

**Minutes**  
Committee of the Whole  
July 14, 2008

The Penn Manor School Board met in Executive Session beginning at 6:30 p.m. for the discussion of personnel and student matters. The Executive Session adjourned at 7:05 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:20 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr. The following members were present: Mr. DeLuca, Dr. Frerichs, Mr. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Ms. Pollock and Mr. Skrocki. Dr. Leichliter was absent. Also in attendance were Mrs. Julie Bibiloni, Mrs. Sarah Lupinacci, Mr. Dave Eschbach and Mr. Al Sama from Eschbach Bus Service, Mr. Mike Cramer and Mr. Rick Warfel from Shultz Transportation Company, students Jake Shiner and Peter Keares, Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, August 11 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. Mr. Dave Eschbach, Eschbach Bus Service and Mr. Mike Cramer, Shultz Transportation Company, addressed the board regarding student transportation services for Penn Manor. Questions were asked by board members regarding the cost of the bussing services.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the June 9, 2008 Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Ms. Pollock distributed and explained additional information on the Penn Manor School-to-Work program. She said the information was prepared by the teacher Rachel Taylor as a follow up to her previous board presentation.

Mr. Skrocki provided information on the current termination value of the 2006 SWAP transaction. He explained the advantages of a resolution with parameters for the termination of the SWAP. Mr. Skrocki will present a resolution for board review at the August board meeting. Mr. Johnston provided information on the 2004 Swaption with RBC Dain Rauscher. Questions were asked about the 2006 SWAP and 2004 Swaption.

Ms. Pollock explained the necessity of changing the Medications Policy #210 to include students carrying an inhaler and epi-pen for self-administration or teacher administration in emergency/life threatening allergic reactions. Board members asked questions and requested changes to the first reading of the policy. Ms. Pollock will make the changes to the policy for the final reading. The first reading of the Medications Policy #210 was approved for placement on the July 14 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes;

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

Mr. Stewart explained that the current student transportation contracts will expire at the end of the 2008-2009 school year. He requested permission from the board to prepare a request for proposal for transportation services. He added that the district is not dissatisfied with the current service. Mrs. Friedman suggested that prior to the August meeting the Board Transportation Committee meet with representatives from the current bus companies servicing the district. The board did not vote to place this item on the July 14 agenda.

Mr. Johnston explained the reason for the recommendation of the investment advisors to shift the general fund investments from the Voyager structure to the Pennsylvania School District Liquid Asses Fund (PSDLAF) structure. Questions were asked by board members.

Mr. Johnston explained the structure of the 403(b) TPA Committee and explained their recommendation. The Committee is recommending that Gatekeeper Administration and Consulting LLC would be the recommended vendor for 403(b) TPA. He said the Gatekeeper contract is still being reviewed by the solicitor. Mr. Johnston will present more information at the August board meeting.

Ms. Pollock announced that the Department of Education has selected Penn Manor as one of the Pennsylvania Environment and Ecology Exemplary School Districts for 2008 for the science curriculum alignment to the Environment and Ecology Standards. She said only six school districts in Pennsylvania were selected for this distinction.

Mr. Stewart asked the two Boy Scouts, Jack Shiner and Peter Keares, to explain why they were attending a Board meeting. The boys explained that they are earning the Communication merit badge and Citizenship in the Community merit badge.

Mr. Stewart provided the board with an update on recent communications with Turkey Hill Industries and potential buyers for the commercial triangle.

Mr. Skrocki explained the recommended construction reorganization plan for the duration of the Martic Elementary School renovation project. The proposal is similar to the organization for the Marticville Middle School renovation project and will include Mr. Coleman serving as the “clerk of the works” for the Martic project. Approval for placement of the Martic construction organizational plan on the August 11 board agenda was approved on a motion by Mrs. Wert and seconded by Mr. DeLuca. The following vote was taken on this motion: Mr. DeLuca, yes; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

The District/Superintendent goals item was removed from the agenda.

