. PSBA 2008 Legislative Policy Council – The committee is recommending the following as voting delegates for the PSBA 2008 School Legislative Policy Council.

C. Willis Herr
Richard Frerichs
Carlton Rintz

- E. Land use Committee Representation – The committee is recommending Donald Stewart to serve as Penn Manor School District’s representation to the Central Lancaster Land Use Advisory Board.

- F. Fall Theater Production Position – The committee is recommending the addition of a supplemental contract for “Fall Theater Production – Vocal/Musical Director” (\$2,300.00 for the 2008-2009 school year only.)

- G. Turkey Hill Resolution – The committee is recommending the approval of the resolution to the sales agreement dated August 11, 2008 and the related second agreement with Turkey Hill L. P. (see pages 7 – 9)
- H. Resolution Authorizing Termination of the 2004 Swaption and 2006 Constant Maturity Swap – The committee is recommending approval of the attached resolution dealing with the termination parameters for the 2004 Swaption and 2006 Constant Maturity Swap effective 8/11/08 through 6/30/2009 (see pages 10 – 12)
- I. Custodial Position Increase – The committee is recommending combining 2 part-time custodial positions (7 hours total per day, 180 days per year) into 1 full-time position (8 hours total per day, 261 days per year). The part time position has been extremely difficult to staff due to the rate of pay of absence of benefits.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS

2 A, B, D - I: It was moved by Kirk Schlotzhauer 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, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Amendment to the First Reading of the Strategic Plan Item 2C. – The committee is recommending approval of removing the wording increased percentages and replacing with state mandated percentage.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AMENDMENT

TO ITEM 2C: It was moved by Richard Frerichs 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, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

- C. First Reading of Strategic Plan – The committee is recommending approval for the first reading of the Penn Manor School District Strategic Plan for 2008 – 2014 (see enclosure.)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM

2C: It was moved by Richard Frerichs and seconded by Joe DeLuca to approve this item as amended. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Items 3 A - M.

Consent Agenda for Administrative Actions

- A. Tuition Students – The administrative staff is recommending the approval of the tuition students listed below for the 2008-2009 school year. Enrollment is dependent upon the terms specified and payment of tuition in compliance with policy #202.

Brian Groff – non-resident agriculture student – grade 11 (continuation)
 Alec O'Rourke – non-resident student – grade 10 (new)
 Samantha Stark – non-resident 50% senior
 Kelsey L. Stratchko – non-resident student – grade 12 (continuation)

- B. “Final Reading” Medications Policy #210– The committee is recommending the approval of the “Final Reading” of the Medications Policy #210 (see pages 13 – 15.)
- C. Ratification of Bid Award – The administrative staff is recommending ratification of the following bid as cited for 2008-09 (see page 16.)
 IU Audio Visual Equipment & Supplies

Explanation: Ratification of IU bid awarded through the IU Joint Purchasing Committee.

- D. Bid Awards – The administrative staff is recommending awarding the bids for milk, yogurt, fruit drinks and iced tea to Turkey Hill Dairy and the bid for ice cream to Rakestraw Ice Cream as per the attached bid tabulation (see page 17.)

Explanation: Approval of annual bid for items used by the food service operations. Rakestraw's Dairy of Mechanicsburg submitted the low bid for ice cream products.

- E. Approval of Bus Routes – The administrative staff is recommending the approval of bus routes for the 2008/2009 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.

Explanation: Routes are compiled annually by the Transportation Coordinator in anticipation of expected bus routing requirements.

- F. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of bus drivers for the 2008/2009 school term as cited (see pages 18 – 19.)

Explanation: While the bus drivers are employed by the busing contractors, a listing is provided for the board's consideration and acceptance.

- G. Field Trip Rates – The administrative staff is recommending approval of Field Trip Rates for the 2008/2009 school term as cited (see page 20.)

Explanation: Rates for field trips are re-calculated annually based upon changes in the CPI.

- H. Bayada Nursing Services – The administrative staff is recommending approval of the agreement for “in-school” nursing services with Bayada Nursing Services at a rate of \$38 per hour for a student effective for the 2008-09 school year.

Explanation: Bayada provided the same service for the same student in the previous year. While the rate has increased over the previous year, the cost can be

run through the Medical Access program which allows the district to pull funds back to cover costs of other services.

- I. Tax Exonerations – The administrative staff is recommending that the board approve the tax exonerations as cited (see page 21.)
- J. Concurrent Enrollment Agreement for Millersville University – The administrative staff is recommending the approval of the concurrent enrollment agreement with Millersville University for the 2008-2009 school year (see pages 22 – 28.)

Explanation: In order for Penn Manor students to participate in the dual enrollment program at Millersville it is necessary to update our agreement on a yearly basis.

- K. Approval of Contract Amendment – Moore Engineering Company – Classrooms for the Future Grant – The administrative staff is recommending approval of a contract amendment with Moore Engineering Company to provide mechanical and electrical engineering services for upgrades to the electrical distribution system and data network to support the Classrooms for the Future Grant at Penn Manor High School. The original contract will be increased by \$2,400 due to increased scope (cable replacement for 14 computer labs, cable demolition to 16 computer labs, and demolition of power poles and related circuits in 2 former computer labs). The original contract fee \$25,600 (plus reimbursable expenses) if bid as a single prime contract and \$28,000 (plus reimbursable expenses) if bid as two prime contracts. Payment for the Moore contract to be made from the Capital Reserve Fund.
- L. Elevator Inspection Services Agreement – The administrative staff is recommending approval of an agreement with Dominion Elevator Inspection Services effective 8/11/08 through 8/11/2011 at the rates listed below.
- Routine safety inspections \$65.00 per unit
 - Pressure relief test \$200.00 per unit (every 3 years, hydraulic elevators only)
 - Full load test \$400.00 per unit (every 5 years, traction elevators only)

Explanation: Elevator inspections are required by Pennsylvania Department of Labor and Industry. Dominion has provided the inspections for the district in the past and entering into a 3 year agreement will result in no price increase over the current rates.

- M. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 29.)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A –

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

- 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 30 – 32.)
- B. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.
Carrie Schildknecht – Librarian – effective July 11, 2008
- D. Jump Start Reading Program Instructor – The administrative staff is recommending approval of the individual 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
Angie Weber
- E. 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 50 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. This project must be completed by August 31, 2008.

- F. Family Medical Leaves – The administrative staff is recommending granting Family Medical Leaves to the individuals listed according to the terms listed (see page 34.)
- G. Summer Weight Room – The administrative staff is recommending approval of the following individuals to provide coverage for the summer weight room for the summer of 2008 at the rate cited below.
Russ McDonnell - \$1,903
Frank Dell'Estate - \$816

Explanation: Approval of rates paid for supervising the summer weight room program.

- H. Rates for Co-curricular Work – The administrative staff is recommending approval of the rates for co-curricular work for the 2008/2009 school year as cited (see page 35.)

Explanation: Rates for co-curricular work are re-calculated annually. Presented rates have been increased by 3.0% over the previous year.

- I. 2008/2009 Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2008-2009 school year (see page 36.)

Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.

- J. 2008/2009 Band Positions – The administrative staff is recommending approval of the individuals listed to the band positions cited for the 2008-2009 school year (see page 37.)

Explanation: Band positions and salaries are approved annually based upon rosters submitted by the director of the Marching Band in conjunction with the high school principal.

- K. Middle School Team Leaders – the administrative staff is recommending approval of the individuals listed to the team leader positions cited for the 2008-2009 school year (see page 38.)

Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals.

- M. Department Coordinators Salaries – The administrative staff is recommending approval of the department coordinators salaries for the 2008-2009 school year as listed (see page 40.)

- N. Transportation Clerical Assistance – The administrative staff is recommending approval for Lisa Bradfield to provide up to 32 hours of summer clerical assistance in the transportation office at the hourly rate of \$14.39 and Christine George to provide up to 40 hours of summer clerical assistance in the transportation office at the hourly rate of \$10.63.

MOTION ON PERSONNEL CONSENT AGENDA ITEMS 4 A, B, D–K, M, N: It was moved by Kirk Schlotzhauer 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, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

- C. 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 33.)

MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 C: It was moved by Donna Wert 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, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, abstained; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

- L. 2008/2009 Fall, Winter and Spring Athletic Workers – The administrative staff is recommending the approval of the individuals listed as athletic workers for the 2008-2009 school year (see page 39.)

Explanation: The attached roster is a list of individuals to be approved as workers in support of the Athletic and Co-curricular programs as per the rate schedule listed in item H above.

MOTION ON PERSONNEL CONSENT AGENDA ITEM 4 L: It was moved by Carlton Rintz and seconded by Ken Long to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, abstained; Johnna Friedman, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Items 5 A – B.

Consent Agenda for Administrative Actions

- A. Authorization to Advertise for Bid for Point of Sale Equipment – The administrative staff is recommending the board approve advertising for bids for equipment related to the cafeteria point of sale system.

Explanation: The equipment associated with the new point of sale system for the cafeteria is estimated to come in higher than the bid threshold. Efforts will be made to purchase equipment through state contract when possible, but it may be necessary to do a formal bid for some items.

- B. Best Doctors Agreement – The administrative staff is recommending approval of an agreement with Best Doctors to provide services for employees and dependents at a cost of \$1.50 per employee per month for the period of 7/1/08 to 6/30/09.

Explanation: Best Doctors is an organization that provides a second opinion review (free to employees) for those with extreme medical conditions. Best Doctors consists of 50,000 world wide doctors who are experts in their field. National statistics show that individuals receive the proper medical diagnosis and treatment plan only 55% of the time. Penn Manor has been with Best Doctors since 1996. The pervious cost was \$1.00 per employee per month but was offset by a lower premium from the reinsurance company. The health care consortium changed reinsurance carriers on 7/1/2008 and this discount is no longer available. The administrative staff feels this is a valuable benefit both for the school district and the employees.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 5 A-B:

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

Item 6A.

Consent Agenda for Personnel

- A. New employee for the 2008-2009 school year:

Homsher, Holly E. – secondary professional employee, full-time, permanent position, B.S. Degree, No experience, Step 1, \$40,179 + \$600 = \$40,779.
Assignment: Special Education Teacher/Manor Middle School

Miss Homsher is a Penn Manor graduate and received her Bachelor of Science in elementary and special education from Lock Haven University. She completed student teaching in an emotional support classroom in the Keystone Central School District and her elementary placement in the Jersey Shore Area School District.

MOTION ON PERSONNEL CONSENT AGENDA ITEM 6 A: It was moved by Joe DeLuca and seconded by Kirk Schlotzhauer to approve this item. The following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, absent; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

The meeting adjourned at 9:40 p.m. on a motion by Mr. Rintz and seconded by Dr. Frerichs and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary