

Minutes
Committee of the Whole
June 12, 2003

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. in the Board Room of the Manor Middle School. Present were Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Mr. H. Thomas Herr, Mr. Kline and Mr. Kreider were absent. Present from the administrative staff were Mr. Stewart, Mr. Skrocki, and Mrs. Griffis. Also in attendance were Penn Manor residents, Mrs. Rhoades and Mrs. Howard.

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

Mr. Willis Herr asked the committee whether there were any additions or corrections to the Minutes of the June 2, 2003, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Withum, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart provided an update of the Eshleman Elementary School construction project. The front driveway has been prepared and ready to be paved. Pictures of the parking lot, exterior of classrooms, the multi-purpose room, kitchen, mechanical room, walk-in refrigerator, a classroom interior, small group instruction area, library and new office area were viewed. The terrazzo floors are not being replaced but being matched with new tiles. The library ceiling was made up of a porous material and was painted with one primer coat and two coats of a gray paint. The ceiling needs to be redone, which will be a change order. It will be sprayed with a dry wall coating and painted again. Mrs. Wert asked if we would have to pay for the original painting and the second application since the suggested method didn't work. Mr. Stewart stated that there will be several items that could be negotiated at the end of the project and this may be one of them. Mr. Skrocki was asked what the percentage of change orders we have to date. He thought we just crossed the fifty percent of the total amount budgeted. He stated that the majority of the items were beyond our control like the sink hole. Mr. Stewart said that July 31 is still the date for the final cleaning of Eshleman.

Mrs. Griffis reviewed the ESL program. She said we had our first ESL compliance monitoring last fall and received numerous citations. We had a repeat of the compliance monitoring last week. We received a clean audit on curriculum and paperwork issues. Mrs. Griffis recognized Mr. Fox, the coordinator of ESL, for organizing the materials for the audit. She stated that there are only nineteen school districts in the state that have moved from compliance to quality control monitoring and we are in that category, which is outstanding. One of the requirements from PDE is that the District approves a separate job description for ESL teachers because of the newly established ESL certificate requirements. The qualification for this position is certification in the state of Pennsylvania as a teacher of English as a Second Language or an appropriate emergency certification in compliance with the regulations with the PDE. Teachers who are teaching ESL must be in the process of, or have, a program specialist certificate. This is new and all teachers who want to teach ESL must get credits through the IU or universities for this certification. Millersville is a provider for the ESL program certificate. Penn Manor has changed from seven part-time ESL instructors who covered the district to two ESL positions. The positions will be filled with one full-time teacher, a part-time person at 64% and one person who is a retired ESL teacher for 2.5 hours per day. Mrs. Griffis asked the Board for approval of an ESL

consultant for up to ten days at \$200 per day. Curriculum money will be used for the consultant to help shape our program. The program will be changing from a pull out to a classroom based program. The two part-time people will provide flexibility for the changing enrollment. Mr. Stewart gave Mrs. Griffis credit for all of her hard work with the ESL program. Placement of the ESL Teacher Position Description on the June Agenda was approved on a motion by Mrs. Withum, second by Mr. Anderson, and a unanimous voice vote.

Mrs. Griffis informed the Board of the Parent Literacy workshops conducted during the school year. Twenty-two parent literacy workshops were conducted in the elementary buildings this year. This was organized by Tamara Baker, a guidance counselor at Hambright. Letters were sent out to all church and preschools in the area inviting them to parent literacy workshops in all our elementary buildings. It was also publicized in our school newsletters. Nine hundred ninety-one parents and children attended the workshops. Twenty-two presentations were held in the elementary schools as indicated: Central Manor (4), Conestoga (5), Pequea (4), Letort/Eshleman (3), Martic (1) and Hambright (5). There were 45 presenters, 88.5 presentation hours, and 55 teachers. Some teachers prepared workshops but did not present. Each building received a budgeted amount to be used for books for parents to work with the children, alphabet letters to practice with at home, and some schools had dinner for parents and incoming kindergarteners or first graders. The goals were to improve literacy and to acclimate parents to a new school. The cost of the program is only \$3600 for all that work. The teachers received 1.5 hours of presentation time at \$28.00 per hours, a limited amount of money from the budget, and the rest was given to them by the PTOs and the teachers donated lots of time. Tamara Baker and Michelle Hutchinson will be doing the curriculum which is a compilation of all the workshops so that next year every group will receive a curriculum to use. The curriculum is aligned with early literacy Pennsylvania standards. This was an incredible project and brought a lot of good will to parents who are probably concerned about their primary students in school.