Mr. Stewart explained that the agreement of sale with Turkey Hill Industries for real estate at the Commercial Triangle has expired. He presented to the Board an amended agreement providing an extension period of 6 months and a fee commensurate with the required legal fees. Approval for placement of this on the July 14 board agenda was approved on a motion by Mr. DeLuca and seconded by Mr. Rintz. The following vote was taken on this motion:

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

Mr. Stewart distributed invitations from Kegel Kelin Almy & Grimm and Representative Scott Boyd for breakfast meetings. He thanked Mr. Skrocki and Mr. Coleman for capably executing the many recent projects in the district. Mr. Stewart commended members of Penn Manor FFA for state level competition. He announced that the Marticville Middle School Open House will be on September 14 at 2:00 p.m.

Ms. Pollock reminded the board of the new teacher luncheon on August 13.

Mr. Long announced that on Homecoming weekend Penn Manor will be inducting older athletes into the Athletic Wall of Honor. Mr. Long also thanked the board for their support of the Education Foundation.

The Committee of the Whole adjourned at 9:00 p.m. on a motion by Mr. Long, a second by Mrs. Friedman, and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary

**MINUTES**  
Penn Manor Board of School Directors  
July 14, 2008

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr at 9:10 p.m.

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

Mr. Herr announced that the next scheduled meeting will be held on Monday, August 11, 2008 following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

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

Mr. Herr asked if there were any additions or corrections to the Minutes of the June 9, 2008 School Board Meeting. 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. Johnston reported the Treasurer's Report for the month of June is posted. He reviewed some of the items presented for payment. It was moved by Mr. Schlotzhauer and seconded by Mr. DeLuca to approve to authorize payment of bills in the amounts of \$7,781,833.89 dated 6/4/08, \$185,997.72 dated 6/5/08, \$91,442.24 dated 6/10/08, \$181,053.42 dated 6/13/08, \$48,046.69 dated 6/17/08, \$639,678.69 dated 6/18/08, \$52,225.20 dated 6/19/08, \$10,323.54 dated 6/23/08, \$506,891.10 dated 6/24/08, \$138,190.47 dated 6/26/08, \$34,448.19 dated 6/27/08, \$266,186.13 dated 6/30/08 for a total of \$9,936,317.28 from the General Fund; \$56,013.70 dated 6/2/08, \$50,058.70 dated 6/12/08, \$90,239.31 dated 6/27/08, \$96,052.59 dated 6/30/08 for a total of \$292,364.30 from the Cafeteria Fund; \$1,320.01 dated 6/3/08, \$540.46 dated 6/12/08, \$25,982.38 dated 6/24/08 for a total of \$27,842.85 from the Capital Reserve Fund; \$20,993.68 dated 6/24/08 for a total of \$20,993.68 from the 2005 Construction Fund; \$825.03 dated 6/3/08, \$1,890.00 dated 6/12/08, \$390,088.02 dated 6/24/08 for a total of \$393,803.05 from the 2006 Construction Fund; and payroll in the amounts of \$782,529.16 dated 6/4/08, \$816,081.78 dated 6/18/08 for a total of \$1,598,610.94. The following roll call vote was taken on this motion: Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

The July 14, 2008 School Board Meeting Agenda was reviewed.

**Items 2 A and D:**

**Consent Agenda for the July 14, 2008 Committee of the Whole Meeting**

- A. “First Reading” Medications Policy #210– The committee is recommending the approval of the “First Reading” of the Medications Policy #210 (see pages 9 – 11)

*Explanation: More and more parents with students with food allergies want them to be able to carry an epi-pen as they currently do for inhalers for self-administration or teacher administration in emergency/life threatening allergic reaction. We already allow it when the parent presses the issue, but we do not have a policy in place to cover the practice. We anticipate that this will soon become law.*

- B. Approval to Advertise for Proposals – Transportation Services – The committee is recommending the approval to advertise for proposals for district transportation services.

*Explanation: The current transportation contracts will expire at the end of the 2008-2009 school year. A Request For Proposal will be developed for the transportation services, including normal bus runs, activities runs, and co-curricular transportation services. This resolution will authorize the administration to advertise the RFP after development.*

**This item was tabled pending a meeting of the Transportation Committee.**

- C. 2008/2009 District/Superintendent Goals – The committee is recommending approval of the 2008/2009 District/Superintendent Goals (see handout.)

