

Minutes
Committee of the Whole
June 12, 2006

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr. Present were Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Rintz and Mrs. Wert. Mr. Lyon was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock, Mr. Skrocki and Dr. Leichliter. Also in attendance were Dr. Mindish, Mrs. Hostetter, Mrs. Bookman, Mr. Edwards, Mrs. Butterfield, Mr. Donmoyer, members of the Drug Screening Committee, Mrs. Isabelle Rudisill, Mrs. Rhoades, Penn Manor residents, Penn Manor Quiz Bowl team 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 June 5, 2006, Committee of the Whole Meeting. Hearing none, on a motion by Mr. DeLuca a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Stewart announced that the Quiz Bowl team defeated Manheim Township High School for the championship in the Capital Blue Cross Brain Busters Quiz Show. A video was shown of the last round of the competition that was aired on WGAL. Mr. Stewart introduced and congratulated the coaches Mrs. Bookman and Mrs. Hostetter. On behalf of the school district Mr. Stewart congratulated the students. Resolutions were presented by Mr. Herr to Quiz Bowl team members Justin Bradfield, Kevin Brent, Philip Gruber, Kevin Roak and Chelsea Shover. Chelsea Shover thanked the coaches, teachers, parents and administration who supported the team throughout the year.

Mr. Stewart presented a roster of individuals who participated in a community wide drug screening task force for the purpose of exploring the possibility of drug screening in Penn Manor. He introduced committee members who were present at the meeting. He thanked Mrs. Friedman and Mr. DeLuca for representing the board on the committee and thanked the other members of the committee for their contributions. The Drug Screening Policy for students in grades 7 – 12 was presented for a first reading. Mr. Stewart explained that any student in grades 7-12 will have the opportunity, designated by their parents, to enter into a pool of students to be randomly drug screened. The policy also provides for the mandatory and random drug screening of students who participate in extra-curricular activities in grades 9-12 or students who request the privilege of a parking pass. The drug testing process was explained. Mr. Edwards, Mr. Donmoyer, Mr. Stewart, Mrs. Friedman and Mr. DeLuca answered questions that were asked for clarification of various points in the drug screening policy. Scenarios were also presented for discussion. After additional discussion and suggestions for changes to the Drug Screening Policy, a first reading of the policy was approved for placement on the June School Board Meeting Agenda on a motion by Mr. Rintz, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Stewart recommended Mrs. Vickie Hallock to the position of Elementary Coordinator. Approval for placement of this item on the June School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. Geist and a unanimous voice vote.

Mr. Stewart provided an explanation for a request to expand the position of Coordinator of Special Education Services from a ten month position to an eleven month position. Approval for placement of this item on the June School Board Meeting Agenda was approved on a motion by Mrs. Wert, a second by Mrs. Friedman and a unanimous voice vote.

Mr. Johnston explained the 2006-2007 fuel oil and motor fuel bids. He reviewed the current and increased costs for unleaded 87, diesel fuel and heating oil. He said it will cost the district approximately \$180,000 more in 2006-2007 than 2005-2006 for fuel. He also discussed the increased natural gas distribution cost proposed by UGI. Approval for placement of this item on the June School Board Meeting Agenda was approved on a motion by Mrs. Friedman, a second by Dr. Frerichs and a unanimous voice vote.

The transportation contract was explained by Mr. Johnston. After several months of negotiations a three year agreement has been reached with the Eschbach Bus Service and Shultz Transportation Company and the school district. He reviewed a summary of the negotiated provisions. A fuel surcharge clause was added. The actual contract will be approved in the fall. Questions were asked for clarification. Approval for placement of this item on the June School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mrs. Wert and a unanimous voice vote.

Mr. Johnston explained that the Designated Fund Balance is reviewed twice a year. During budget time it is reviewed to verify that the district complies with the 8% limit. During audit time it is reviewed to verify that the actual expenses haven't affected the 8% limit. He asked for approval to place on the agenda a resolution designating \$530,450 for the Swap investment and \$4,572,142 for healthcare increases for a total of \$5,102,592. Approval for placement of this item on the June 15 School Board Meeting Agenda was approved on a motion by Dr. Frerichs, a second by Mr. DeLuca and a unanimous voice vote.

