

Minutes
Committee of the Whole
March 7, 2005

The Penn Manor School Board met as a Committee of the Whole at 4:00 p.m. in the Board Room at Manor Middle School. Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mrs. Griffis, Mr. Johnston and Mr. Skrocki. Also in attendance were Mrs. Beth Martin, Mrs. Mary Barnett, Mr. Jim Miller, Mrs. Lynette Trout, Dr. Mindish, Mr. Roth, Mr. Coleman, Mrs. Beth Campagna, Mrs. Theresa Kreider, Mrs. Joy Meley, Mrs. Deb Meckley, Mrs. Hoffer, Penn Manor Residents, Mrs. Knapp, and Mrs. Howard.

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

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the February 7, 2005, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart introduced Mrs. Lynette Trout and Mr. Jim Miller from the Penn Manor Education Foundation. Mr. Miller distributed a list of venture grants awarded in January and February. Mr. Stewart commented that a member of the Foundation personally delivered the checks to the teachers who received venture grants. Mrs. Trout stated that because of the increase in contributions with the EITC program the foundation has been able to increase the number of scholarships. Mrs. Wert inquired how much more has been contributed this year through the EITC program than in the past. Mr. Miller reported that employee contributions amount to approximately \$500 per pay period, which is almost double over last year. Dr. Frerichs stated that the foundation members are very proud of the fact that the foundation has raised enough money to require an audit. Dr. Frerichs reviewed the basic parameters of the investment portfolio and guidelines for the types of investments allowed. He reported the value of the foundation endowment is approximately \$130,000. Mr. Miller commented that the Foundation Board is very dedicated and devotes a lot of time to the Foundation.

Mr. Skrocki reported on the zoning hearing at Manor Township. The district had to apply for a zoning variance because the impervious coverage of the Manor facility exceeds the ordinance. Based on the questions asked by the zoning board members he felt the hearing went well. He doesn't anticipate any problems that the variance will not be granted. The case will be under advisement until the April 6 meeting when a decision will be made.

Mr. Skrocki explained the historical document proposal by John Bennawit, an advisor to the Lancaster Historic Trust. Before the barn is demolished, Mr. Bennawit will document the physical appearance and historical significance in compliance with the recommendations of the Historic Preservation Trust of Lancaster, PA. The documentation will consist of historical research, photographs and architectural

description. The total cost of the documentation is \$1,100. Dr. Frerichs inquired if the district will receive the documentation. Mr. Skrocki responded that the district will receive all of the documentation. Mr. Kreider inquired why the school district was paying for the documentation and not the Trust. Mr. Skrocki replied that is not a legal requirement for the documentation. However, the Historic Trust highly recommends the district consider the documentation. After general discussion, approval for placement of the historical document proposal as an addendum to the March School Board Meeting Agenda was approved on a motion by Mr. Lyon, a second by Mr. Geist, and a unanimous voice vote.

Mr. Skrocki reviewed the updated cost estimates for the maintenance facility. He stated the current figure is \$165,000 less than the February estimate; however, soft costs are still be finalized. He said a final estimate will be presented at the end of March before going out for bid. Advertising for the project is scheduled for mid-April. Mrs. Hoffer reviewed the changes that have been made to the site plan with regard to the water line, sewer line and a retention basin. She stated that a stud wall construction is now being planned which lowered the cost from the original masonry block wall. She said as the barn is being deconstructed a better estimate will be determined concerning what items from the existing barn can be utilized. Mr. Skrocki stated that as the specifications are developed there will be three alternate bids. Deleting the 6 dormers, deleting athletic storage and deleting the stone veneer will be the 3 deduct alternate bids. Mr. Stewart reminded the Property Committee members of the meeting on April 4 to finalize recommendations on the deduct bids and color choices for the maintenance facility. Approval for placement on the March School Board Meeting Agenda to proceed with the project and advertise for bids was approved on a motion by Mr. Rintz, a second by Mr. DeLuca and a unanimous voice vote.