Mrs. Griffis updated the Board on cyber schools. She stated that the cost from Levin for the cyber litigation, with all the schools involved, per month is \$20.48. She reminded the Board that the Morrisville School District revoked the Einstein Academy's charter. Penn Manor is still receiving bills from Einstein Academy for students enrolled. One was received today for 4 students for \$2,045.13. They are also still sending enrollment notifications and Penn Manor got one today for 6 students. We need to verify, through the process laid out from the Department of Ed, that the students reside in Penn Manor. Levin has not received any information regarding Einstein's appeal or whether they can operate during an appeal. Mrs. Griffis gave a short review of the cyber litigation where PA School Board Association and 4 school districts initiated a suit against the PA Department of Education for withholding subsidies for cyber school payment. The case was amended to include appeals from actual or threatened withholdings. Finally there was a ruling that the PDE withholding state subsidy money should be preceded by a notice and a hearing. It was clear that what was happening was that the Department of Education was withholding state subsidy and not telling anyone until after the money was withheld. Several school districts, including Penn Manor, filed our own appeals and the court issued rulings that the PDE decision to withhold the subsidy did require a notice and a hearing. There are numerous proceedings pending before PDE that will allow individual hearings which have not been held. This school year alone Penn Manor has had \$37,865 withheld and funds are still being withheld. The Levin legal suit doesn't allow for other issues, such as, was the charter obtained through the proper procedures and whether cyber schools are operated lawfully. Levin maintains that Einstein is operating

under quite a few illegalities. Mr. Skrocki and Mrs. Griffis were in a conference call with Allison Peterson, who has worked with Penn Manor and Levin. It was recommended not to pay the charter schools directly. With the new litigation in the fall they questioned if Penn Manor should pay the charter schools directly when they bill us. Levin advised not to pay the charter schools. This was good legal advice because, with the closing of Einstein, Penn Manor would not have had a way to get the money back except through the Department of Education. There was also an issue that Einstein was billing us and the Department of Ed was taking the same amount out of our subsidy. Mrs. Griffis said that Levin met with Vicki Phillips, PA Education Secretary, about cyber and charter schools. The recommendation from Levin to Vicki was that the Charter School law clearly needs to be rewritten. The law was never designed to address issues that have arisen as a result of cyber as charter schools. There does need to be accountability and there isn't any accountability of the students enrolled in cyber Schools. Levin recommended to Vicki that a workgroup be established to clean up all the language and address all the issues, to bring a balance to the law. That workgroup should consist of representatives selected by school districts and PSBA. The money should be paid to school districts that have had subsidies withheld without prior notice or hearing, including Penn Manor, as well as all the hundreds of other school districts who are in the Levin litigation. A short term question remains as to how Penn Manor will recover the money that has been deducted. A bigger question, and one that Levin is finally able to address with the Department of Ed is how the Department of Ed is viewing cyber schools and what can be done to fix the problem. Penn Manor has 7 students who are going to a cyber school, down from the 50 we started with, and \$225,000 has been budgeted this year.

Mr. Skrocki reviewed with the Board the final budget. The School Board at the last meeting gave the direction to come in with a zero increase and that is what was presented. The budget has had some fine tuning adjustments over the last couple of weeks and it is at the target level of zero increase utilizing 1.571 million dollars in fund balance. The target was 1.5 million so it is \$71,000 over that target. At the last presentation it was at 1.585 so it did come down about \$15,000. There is a gap of 2.4 million dollars between revenues and expenses. That will be made up by two methods. The first one is the transfer of \$889,000 which was the Letort Plancon J money. The money received this year will be transferred to the Capital Reserve fund next year which leaves 1.571 million to be used for the fund balance. The 2004-05 year will be starting out with 1.571 in the whole, so to speak. All that money is operating and reoccurring expenses, not one-time expenses. The projected fund balance as of June 30, 2004 is 8.1 million dollars. That represents a 16% fund balance with respect to total expenditures. Mr. Skrocki stated that he attended a PASBO workshop regarding the Senate Bill that deals with the limitation on fund balance. It is evident that there is enough momentum that this will become law, it's just a matter of when. The Senate Bill was passed by the full Senate but the expectation is that the House will not act on it. It will be included with some other bill, some school code amendment. If this bill does get passed it will have an affect on budget planning and possible Board action for next year. Every year the school district will be required to send a certification in PDE verifying that the projected, unreserved, undesignated fund balance is less than 8% if there is a tax increase. Even if the law is passed this year it won't have a retroactive affect on the school district because Penn Manor is coming in at a zero increase. Mr. Skrocki stated that two out of three years Penn Manor has not had a tax increase and this is something the Board can be proud of. With the elimination of the Per Cap/Occupation tax, the cumulative total increase for the average household in Penn Manor is \$47.00 for four years. The final expenditure figure for the 2003-04 budget is \$49,592,937.

Mr. Stewart updated the Board on the Elementary Support Services. A plan was presented to the Board in January to move away from Reading Recovery. The goals of the Academic Support Team given to the Reading Task force were: 1) provides best support to students, 2) effectively utilizes staff, 3) allows building teams to design appropriate and effective interventions based on building needs, 4) supports classroom efforts to meet the needs of students through coaching, 5) meets Title I guidelines, 6) provides mechanism to recruit new support staff members and replace support staff members. Mr. Stewart believes that the goals have been achieved and will allow more flexibility to better serve the students. Mrs. Griffis reported that every building will have a team. The jobs for every team will be: 1) Title I Services, 2) to work with the CSS screening and implementation of services, 3) to implement the literacy framework in the classroom related to the Pennsylvania standards for literacy and 4) a key goal to interpret and maintain ongoing assessment. Mrs. Griffis explained that quite a bit of our Title I money goes to literacy. One of the big goals is to make sure that our Title I services provide services to identified students. Letort has been added to our Title I services for next year. Title I services is the first task. The second job is the CSS process. The CSS role is more divided up so everybody shares the responsibility of being a case manager. This is the behavior plan and literacy plan that will be implemented and followed up to be sure that all the strategies are being implemented in a consistent and pervasive way. The third job will be to implement the literacy framework in the classroom. One way this has been done this year has been through coaching. Teachers are trained in a strategy and then there is a series of coaches who are in and out of the classrooms to help the teachers implement that strategy. A key task for the team is to look at the Dibels scores that we get on every child to change instruction for that child. Finally, the data has to be interpreted, maintained, and tracked from year to year. Included in the cumulative folder for all elementary students is a paper that has all the test scores compiled on one sheet. The align software will allow a student's assessment scores, SAT scores, and PSAT scores to be viewed over the years and it would all in one place. Mr. Stewart stated that one of the requirements for our literacy program is to meet the requirements of Title I. Title I last year provided Penn Manor with \$164,000. Next year it should have slightly over \$200,000. The vast majority of that money is to provide salaries for teachers working with students who have been identified as Title I students. Our Title I program in the past has been Reading Recovery. The Title I program in the future is very much like it but slightly different. It will continue to target first grade students and use the Reading Recovery assessment tools as part of the assessment but Dibels will also be a testing tool to determine which students in first grade qualify for Title I support. In the past when students were identified as a Title I student they were provided services by a Reading Recovery teacher in a one to one setting. In the future the team in the building will make a decision about how to serve the students. The Title I program is still focused on at-risk first grade learners. The program has an exit level screening process that will determine when the students are prepared to move out of Title I support. Mrs. Griffis explained that for next year some of the current staff has changed buildings and positions to balance the strengths of the staff and buildings. The guidance counselors and the school psychologist are an instrumental part of the academic support team. The key component of the plan is that the principal will guide the program and know what the teachers are doing in terms of literacy in their building.

Mrs. Wert talked about the Lancaster Academy graduation and circulated a newspaper article. The Academy recently graduated 33 students. Diane Tyson, the director, has completed ten years and was recognized for her efforts. The Academy is well run and a high percentage of the students go on to further education.

Mrs. Wert reported that she was questioned by a woman in the community as to why we don't have our name on our school busses. The woman contacted Representative Armstrong's office and found out that school busses shall have the name of the school district, private or parochial school, or the school bus contractor clearly visible on the school bus body. It was discussed that because our bus contractors deal with multiple school districts they would not be willing to paint the district's name on the busses and it would probably cost the district for magnetic removable signs. The Board is not interested in pursuing the printing of the district's name on the busses at this time because of the cost, but will discuss it when it is time for the contract renewal with the bus company.

The Committee of the Whole adjourned at 8:11 p.m. on a motion by Mr. Lyon, a second by Mr. Anderson, and a unanimous voice vote.

June 12, 2003

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 8:18 p.m.

The following members were present: Mr. Anderson, Dr. Frerichs, Mr. C. Willis Herr, Mr. Lyon, Mrs. Wert, and Mrs. Withum. Mr. H. Thomas Herr, Mr. Kline and Mr. Kreider were absent. Also present were Mr. Donald Stewart, Superintendent, Mr. Stephen Skrocki, Administrative Assistant for Business, and Mrs. Ellen Griffis, Administrative Assistant for Curriculum and Instruction.

Mr. Willis Herr announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District would be held on Monday, July 14, 2003, at 8:15 p.m. in the Board Room of the Manor Middle School.

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

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the May 12, 2003, School Board Meeting. There were none. It was moved by Mrs. Withum and seconded by Mr. Lyon to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart expressed his appreciation to Mrs. Rhoades and the Art Department for the new student artwork in the Board Room.

Mr. Stewart reported that graduation went extremely well and he has received many commendations about the evening. He thanked Mr. Willis Herr for attending the Alumni Association Dinner. The speaker that evening was Mr. Dan Bursch, a Hambright graduate and a shuttle astronaut who was on the space station for over six months. Mr. Bursch showed a slide presentation and a video about his stay on the space station.

Mr. Randy Fox, Principal at Eshleman Elementary, presented the Board with a Certificate of Appreciation from the sixth grade class of 2003

in appreciation for keeping the school open and renovating and expanding it. They will also be donating a tree to be planted on the site as a symbol of their thanks for a job well done.

It was moved by Mr. Lyon and seconded by Mrs. Withum to approve the Treasurer's Report for the month of May as presented and to authorize payment of bills in the amounts of \$259,774.52 dated 5/2/03, \$133,957.73 dated 5/2/03, \$247,569.60 dated 5/7/03, \$96,987.16 dated 5/12/03, \$65,706.84 dated 5/14/03, \$80,154.14 dated 5/14/03, \$304,277.72 dated 5/14/03, \$111,704.24 dated 5/21/03, \$12,500.00 dated 5/21/03, \$82,450.54 dated 5/22/03, \$143,480.65 dated 5/27/03, \$1,948.19 dated 5/27/03, \$434,642.43 dated 5/28/03, \$178,425.44 dated 5/28/03, and \$56,287.41 dated 5/30/03 for a total of \$2,209,866.61 from the General Fund; \$50,580.92 dated 5/21/03, and \$74,064.41 dated 5/28/03 for a total of \$124,645.33 from the Cafeteria Fund; \$1,057.50 dated 5/27/03 for a total of \$1,057.50 from the 96 Construction Fund; \$4,468.04 dated 5/20/03 for a total of \$4,468.04 from the Capital Reserve Fund; \$88,914.81 dated 5/2/03, \$190.00 dated 5/8/03, \$4,353.55 dated 5/20/03, and \$385,090.18 dated 5/21/03 for a total of \$478,548.54 from the Eshleman Reserve Fund and \$172.50 dated 5/8/03 for a total of \$172.50 from the Athletic Capital Reserve Fund; and payroll in the amounts of \$617,309.58 dated 5/14/03, \$623,034.88 dated 5/28/03, and \$652,934.83 dated 6/11/03. The following roll call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas Herr, absent; Patrick T. Kline, absent; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes (abstaining check #74616); and Kelly K. Withum, yes.

It was moved by Mr. Lyon and seconded by Mrs. Wert to adopt the final budget for 2003/2004 listing expenditures in the amount of \$49,592,937. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas H, absent; Patrick T. Kline, absent; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Dr. Frerichs and seconded by Mr. Lyon to give authorization of the intent to levy taxes necessary for the support of the budget under Act 511. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas H, absent; Patrick T. Kline, absent; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

It was moved by Mrs. Withum and seconded by Mr. Anderson to give authorization of the intent to levy other taxes necessary for the support of the budget as cited on page 9 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas H, absent; Patrick T. Kline, absent; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 9)

It was moved by Mr. Anderson and seconded by Mrs. Withum to adopt a resolution setting the discount, base, and penalty rates for taxes and the period of time applicable for each of the above rates as cited on page 10 of the agenda. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas H, absent; Patrick T. Kline, absent; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes. (see page 10)

APPROVAL OF CONSENT AGENDA: The following consent agenda items, additional item, and addendum were presented for approval.

3. Consent Agenda for the June 2 and June 12, 2003 Committee of the Whole Meetings
 - A. Capital Reserve Budget – The committee is recommending approval of the Capital Reserve Budget as cited on page 11. (see page 11)
 - B. Act 80 Adjustment – The committee is recommending approval of the Act 80 adjustment cited on pages 12-13. (see pages 12-13)
 - C. Position Description – ESL Teacher – The committee is recommending approval of the ESL Teacher Position Description cited on pages 14-15. (see pages 14-15)

MOTION ON JUNE 2 AND JUNE 12 COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS A-C: It was moved by Mrs. Withum and seconded by Mr. Lyon to approve these items. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas H, absent; Patrick T. Kline, absent; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

4. Consent Agenda for Administrative Actions

- A. Eshleman Change Order – The administrative staff is recommending approval of the approval change order for the Eshleman Elementary School construction project.

Lobar

Sinkhole by Playground Area \$10,970.00

- B. Establishment of Account – The administrative staff is recommending approval for the establishment of a 2003/2004 Penn Manor School District Section 125 Account with PLGIT.

- C. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Donald H. Anderson are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective July 1, 2003.

1996 Construction Fund

2003/2004 PMSD Section 125 Account

- D. Football and Student Accident Insurance – The administrative staff is recommending purchasing insurance from the Boston Mutual Company at an annual premium of \$4,650 and offering voluntary accident insurance to students at a rate of \$36 per year for school time coverage and \$130 per year for 24-hour per day coverage for the 2003/2004 school year.

- E. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor's web page. (<http://www.pmsd.k12.pa.us/tr/tr.html>)

- F. Substitute Teacher Pay Rate - The administrative staff is recommending the following substitute teacher pay rates be enacted for the 2003/2004 school year.

1. Daily Substitute Teacher Pay Rate - daily rate of \$100, no fringe benefits, except that, if the daily substitute teacher works for 45 consecutive work days in the same position, the daily rate shall be \$138 (75% of beginning salary daily rate rounded to the nearest dollar). This daily rate of \$138

shall be retroactive to the first day of assignment to the original position and shall continue for the 46th and each consecutive day of employment thereafter.

2. Long-term Substitute Teachers – (those persons employed in professional positions and whose employment at the time of hiring is expected to continue for one semester or more) shall be paid a per diem rate equal to the starting salary for the applicable credit column divided by 190 days in 2003/2004 per the Negotiated Agreement with fringe benefits as defined by the Negotiated Agreement.
- G. Appointment of Tax Collector – The Superintendent is recommending that the board appoint Mr. Stephen B. Skrocki, Administrative Assistant for Business, as Tax Collector for the Penn Manor School District for the fiscal year beginning July 1, 2003, and set the bond for this position at \$200,000 and to further authorize that the school district purchase this bond.
- H. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited on page 16. (see page 16)
- I. Psychological Evaluations – The administrative staff is recommending approval for the individual cited below to do psychological evaluations and MDE's for the remainder of the 2002/2003 school year at a rate of \$50 per hour effective May 1, 2003.
- Jennifer Smyth
- J. Acceptance of Gift – The Penn Manor School Board acknowledges and accepts the gift of a wireless microphone system at Manor Middle School from the Penn Manor Alumni Association. (\$2,230)
- K. Bid Award – The administrative staff is recommending approval for awarding the bid for PC Components to the vendor cited on page 17.
(see page 17)

- L. Bid Award – The administrative staff is recommending approval for awarding the bid for a 10-passenger van to the vendor cited on page 18. (see page 18)
- M. Bid Award – The administrative staff is recommending approval for the awarding of the Athletic Supplies bid to the vendors cited on page 19. (see page 19)
- N. Classified Salaries – The administrative staff is recommending approval of the classified salaries for the 2003/2004 school year as listed on pages 20-31. (see pages 20-31)
- O. Appointment of Board Secretary – The administrative staff is recommending appointment of Dolores Warfel to the position of Board Secretary for a one-year term for the coming fiscal year, July 1, 2003 through June 30, 2004.
- P. Bid Award – The administrative staff is recommending approval for the awarding of the 2003/2004 I.U. bid for supplemental disposable items to the vendors cited on page 32. (see page 32)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA

ITEMS A-P: It was moved by Mrs. Withum and seconded by Mr. Anderson to approve these items as amended (see attached lavender sheets – Items E & I.) The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas H, absent; Patrick T. Kline, absent; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

5. Consent Agenda for Personnel

- A. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed below at the close of the 2002/2003 school year subject to the conditions listed in the Negotiated Agreement.