Mr. Johnston distributed a spreadsheet of the revised 2006-2007 proposed budget. He reviewed changes to the preliminary budget, projected revenues and expenditures. Mr. Johnston requested a proposed tax increase of 4.7% which is .66 mills. The total proposed millage is 14.73. Based on an average property in Penn Manor School District of \$125,899 the additional tax amount would be \$83.09. Approval for placement of this item on the June 15 School Board Meeting Agenda was approved on a motion by Mr. Geist, a second by Dr. Frerichs and a unanimous voice vote.

Mr. Stewart provided a summary of the athletic training report for 2005-2006. He stated the number of injuries per athlete has improved. He felt factors contributing to the decline in the rate of injuries are the efforts of Dave Ohl, the Athletic Trainer. He said the weight room has become an active part of keeping the students in shape to prevent injuries. Mr. Rintz stated the new football coach required all football athletes to have

their ankles taped for practice and games, which would account for an increase in football visits to the athletic trainer. Questions were asked for clarification.

Mrs. Cindy Rhoades reported that Summer Break started on June 12 for the 8th year. She said 315 students are participating in the first, second or both weeks. Mrs. Rhoades reviewed some of the new classes offered this year and it is the second year for an early bird session to help accommodate parents. New this year is a Pre-Algebra class offered for invited 6th grade students. Mrs. Rhoades invited board members to visit the program in the morning during June 12-23. Ms. Pollock credited Mrs. Rhoades for the growth in the summer break program. She said Mrs. Rhoades organizes and recruits all the instructors, takes care of all the details including publicity, transportation and enrollment. Ms. Pollock said Summer Break has been a wonderful public relations tool for Penn Manor. Board members added positive comments about the program.

Mrs. Wert reported that the Lancaster County Academy graduation was held on Saturday, June 10. Twenty-five students graduated including one student from Penn Manor, who won the award for perseverance. She explained the details about this student. She also reported that a mother of a 2005 graduate, who was killed in an accident, has started a \$250 scholarship.

The Committee of the Whole adjourned at 8:22 p.m. on a motion by Mrs. Wert, a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

June 12, 2006

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 8:20 p.m.

The following members were present: Mr. DeLuca, Mrs. Friedman, Dr. Frerichs, Mr. Geist, Mr. C. Willis Herr, Mr. Kreider, Mr. Rintz and Mrs. Wert. Mr. Lyon was absent. Present from the administrative staff were Mr. Donald Stewart, Ms. Ellen Pollock, Mr. Christopher Johnston, Mr. Steve Skrocki and Dr. Michael Leichliter. Also in attendance were Mrs. Isabelle Rudisill, Mrs. Rhoades and Mrs. Paula Howard.

Mr. Willis Herr announced that a special meeting of the Board of Directors of the Penn Manor School District will be held on Thursday, June at 4:00 p.m. and the next regularly scheduled meeting of the Board of Directors of the Penn Manor School District would be held on Monday, July 10, 2006, 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. Rudisill spoke regarding current legislation in Harrisburg.

Mr. Willis Herr asked if there were any additions or corrections to the Minutes of the May 8, 2006 and May 15, 2006 School Board Meetings. There were none. It was moved by Mrs. Friedman and seconded by Mr. Rintz to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart thanked the board for their participation in graduation and commended Dr. Mindish for all her efforts for another wonderful graduation. He commended the Music Department for the concerts at the end of the year. He reported that Ellen Gerlach was elected President of the Lancaster County FFA and Kirstin Harmon was elected Vice President. He congratulated Caitlin Higgins, Jen Funk and Lauren Wolpert who were named to the 2006 All-Star Soccer Team. Caitlin was also named to the All-Academic Team, Section I most valuable player and the All-State team, which makes her eligible on the national level. Mr. Stewart reported the Rocket Team participated in national competition; they placed 8th in the nation.