**This item was deleted from the Committee of the Whole Agenda.**

Addendum Item:

- D. Amended Agreement of Sale – The administrative staff is recommending that the First Amendment to the Agreement of Sale of Real Estate dated May 2, 2006 (Section 4b) be amended to allow for an extension period of six (6) months and a fee commensurate with required legal fees.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2**

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

**Items 3 A - AA.**

**Consent Agenda for Administrative Actions**

- A. High School Alternative Education Counselor Job Description – The administrative staff is recommending approval of the High School/Alternative Education Counselor job description (see pages 12 – 13.)

*Explanation: On June 9 the Board of School Directors approved a .5 counselor position in order to meet new state requirements for counseling associated with our Twilight School program. The administration will be shifting the responsibilities of a counselor who is currently split between Penn Manor High School and Manor Middle*

*School. This individual will now split responsibilities between Penn Manor High School and the Twilight Program. This job description defines the expectations for the position.*

- B. Employee Assistance Program – The committee is recommending WellSpan Employee Assistance Program to serve as the district's employee assistance program provider effective 7/1/2008 through 6/30/2009 at a rate of \$17 per covered employee per year.

*Explanation: The district implemented an employee assistance program in July, 2007. The district is recommending continuation of the services of WellSpan. The indicated rate represents no increase over the expiring agreement.*

- C. Acceptance of Gift – The administrative staff is recommending the board accept a donation from The Ressler Mill Foundation for 390 copies of dictionaries to be used for 3<sup>rd</sup> grade classrooms.

- D. School Physician's Agreement – The administrative staff is recommending approval of the School Physician's Agreement as cited (see page 14.)

*Explanation: Dr. Ichter has agreed to continue his service. There will be no rate increase again this year.*

- E. "Final Reading" Personal Necessity Leave – Classified Employees Policy #536– The administrative staff is recommending the approval of the "Final Reading" of the Personal Necessity Leave – Classified Employees Policy #536 (see pages 15 – 16.)

- F. LGH Drug Screening Contract – The administrative staff is recommending the continuation of a contract with Lancaster General Hospital to perform drug screening utilizing the attached fee schedule (see enclosure.)

*Explanation: These fees represent no change over the 2007-2008 agreement.*

- G. Western PA School for the Deaf Transportation Contract – The administrative staff is recommending approval of the contract for services to transport students to the Western PA School for the Deaf for 2008-2009. Annual cost is \$6,200 per child (approximate annual cost is \$18,600.)

*Explanation: Students receiving instruction at the Western PA School for the Deaf require transportation to the school's location in Pittsburgh. Students are transported by the IU13 to a WPSD location in Camp Hill. This contract is to get the students from Camp Hill to Pittsburgh and back. Transportation from the student's home to Camp Hill and back is billed through the IU13 transportation program.*

- H. National School Lunch and School Breakfast Program – The administrative staff is recommending approval of the National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2008 to June 30, 2009.

*Explanation: Annual application is made to PDE to register the school district as a participant in the National School Lunch and School Breakfast Program.*

- I. Food Service Agreement with IU 13 – The administrative staff is recommending approval of program between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2008. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

*Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the IU13.*

- J. Food Service Agreement with LCCTC – The administrative staff is recommending approval of program between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2008. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

*Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the LCCTC.*

- K. Signing of Student Activity Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Fund account:

Jan Mindish	Dana Edwards
Phil Gale	Anne Carroll
Chris Moritzen	Scott Keddie
Jason D’Amico	Chris Johnston
Judy Duke	Richard Eby

*Explanation: Annual resolution to re- authorize the signers for the Student Activity Fund accounts. All checks are processed in the business office after required authorization by representatives of the student organizations and building administration. All checks require two signatures.*

- L. Signing of Student Activity Athletic Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Athletic Fund account:

Jan Mindish	Judy Duke
Phil Gale	Chris Johnston
Chris Moritzen	Jeff Roth
Jason D’Amico	Dave Ohl
Richard Eby	

*Explanation: Annual resolution to re-authorize the signers for the Student Activity Athletic Fund accounts. All checks are processed in the business office after required authorization by the Athletic Department. All checks require two signatures.*

- M. Penn Manor Art Supplies Bid Awards – The administrative staff is recommending approval for the awarding of the following Penn Manor Art Supplies bid vendors as cited.