Mrs. Griffis distributed the PSSA testing calendar packet for review. She presented an update on the preparations being done district-wide for the PA assessment. She reviewed the basic PSSA testing calendar and a more extensive calendar that will be followed, as a result of No Child Left Behind. She explained the eligible content for grades 5 and 8 and the terminology that is being used on the assessments. At the middle level there is an assessment word of the week to try and familiarize the students with the terminology used on the PA assessment. Mrs. Griffis distributed a packet of letters from the 10th grade year-long reading class, targeted as at-risk for reading, to show the impact the class has had on the students. She encouraged the board to review the grade 5 and grade 8 questions on the PA assessment tests. Dr. Frerichs inquired if there were alternate tests available for use. Mrs. Griffis responded that there is a test that can be used for only for 1.5% of the population which can be identified as extremely low functioning.

Mr. Stewart stated that at the last board meeting he began discussing consideration for random student drug testing. He reviewed random student drug testing data that was recently sent to the board and information he received about the Solanco School District volunteer drug testing program. He said he met with the Penn Manor coaches to discuss random student drug testing. Dr. Mindish explained that because of the increase in the number of policy violations, plus the casual reaction of other students, she realized that drug and alcohol use needed to be addressed. High school class meetings were held

explaining the schools' drug and alcohol policy and outlining the consequences. The students were warned that if they were suspected violating the drug and alcohol policy a letter would be sent home alerting their parents. At the high school parents' night in February this information was shared with over 600 parents. Dr. Mindish stated she has received positive feedback from many parents who are concerned about the dangers of drugs and worried about peer pressure. She has also received mostly positive feedback from students about the possibility of random drug test. She stated many feel this would give students one more tool to help say no to peer pressure. Dr. Mindish reported the faculty is supportive of random drug testing. A Parent Coffee is planned for April 25 to discuss the drug and alcohol policy and what parents can do to more effectively monitor their children. Mr. Darrin Donmoyer, SAP leader, will be available at the session as a resource. She stated a former Twilight School student spoke with the current Twilight students regarding his recreational use of drugs and how he eventually beat his addiction. In the future Dr. Mindish would like to offer support groups, with Mr. Donmoyer, during homeroom period each week. She reported that parents have volunteered to serve on a committee addressing teenage drug and alcohol use. Dr. Mindish feels that if random drug testing is pursued parents, faculty and students should be on the committee. She also stated that the goal should be proactive rather than putting students off the team or taking them away from their education at Penn Manor. Mr. Herr commented that he heard the class meetings were beneficial and commended Dr. Mindish. Mr. Roth reported he met with the Coaches Association. They are in agreement that random drug testing could be a positive program for helping prevent in season drug use, identifying and helping the student/athletes who test positive. He reviewed the coaches' views on the positives of drug testing. He also reported some of their concerns. Questions were asked about the student assistance program referral. Mr. Stewart reviewed the process. Mr. Stewart encouraged the board to talk with constituents about the random drug testing issue. He will have a proposal for the board in April and will ask for board input.

Mr. Roth reported on the "meet the coach night." He also reviewed the football schedule for the 2005-06 school year. He explained that there will be four home and six away games. Mr. Roth reviewed scheduling options for the next two year cycle. He also discussed the possibility and procedure for switching to Section II. Questions and clarification were discussed regarding the switching to another section. Mr. Roth is hopeful that the Millersville stadium construction will be completed before Penn Manor's first football game on September 2. He is exploring a contingency plan in the event it is not available.

Mr. Johnston reported that the budget website is updated. He reviewed upcoming dates on the budget calendar. The formal presentation of the 2005-06 budget will be in April and the adoption is scheduled for May 23. Mr. Johnston reviewed the following budgets: custodian/maintenance, staff development, debt service, salaries, federal program and state revenue. He also reviewed the budget changes for basic education, special education, charter school, vo-tech and the accountability grant. Mr. Stewart inquired what the district is currently paying for charter school costs. Mr. Johnston reported the budgeted amounts and payments to charter school for last year and the current year. Mrs. Griffis stated that the charter school students have not been in our system but students who have been home schooled. Mr. Johnston stated, based on early figures and

conservative estimates, the budget is currently at a \$4.2 million shortfall but it is likely to change before the April 11 vote. He also stated that the tax increase is capped at 10% this year because it is a reassessment year.

The meeting recessed to Executive Session for the discussion of legal matters/real estate and personnel/Act 93.

The meeting reconvened at 6:40 after Executive Session.

Mrs. Griffis introduced Mrs. Beth Campagna, Coordinator of Special Education Services, Mrs. Theresa Kreider, Assistant Coordinator of Special Education Services and Social Workers Mrs. Deb Meckley and Mrs. Joy Meley. Mrs. Campagna explained the ACCESS Program. ACCESS is an avenue for school entities to receive additional federal funding through Medicaid dollars for medical/mental health-related special education services rendered by qualified staff to students enrolled in the PA Medical Assistance Program. Penn Manor is currently billing for the following services: speech and language, personal care assistants, nursing, social workers and psychological evaluations. Since the program was started in July the district has recouped approximately \$34,000 and must be applied to special education services. The district is applying the funds to the salary of a speech teacher. Mrs. Campagna commended Mrs. Jean Bender for the upstart and maintenance of the ACCESS program and Mrs. Jill Musser for her assistance. Mrs. Campagna reviewed the cost of educating students with special needs. She reported that Penn Manor participated in a poster session, at the PA Department of Education Conference, high-lighting the school improvement plan. Mrs. Kreider reported that two parent nights were scheduled this year. The first parent night in November focused on reading programs and PSSA tests for special education students. Approximately 55 parents attended. The second night will be held in March and focus on math programs for special education students and support groups for parents. Mrs. Kreider distributed the new special education newsletter. The goal of the newsletter is to help increase communication and build a partnership with families. Mrs. Meckley reported that a transition evening is being scheduled for April 19 in collaboration with Lampeter-Strasburg and Solanco School Districts. This meeting will give families the opportunity to network with agencies who work with students and adults with disabilities. Mrs. Meley and Mrs. Meckley reported on the parent network group and the new student support groups. The student groups will include social skills instruction, club involvement and those with chronic medical issues. The groups will be in collaboration with the guidance counselors and involvement with the Student Assistance Team. Mrs. Meley reported on social worker services. The services include family and building support, agency contacts, individual student counseling, information gathering, medical assistance and supporting placements outside of the district.

Mr. Stewart reviewed the COPS grant for the services of Officer Hottenstein. The grant is from Federal money and has provided Jason's services free-of-charge for three years. Since the grant money ran out, Penn Manor has been working cooperatively with Millersville Police to have Jason available in the high school. Last year, at the request of the Borough, the contract was extended with Mr. Hottenstein at a 75/25% ratio. Mr. Stewart asked permission to proceed with negotiations with Millersville Borough for

another contract for Officer Hottenstein on the premise that the 75/25% will continue. He said the maximum district distribution shall not exceed \$56,000. Mr. Stewart also reviewed information about a second COPS grant for a police officer to work from noon to 8:00 p.m. The officer would be available for security and during Twilight school. Mr. Stewart answered some questions for clarification.

Mr. Skrocki updated the board on grant writing activity. The first grant submitted, a HIV/STD Prevention Education Program, was approved for \$2,500. Mr. Skrocki credited Mrs. Dawn Janssen for helping him with the curriculum terminology. He reported that five grants have been submitted or are in the process of being submitted. A grant, he worked on with Carole Fay in the Ag Department, is through Hewlett Packard for laptop computers, projectors and teachers for the teachers. Other grants being developed include nutrition grants, book grants, a SAT/PSAT fee reduction for students, youth leadership and funding for a part-time paid executive director for the Foundation.

Mr. Stewart reviewed the district enrollment history for the last seven years. In a seven year period the district enrollment is down just 13 students. A chart showing elementary, middle school and high school enrollment indicated that the elementary enrollment is down and the middle school and high school enrollment has increased. Mr. Stewart stated that he was contacted by a reporter, Ryan Robinson, who is doing a story focusing on the costs for school districts when farmland is being developed. He reviewed a chart which resulted from Mr. Robinson's research. Mr. Stewart also explained a listing of approved developments in Manor Township, their locations and projected enrollments. He stated that the larger developments are located south of Mountville. A development is planned behind Millers Crossing and a one in Pequea Township. He reviewed the history of units in Manor Township. He stated that although over 1,000 new units were developed in the past ten years, the district enrollment went down. After reviewing the projections, Mr. Stewart stated that over 700 students are expected from the new developments and the vast majority will be in the Mountville area. Mr. Stewart discussed some variables including the low mortgage rates and how long they will stay low, the Armstrong property, no commercial development and changes in existing neighborhoods. He also discussed the possibility of hiring someone to do a professional study of projected enrollment.

Mr. Skrocki reported on procurement cards for the district. He stated there are currently 31 employees with district credit cards, issued by the Fulton Bank, with a \$20 annual fee per cardholder. He explained the employee signs an acceptable use agreement, the business office does an audit of the expenses once a month, there is a monthly spending limit and per purchase spending limit. Mr. Skrocki recommended a new program through PNC Bank. He reviewed details of the new program. There is no annual fee. Based on the number of schools who participate in the program rebates will be given to the school districts. The internal control and sweep from the PSDALAF account will be the same as in the current account. Program objectives include reducing processing expenses of approximately \$600, improving efficiency and controls and streamlining vendor payments. Mr. Skrocki stated, if approved, the contract would be effective on April 1. The first draft of the procurement card policy will be presented on April 11. He will also be exploring card payments for other services such as utilities. After general

questions, approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Dr. Frerichs, and a unanimous voice vote.

Mr. Skrocki reviewed the updated capital projects plan and is seeking approval for the 2005-06 projects. He reported the expenses for the projects will be taken from the capital reserve fund and the construction fund. The total for 2005-06 is 1.7 million dollars with 1.3 million for the maintenance facility. He stated that approval is being requested at this time to start the bidding for items that need to be started this summer. Approval for placement of this item on the March School Board Meeting Agenda was approved on a motion by Mr. Kreider, a second by Mr. DeLuca, and a unanimous voice vote.

Mr. Johnston reported that the Homestead applications were due on March 1. He reviewed the number of applications sent, returned, approved and denied. He stated that Moody, who does bond ratings, has stated that it will lower ratings on bonds for districts that opt into Act 72 due to increased risk, since the ability to raise taxes is impaired. Mr. Skrocki explained the three types of bond ratings. Mr. Johnston reviewed House Bill 203 and 403. House Bill 203, introduced on February 14, extends the deadline of the district Act 72 decision until May 2006. House Bill 403, introduced February 9, gives the decision on opting in to the voters and it would require a referendum in November 2005 if the board opts out. Dr. Frerichs reviewed the House Bill 203, Act 71 and Act 72 information he received at a conference he recently attended.

Mr. Stewart reviewed the format that will be used for the Act 72 meetings on March 14 at Manor Middle School and March 15 at Marticville Middle School. He stated that Representative Katie True will be at the March 14 meeting and Representative Gib Armstrong will be at the March 15 meeting. The meeting format will include introductions, a power point presentation and a question and answer period. A questionnaire will be distributed to the constituents attending the meeting. It was decided that the board members would not sit as a panel but in the audience.

Mr. Stewart reported that he received a letter from the superintendent of Moniteau School District advocating that a letter be sent to legislators supporting the delay of the May 2005 deadline for the Act 72 deadline. Mr. Stewart inquired if the board wanted him to send a letter to the local legislators. Only four board members were in favor of Mr. Stewart writing a letter in favor of delaying the Act 72 decision.

Dr. Frerichs distributed an article he received regarding NSBA's Bill to improve No Child Left Behind. He briefly described the Bill and encouraged the board to read the article. He also distributed an editorial from a magazine and stated that it is an excellent article about No Child Left Behind.

Mr. Stewart stated that there are 2 coaching vacancies, Girls Basketball Girls and Field Hockey, which fall within the guidelines for a board representative at the interviews. He inquired if a board member wanted to be on the selection committee. It was decided that a member would not be on these committees.