Mr. Johnston reported Treasurer's Report for the month of May has been posted. He reviewed some of the items presented for payment. It was moved by Mr. Rintz and seconded by Mrs. Friedman to approve to authorize payment of bills in the amounts of \$292,172.75 dated 5/2/06, \$179,972.45 dated 5/4/06, \$445,595.47 dated 5/10/06, \$119,596.76 dated 5/11/06, \$84,842.23 dated 5/17/06, \$81,574.94 dated 5/19/06, \$57,765.00 dated 5/23/06, \$484,151.66 dated 5/24/06, \$187,710.02 dated 5/25/06, \$127,372.37 dated 5/31/06 for a total of \$2,060,753.65 from the General Fund; \$50,730.18 dated 5/3/06, \$41,409.39 dated 5/16/06, for a total of \$92,139.57 from the Cafeteria Fund; \$4,583.46 dated 5/2/06 for a total of \$4,583.46 from the Capital Reserve Fund; \$418,926.00 dated 5/2/06 for a total of \$18,926.00 from the Athletic Capital Reserve Fund; \$148,593.63 dated 5/2/06; \$9,282.80 dated 5/26/06 for a total of \$157,876.43 from the 2005 Construction Fund and payroll in the amounts of \$680,856.71 dated 5/10, \$706,706.67 dated 5/24, for a total of \$1,387,563.38. 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, absent, Carlton Rintz, yes and abstained from check #89235; and Donna J. Wert, yes.

Mr. Stewart introduced Mr. Jerry Egan who is being recommended for the position of principal at Hambright Elementary School. Mr. Egan started at Penn Manor in 1999 as a learning support teacher. In the past 3 years he has held the positions of Acting Assistant Principal at Manor, Assistant Principal at Marticville and Acting Principal at Letort. Mr. Egan thanked the board for this opportunity and recognizing his potential as a young administrator.

The June 12 School Board Meeting Agenda was reviewed.

Item 2. A-I. Consent Agenda for the June 5 and 12, 2006 Committee of the Whole Meetings

- A. Online Training System Contract – The committee is recommending approval of the Online Training System Contract in the amount of \$4,000.00 plus \$1,000 per year maintenance.
- B. IU Special Education Service Contract – The committee is recommending approval of the contract for special education services provided by the IU 13 for the 2006-2007 school year. (see page 9)
- C. Compensatory Education Resolution – The committee is recommending approval of the Compensatory Education Resolution to provide 20 hours of compensatory education to a student for the 2005-2006 school year. (see page 10)
- D. “First Reading” Revised Tax Collection Policy #606 – The committee is recommending approval of the “First Reading” of the revised Tax Collection Policy. (see page 11)
- E. “First Reading” Drug Screening Policy #227.1 – The committee is recommending approval of the “First Reading” of the Drug Screening Policy. (see pages 12 - 18)
- F. Elementary Coordinator – The committee is recommending that Mrs. Vickie Hallock be assigned Elementary Coordinator effective July 1, 2006 at a \$2,000 annual stipend.
- G. Position Change – Coordinator of Special Education Services – The committee is recommending that the position of Coordinator of Special Education Services be increased from 10 months (210 days) to 11 months (225 days).
- H. Transportation Contract – The committee is recommending approval of the transportation contract as negotiated with a fuel surcharge calculation in place for shared costs of fuel. Final transportation contracts to be ratified in the fall. (see page 19)

- I. Bid Award – The administrative staff is recommending ratification for the awarding of the following bid as cited for 2006-2007. (see page 20)

IU Bulk Fuel

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA

ITEMS 2 A-I: It was moved by Johnna Friedman and seconded by Richard Frerichs to approve these items as amended. The following 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, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

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

- A. “Final Reading” Student Wellness Policy – The administrative staff is recommending approval of “Final Reading” of the Student Wellness Policy as cited. (see pages 21 - 22)
- B. Special Education Supplemental Contract – The administrative staff is recommending the approval of special education services of Cynthia Witmer as an interpreter for a student for a total of 90 hours at track and field events beginning March 13, 2006 until May 17, 2006. The estimated contract cost is \$2,160.
- C. Special Education Supplemental Contract – The administrative staff is recommending the employment of Matthew Feltenberger as a homebound teacher for a student beginning February 16, 2006 until April 28, 2006 for 5 hours per week at the hourly rate of \$39.00 The estimated contract cost is \$1,950.
- D. Budget Transfers – The administrative staff is recommending approval of the budget transfers listed on Penn Manor’s web page. (<http://www.pennmanor.net/tr/>)
- E. Football and Student Accident Insurance – The administrative staff is recommending the purchase of insurance from ACE American Insurance Company at an annual premium of \$5,075 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 2006/2007 school year.
- F. School Board Legal Liability Insurance – The administrative staff is recommending approval of the School Board Liability Insurance with PSBA in the amount of \$35,408 effective July 1, 2006 through June 30, 2007.
- G. Judicial Review – The Judicial Review Committee is recommending the board approve the action of the committee as cited. (see page 23)