Dick Blick	\$3,041.00
Kurtz Brothers	\$1,392.44
NASCO	\$3,854.12
National Art School Supplies	\$2,418.04
Pyramid School Products	\$4,564.68
Sax Arts & Crafts	\$11,301.77
Standard Stationery Supply Co.	\$2,336.09
<b>TOTAL</b>	<b>\$28,908.14</b>

*Explanation: Annual bid conducted by the Art Department for supplies used in the Penn Manor art program. This bid is conducted separately from the IU Joint Purchasing Art Supplies bid and is coordinated by the Art Department Coordinator.*

- N. Ratification of the IU Joint Purchasing Budget – The administrative staff is recommending the board ratify the 2008-09 Lancaster Lebanon IU 13 Joint Purchasing Budget in the amount of \$83,532 – Penn Manor fee is \$3,000.

*Explanation: The IU Joint Purchasing Budget funds the collaborative business services area of the IU including the annual joint bids and the energy consortia.*

- O. Sapphire Software Programming – the administrative staff is recommending approval for approximately 16 hours of programming required by K12 Systems for an Emergency Verification Form at a cost of \$1,600.

*Explanation: The programming is necessary to rewrite and rebuild the Sapphire generated student emergency verification form. The form is customized for Penn Manor and includes specific changes requested by nurses and building secretaries, along with data fields to assist with demographic tracking.*

- P. Mileage Rate Approval – The administrative staff is recommending approval of a change in the standard mileage rate for business use of an automobile from 50.5 cents per mile to 58.5 cents per mile effective July 1, 2008. This rate is established by the IRS.

*Explanation: Due to increasing gas prices, the IRS has increased the standard mileage rate by 8 cents per mile for business use of an automobile. Typically changed with the beginning of a calendar year, this new rate will remain in effect until the end of 2008.*

- Q. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 17.)

- R. Tuition Student – The administrative staff is recommending the approval of Julia Scheib as a 50% tuition senior for the 2008-2009 school year.



- S. Bid Award for the High School Security Project – General – The administrative staff is recommending approval of the High School security project bid (general component) to Penncrest Construction Corp., Lancaster, PA, in the amount of \$32,410 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 18.)
- T. Approval of Contract and Notice to Proceed for the High School Security Project – General – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Penncrest Construction Corp., Lancaster, PA, in the amount of \$32,410, as per the attached bid tabulation, for the High School Security Project (general component). Payment to be made from the Capital Reserve Fund. (See page 18.)
- U. Bid Award for the High School Security Project – Electrical – The administrative staff is recommending approval of the High School security project bid (electrical component) to Leer Electric, Dillsburg, PA, in the amount of \$124,263 as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund. (See page 19.)
- V. Approval of Contract and Notice to Proceed for the High School Security Project – Electrical – The administrative staff is recommending approval and execution of a contract agreement and issuance of a notice to proceed to Leer Electric, Dillsburg, PA, in the amount of \$124,263, as per the attached bid tabulation, for the High School Security Project (electrical component.) Payment to be made from the Capital Reserve Fund. (See page 19.)

*Explanation: Bids for the above project were opened on Monday, June 2. The lowest responsible bidder is being recommended for each project. The administrative staff is recommending formal award of the bids and issuing the notice to proceed. The Board previously authorized the notice of intent to award bids for this project.*

- W. Approval of Contract – Martic Elementary School Asbestos Abatement Consulting Services –The administrative staff is recommending approval of an asbestos abatement consulting services contract with Cumberland Analytical Labs for the Martic Elementary School renovation project as per the attached agreement. Payment to be made from the 2006 construction fund. (See pages 20 – 21.)

*Explanation: The contract is for the proposal process for companies to abate any remaining asbestos at Martic Elementary School as part of the renovation project.*

- X. Approval of Contract – Martic Elementary School Asbestos Abatement Monitoring Services –The administrative staff is recommending approval of an asbestos abatement monitoring services contract with CA Associates LLC for the Martic Elementary School renovation project as per the attached agreement. Payment to be made from the 2006 construction fund. (See pages 22 – 23.)

*Explanation: The contract is for the air monitoring services pertaining to the asbestos removal at Martic Elementary School as part of the renovation project. The contract is with a different firm due to the reorganization of Cumberland Analytical*

- Y. Bid Award for Asbestos Removal for Martic Elementary – The administrative staff is recommending awarding the Martic Elementary School asbestos removal contract to First Capital Insulation, Inc. as per the attached bid tabulation. Payment to be made from the 2006 Construction Fund. (See page 24.)
- Z. Bid Award – Marticville Middle School Furniture Bid – The administrative staff is recommending awarding of the Marticville Middle School classroom and office furniture bid to the vendors listed on the attached bid tabulation for the stated amounts. The bid tabulation will be distributed on Monday. Payment to be made from the 2006 Construction Fund.

*Explanation: The bid tabulation that will be distributed will recommend the lowest responsible bidder for each of the items. The bid submittals are still being reviewed to ensure the specifications of the bid have been met. The furniture is being purchased as part of the building renovation project.*

- AA. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see pages 25 – 26.)

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – AA:**

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

**Items 4 A – L, N - O.**

**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 27 – 29)
- B. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.  
 Elizabeth Bender – math teacher – August 19, 2008  
 Lisa Bradfield – middle school secretary – August 1, 2008  
 Victoria Grosser – math teacher – effective August 1, 2008  
 Faith Shapiro – math teacher – August 19, 2008
- C. Retirements – The administrative staff is recommending the board accept the resignations of the individuals listed below per the effective date cited.  
 George Thomas Mitchell – custodian– effective August 1, 2008  
 Robert E. Parkes – custodian – effective August 25, 2008  
 Carol Weitzel – custodian – effective June 4, 2008
- D. Mentor – The administrative staff is recommending approval of the following mentor for the 2007-2008 school year:  
 Brian Osmolinski      entry level      \$788.00

- E. Achievement Stipend – the administrative staff is recommending the payment of a one time Achievement Stipend to Megan Augustine in the amount of \$500 in recognition of her receipt of her Masters in Instructional Technology and her PDE Instructional Technology Certification as per the Administrative Support Compensation Program.
- F. Special Ed Tutor – The administrative staff is recommending approval for Joe Herman for 30 hours of special education tutoring during the 2007-2008 school year at the rate of \$31.00 per hour.
- G. Moodle Schools Stipend – The administrative staff is recommending approval for a Moodle School stipend for Kevin Bower in the amount of \$1,000 per student for the 2008-2009 school year.
- H. Moodle School Tech Support – The administrative staff is recommending approval for Shelby Foster for up to 20 hours of PM Virtual Schools Tech Support at \$22.66 per hour.
- I. Contracted Psychological Services – The administrative staff is recommending approval for Jen Smyth for contracted psychological services at a rate of \$50 per hour for 300 hours for the 2008-09 fiscal year.
- J. Clerical Work – The administrative staff is recommending that Traci Frantz be employed for up to 25 additional hours at the rate of \$13.55 for additional clerical work at Martic Elementary at Marticville Middle School.
- Explanation: Mrs. Frantz is the new school secretary at Martic Elementary. Additional hours are needed due to the move of Martic Elementary operations to Marticville Middle School.*
- K. Designated and Intermittent Family Medical Leaves – The administrative staff is recommending granting leaves to the individuals listed according to the terms listed (see page 30.)
- L. Summer School Instructor – The administrative staff is recommending approval of the individual listed below to the position of summer school Biology instructor to be held June – July at the professional hourly rate.  
Tresa Kirk
- N. Stipend – the administrative staff is recommending approval for Dianne Smith to receive a one time stipend of \$1,200 for additional duties related to enrollment and documentation of student records.
- O. Temporary Support – The administrative staff is recommending the approval of Kathleen Campbell to provide additional support for the buildings and grounds department at a rate of \$14.74 for an additional 10 hours per week from July 16, 2008 through August 1, 2008. (Currently approved for a maximum of 30 hours per week for summer temporary support.)

**MOTION ON PERSONNEL AGENDA ITEMS 4 A – L, N - 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. Joseph DeLuca, yes; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

M. 2008-2009 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed as fall coaches for the 2008-2009 school year (see page 31.)

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

The meeting adjourned at 9:25 p.m. on a motion by Mr. Rintz and seconded by Dr. Frerichs and a unanimous voice vote.

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C. Willis Herr, President

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Paula E. Howard, Secretary