Bruce Conrad

- B. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed below effective

August 31, 2003 subject to the conditions listed in the Administrative Compensation Plan.

Ronald L. Harris

- C. Resignations – The administrative staff is recommending the board accept the resignations listed below per the effective date cited.

Huber, Barry – full-time custodian/Marticville Middle School – effective 5/30/03

Orihuel, Lori – elementary professional employee – effective 8/15/03

Schoonover, Rhonda – elementary professional employee – effective 6/11/03

- D. Designated Family Medical/Family Medical Leaves – The administrative staff is recommending the individuals listed on page 33 be granted Designated Family Medical/Family Medical Leaves according to the terms listed. (see page 33)
- E. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed on pages 34-36 for employment or change in status(*) according to the conditions listed. (see pages 34-36)
- F. Substitute Teachers – The administrative staff is recommending that the individuals listed on page 37 be approved for substitute teaching within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list. (see page 37)
- G. Tenure – The administrative staff is recommending that the individuals listed on page 38 be granted tenure as he/she has completed the requirement of three years of satisfactory teaching performance with the school district. (see page 38)

- H. Summer Painters – The administrative staff is recommending that the individuals listed below be approved for summer painting according to the conditions listed.

Young, Adam – Crew Leader - \$8.25/hr – effective 6/2/03

Young, Sara – Painter - \$7.75/hr – effective 6/2/03

- I. Summer Break Instructors - The administrative staff is recommending approval of the individuals listed below to the position of summer break instructor at a rate of \$28 per hour for the hours cited.

Peggy Annunziata (30)

Mary Barnett (40)

Janice Adams (7)

Gretchen Braun (40)

Brian Malek (30)

Joe Castronova (40)

Julianne Foulk (30)

Angie Galgon (10)

Jennifer Groff (30)

Abby Hafer (30)

Linda Hampton (20)

Michelle Hutchinson (23)

Antonella Kirchner (30)

Jennifer Laundra (30)

John Matusek (40)

Phyllis Ream (20)

Marjean Long (20)

Judy Ruth (10)

Amy Spina (10)

Daryn Vinson (30)

- J. ESL Consultant/Instructor – The administrative staff is recommending approval for the employment of the individual cited below to the position of ESL Consultant for the 2003/2004 school year at a rate of \$200 per day not to exceed 10 days and to the position of ESL Instructor at a rate of \$29 per hour for 2.5 hours per day not to exceed 181 days.

Susan A. Hurlburt

- K. Assistant Business Manager – The administrative staff is recommending approval for the employment change in status of the individual cited below to the position of Assistant Business Manager at a salary of \$53,000 effective July 1, 2003.

Christopher Johnston

- L. Accountant – The administrative staff is recommending approval for the employment change in status of the individual cited below

to the position of Accountant at a salary of \$37,900 effective July 1, 2003.

Justin Peart

- M. Assistant Coordinator of Pupil Services – The administrative staff is recommending approval for the employment of the individual cited below to the 10-month position of Assistant Coordinator of Pupil Services at a salary of \$63,000 effective July 1, 2003.

Beth Campagna

- N. SPLASH Instructor – The administrative staff is recommending approval for the employment of the individual cited below to the position of SPLASH instructor at the rate of \$29 per hour effective July 1, 2003.

Sherry Fleming

MOTION ON PERSONNEL CONSENT AGENDA ITEMS A-N: It was moved by Mrs. Wert and seconded by Mrs. Withum to approve these items. The following call vote was taken on this motion. Donald H. Anderson, yes; Richard L. Frerichs, yes; C. Willis Herr, yes; H. Thomas H, absent; Patrick T. Kline, absent; Jeffrey G. Kreider, absent; Jeffrey E. Lyon, yes; Donna J. Wert, yes; and Kelly K. Withum, yes.

The meeting adjourned at 8:35 p.m. on a motion by Mr. Lyon, a seconded by Mrs. Wert, and a unanimous voice vote.

C. Willis Herr, President

Dolores E. Warfel, Secretary