- H. Authorization to Bid for Integrated Pest Management Services – The administrative staff is recommending granting authorization to advertise to bid for Integrated Pest Management Services.
- I. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of bus drivers for the 2005/2006 school term.

Denal Jennings
 Judy Shissler
 Dawn Erisman
 Jim Dougherty
 Robert Poulk, Jr.

- J. Administrative Support Compensation Plan – The administrative staff is recommending approval of the Administrative Support Compensation Plan effective July 1, 2006 through June 30, 2007. (see pages 24 - 26)
- K. Change Orders – The administrative staff is recommending the following DEDUCT change orders for the Field House renovation project as per the attached. (see pages 27 - 28)

Leo Kob, Inc.	Plumbing Contract	\$9,250.00
Leo Kob, Inc.	HVAC Contract	\$1,200.00

- L. Survey Contract – The administrative staff is recommending ratification of a contract with Rettew for a boundary survey of 493 Donnerville Road (Fisher tract) in the amount of \$6,500 plus reimbursable expenses. The boundary survey is required by the Pennsylvania Department of Education as part of the Plancon C submission.
- M. Plancon C – Fisher Tract – The administrative staff is recommending the approval and submission of Plancon Part C (Site Acquisition) to the Pennsylvania Department of Education for the purchase of 493 Donnerville Road (Fisher tract).
- N. Disposal of Assets – The administrative staff is recommending approval of the disposal of assets by EZ PC Recycling per the attached list at no cost to the district. (see page 29)
- O. Agreement of Sale – The administrative staff is recommending approval of the finalized Agreement of Sale of approximately 3.3 acres at Comet field at a sales price of \$1,596,000.00.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A - O: It was moved by Donna Wert and seconded by Joseph DeLuca to approve these items as amended. The following 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, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 4. A – V.**Consent Agenda for Personnel**

- A. Administrative Salaries – The Superintendent is recommending the approval of the administrative salaries for the 2006-2007 school year. (Available upon request)
- B. Support Staff Salaries – The administrative staff is recommending the approval of the support staff salaries for the 2006/2007 school year. (Available upon request)
- C. Department Coordinator Salaries – The administrative staff is recommending the approval of the department coordinator salaries for the 2006/2007 school year. (Available upon request)
- D. Substitute Teacher Pay Rates – The administrative staff is recommending the following substitute teacher pay rates for the 2006/2007 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 \$145 (75% of beginning salary daily rate rounded to the nearest dollar.) This daily rate of \$145 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 2006/2007 per the Negotiated Agreement with fringe benefits as defined by the Negotiated Agreement.
- E. Educational Consultant Services – The administrative staff is recommending approval of the individual listed below as an educational consultant for math in the amount of \$700.00
- Liz Chismar
- F. 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)
- G. Jump Start Reading Program Instructors – The administrative staff is recommending approval of the individuals listed below 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.

Peggy Annunziata
 Kristen Arnold
 Justine Baylor
 Lisa Bitler

Beth Corl
 Julianne Foulk
 Nancy Jo Johnson
 Nancy Kaufhold

Maricia Kligge
Kelly Musser
Erica Repsch

Mark Schettler
Joan Wimer

- H. Magic Shots Instructors – The administrative staff is recommending approval of the individuals listed below to the position of instructor for the Magic Shots program at the professional hourly rate per instructor.

Liz Bender
Gary Luft
Page Lutz
Jim McGlynn

Dori O'Connor
Bruce Pierce
Christine Pierce
Jarod Staub

- I. Summer School Instructors – The administrative staff is recommending approval of the individuals listed below to the position of summer school instructor to be held June – July at the professional hourly rate.