Mr. Herr stated that a Penn State professor would like to interview any willing board member for a research project. Any board member interested should contact Mr. Herr.

The Committee of the Whole adjourned at 8:10 p.m. on a motion by Mr. DeLuca, a second by Mrs. Friedman, and a unanimous voice vote.

March 7, 2005

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room of the Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr at 8:15 p.m.

The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Lyon, Mr. Rintz and Mrs. Wert. Present from the administrative staff were Mr. Donald Stewart, Mrs. Ellen Griffis, Mr. Christopher Johnston and Mr. Steve Skrocki. Also in attendance were Penn Manor residents and students, Mrs. Cindy Rhoades, and Mrs. Paula Howard.

Mr. Willis Herr announced that the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District would be held on Monday, April 11, 2005, at 8:15 p.m. in the Board Room of the Manor Middle School.

Mr. Willis Herr asked if there were any Citizen's Comments. Mrs. Hope Krantz, 154 Oak Rd., Conestoga addressed the board on the topic of the district investigation of drug and alcohol incidents. Mr. Herr thanked Mrs. Krantz for her comments.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the February 7, 2005, School Board Meeting. There were none. It was moved by Mr. Kreider and seconded by Mr. DeLuca to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Student representative, Steve Mohimani, reported that 7 students received gold key honors and 7 special honors in the Scholastic Art Contest. In the Scholastic Writing Contest students were awarded 5 Gold Keys, 24 Silver Keys and 18 Certificates of Merit. Two students are American Voices nominees and advance to the national level. The JV team placed 4th in the Junior Engineering Technical Society competition. He also reported that the Spring Musical, "Anything Goes," was a success. Amanda Hake reported that the winter sports have ended and spring sports tryouts are taking place. On March 12 there will be a Penn Manor rock concert. March 17 the high school will be having a blood drive.

Mr. Stewart welcomed the college students and explained the format of the Executive Session, Committee of the Whole and the Board meetings.

Mr. Stewart reported that the Penn Manor Bowling team captured first place in sections and will compete in the state competition in Pittsburgh. Penn Manor and Millersville University have been recognized by the Pennsylvania School Counselors Association for their partnership in the Twilight School program. He explained that a class at Millersville University, for students studying to become school counselors, has been working with the students in Twilight School.

Mr. Johnston reported that the Treasurer's Report for the month of February has been posted. He reviewed some of the items presented for payment. It was moved by Mrs. Friedman and seconded by Mr. Lyon to approve to authorize payment of bills in the amounts of \$291,967.04 dated 2/1/05, \$333,637.99 dated 2/2/05, \$113,002.83 dated 2/2/05, \$194,250.31 dated 2/4/05, \$1,877.60 dated 2/10/05, \$213,484.06 dated 2/11/05, \$326,976.59 dated 2/15/05, \$482,903.73 dated 2/16/05, \$140,457.78 dated 2/17/05, \$61,259.29 dated 2/22/05, \$116,529.03 dated 2/24/05 for a total of \$2,276,346.25 from the General Fund; \$92,564.36 dated 2/22/05 for a total of \$92,564.36 from the Cafeteria Fund; \$400.00 dated 2/7/05, \$13,194.77 dated 2/8/05 for a total of \$13,594.77 from the Capital Reserve Fund; and payroll in the amounts of \$658,407.48 dated 2/2/04 and \$678,564.56 dated 2/16/05 for a total of \$1,336,972.04. The following roll call vote was taken on this motion. Joe DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; and Donna J. Wert, yes.

The March School Board Meeting Agenda was reviewed.

Item 2. A-C. Consent Agenda for the March 7, 2005 Committee of the Whole Meeting

- A. Maintenance Facility Project – The committee is recommending approval for bids for the Manor Maintenance Facility.
- B. Procurement Cards –The committee is recommending approval of the EasyProcure procurement card program with PNC Bank effective 4/1/2005 as per the attached resolution. (see page 6)
- C. Capital Projects Plan – The committee is recommending approval of the 2005-2006 capital projects plan in the estimated amount of \$1,714,200. Payment for the projects will come from the capital reserve fund and the 2005 construction fund.

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

Item 3. A-K.Consent Agenda for Administrative Actions

- A. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of the following bus drivers for the 2004/2005 school term.

Donald Flick	Dina Renshaw
Heidi Girouard	Erin Smith
Kay Hess	Susan Taska
Rachel Myers	

- B. Lancaster County Tax Collection Bureau 2005-06 Budget – The administration is recommending approval of the ratification of the LCTCB 2005-06 budget in the amount of \$2,696,292 as approved by the LCTCB’s Executive Committee on February 23, 2005.
- C. Approval to Advertise to Bid for Trash Removal Services – The administrative staff is recommending the board approve advertising for bids for trash removal services.
- D. Resolution – The administrative staff is recommending the approval of the resolution regarding fees on the Collection of Delinquent Per Capita/Occupation Taxes. (see pages 7 - 9)
- E. Creation of New PSDLAF Account – The administrative staff is recommending approval for the creation of a new PSDLAF account for the 2005 Construction Fund.
- F. Property Committee – The administrative staff is recommending approval of the following Board members to the Property Committee.
Joseph DeLuca
Frank Geist
Carlton Rintz
- G. Act 93 Committee – The administrative staff is recommending approval of the following Board members to the Act 93 Committee.
Jeffrey Kreider
Jeffrey Lyon
Donna Wert
- H. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited. (see page 10)
- I. Martic Potable Water System Contract – The administrative staff is recommending approval of a contract with Buchart Horn, Inc. to perform an analysis of the Martic Elementary School potable water system in an amount not to exceed \$11,200 (corrosion control study \$5,800, treatment system upgrade \$5,400). Payment to be made from the capital reserve fund.
- J. Kitchen System and Fire Extinguisher Contract – The administrative staff is recommending approval of a contract with BFPE International for kitchen system and fire extinguisher inspection effective March 7, 2005 as per the attached. (see pages 11 -12)
- K. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited. (see pages 13 - 14)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - K: It was moved by Joe DeLuca and seconded by Jeff Lyon to approve these items. The

following call vote was taken on this motion. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; Frank Geist, yes; C. Willis Herr, yes; Jeffrey Kreider, yes; Jeffrey E. Lyon, yes; Carlton Rintz, yes; Donna J. Wert, yes.

Item 4. A – I.

Consent Agenda for Personnel

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed for employment or change in status(*) according to the conditions listed. (see pages 15 - 16)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed be approved for substitute teaching within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list. (see page 17)
- C. Family Medical Leaves – The administrative staff is recommending granting Family Medical Leaves to the individuals listed according to the terms listed. (see page 18)
- D. Spring Coaching Contracts – The administrative staff is recommending the approval of the spring coaching contracts for the 2005-2006 school term. (see pages 19 - 22)
- E. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.
 Barbara Chambers – effective January 14, 2005
 Gary Keefer – effective April 4, 2005
 Brigid Ward – effective February 11, 2005
- F. Terminations – The administrative staff is recommending the board accept the termination of the individuals listed below per the effective date cited.
 Jason Garcia – effective February 18, 2005
 Amber Trimble – effective February 18, 2005
- G. Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed below to the co-curricular positions cited for the 2004-2005 school year.
 Tom Mumma – Spring Musical Orchestra Director -- \$1,433
 Patee Pizzirusso – Spring Musical Costume Coordinator -- \$1,433
- H. FAST Program – The administrative staff is recommending approval of Russ McDonnell as a Trainer in the Functional Athletic Speed Program at a rate of \$30 per session for 8 sessions.
- I. Disability Retirement – The administrative staff is recommending the board accept the disability retirement of the individual listed below per the effective date cited.
 Elizabeth Ann Loercher – effective February 25, 2005

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

Item 5.

Historical Contract

- A. The administrative staff is recommending the approval of a contract with John Bennawit, Advisor to the Historic Preservation Trust of Lancaster, PA, for historical research, photo documentation and architectural description of the Penn Manor Barn in the amount of \$1,100. (see page 23)

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

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

C. Willis Herr, President

Paula E. Howard, Secretary