Richard Briola
Ryan Hough
Jen Kroesen
Shawn Maxwell

Karen Miller
Heather Paquette
Chris Telesco

- J. SPLASH Staff– The administrative staff is recommending approval for the employment of the individuals cited for SPLASH personnel at the professional hourly rate. (see page 33)

- K. Tenure – The administrative staff is recommending that the individuals listed be granted tenure as he/she has completed the requirement of three years of satisfactory teaching performance with the school district. (see page 34)

- L. Child Rearing and Designated Family Medical Leaves – The administrative staff is recommending granting the Child Rearing and Designated Family Medical Leaves to the individuals listed according to the terms listed. (see page 35)

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

Lynn Carpenter – effective June 6, 2006
Jodie Dengler – effective June 6, 2006
Pam Egan – effective June 7, 2006
Susan Geesey – effective March 6, 2006
Corinne Hafer – effective August 15, 2006
Christopher Hedgelon – effective August 22, 2006
Erika Jacyszyn – effective June 8, 2006
Kevin Peart – effective July 7, 2006
Lisa Suydam – effective June 7, 2006

- N. Hambright Elementary School Principal – The administrative staff is recommending that Mr. Gerard Egan be appointed Principal of Hambright Elementary School effective July 1, 2006 at an annual salary of \$72,407.
- O. Coordinator of Special Educations Services – The administrative staff is recommending that Mr. Beth Campagna be named Coordinator of Special Education Services, 11 month position, effective July 1, 2006 at an annual salary of \$83,000.
- P. Parent Literacy Workshop Teaching Hours – The administrative staff is recommending the professional employee listed below be approved for 1.5 hours for the Teacher Parent Literacy Workshops at a rate of \$30.00 per hour during the 2005-2006 school year.
- Amy Houseman
- Q. Detention/Saturday School Monitors – The administrative staff is recommending the board approve the following individual as a Saturday School monitor for the 2005-2006 school year at the rate of \$ 30 per hour.
- Jodie Henderson
- R. 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.
- Beth A. Brown
Marie E. LeFever
- S. Summer Break Instructors – The administrative staff is recommending approval of the individuals cited to the position of summer break instructor at the professional hourly rate for the hours cited. (see page 36)
- T. Weight Training Program for Emotional Support Students – The administrative is recommending the board approve the following individual as the coordinator for the weight training program for emotional students for the 2005-06 school year at the rate of \$40 per hour, 7 hours, for a total of \$280.00.
- Russ McDonnell
- U. Extended School Year Instructor – The administrative staff is recommending approval of the individual listed below to the position of Extended School Year Instructor after the 2005-2006 school year at the professional rate.

Susan L. Miller

- V. School Nurse Staffing – The following staffing plan has been developed to provide a long-term substitute to replace a school nurse on sabbatical during the fall semester of the 2006-2007 school year.

Day 1 – Linda Hampton – contract extended from 83% to 100%.

Day 4 & 5 – Donna Thourout – designated substitute at \$180.00 per day.

Day 2, 3, & 6 – Jeanette Eddowes – designated substitute at \$180.00 per day.

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

ADDENDUM

Item 5. Personnel

- A. Employment – The administrative staff is recommending the board accept the individual listed for employment according to the conditions listed.

Allen, Christine M. – secondary professional employee, full-time, permanent position, B.S. Degree, no experience, Step 1, \$36,663, pending receipt of required documents. Assignment: Science Teacher/Marticville Middle School

- B. Resignation – The administrative staff is recommending the board accept the resignation of the individual listed per the effective date cited.

Megan Peart – effective July 15, 2006

MOTION ON PERSONNEL CONSENT AGENDA ITEM 5 A - B: It was moved by Richard Frerichs and seconded by Joseph DeLuca to approve this item as amended. The following 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, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

Item 6. Administrative Actions

- A. Textbook Adoption – The administrative staff is recommending approval of the textbooks to be purchased as listed.

Publisher Glencoe
The Nature of Matter
 30 textbooks @\$14.97/book - \$449.10
 Science 8 – Physical Science

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 6A: It was moved by Johnna Friedman and seconded by Carlton Rintz to approve this item. The following 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, absent, Carlton Rintz, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:50 p.m. on a motion by Mr. Geist and seconded by Mr. Rintz and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary