

**MINUTES**  
**Board Reorganization Meeting**  
**December 7, 2015**

The Reorganization 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 Member Dr. Richard Frerichs at 7:00 p.m. The following holdover members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. David Paitsel and Mr. Christopher Straub. Newly elected and re-elected members present were Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. Carlton Rintz, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Judge Joshua Keller and his family, Mrs. Judy Duke, Dr. Philip Gale, Dr. Jason D'Amico, Mr. Jeff Roth, Mr. Dell Jackson, Ms. Elizabeth Raff, Mr. Brian Wallace, Ms. Colleen Dorsey, Lancaster Newspaper reporter, and Mrs. Cindy Rhoades, Board Secretary.

Mrs. Friedman made a motion to appoint Dr. Richard Frerichs to serve as Temporary President for the reorganization portion of the Board meeting. Mr. Straub seconded this motion. The nominations were closed by a unanimous voice vote. Dr. Frerichs was appointed to serve as Temporary President by a unanimous voice vote.

Mrs. Rhoades, Board Secretary, read the Certificate of Election.

Judge Joshua Keller administered the Oath of Office to the newly elected and re-elected board members.

The list of newly constituted board membership was presented for the record and is listed below.

Dr. Richard Frerichs  
Mrs. Johnna Friedman  
Mr. Joseph Fullerton  
Mr. J. Kenneth Long  
Mr. Jeffrey Lyon  
Mr. David Paitsel  
Mr. Carlton Rintz  
Mr. Christopher Straub  
Ms. Donna Wert

Mrs. Friedman made a motion nominating Mr. J. Kenneth Long as President of the Board. The motion was seconded by Mr. Fullerton. There were no other nominations for the office of President. The nominations were closed by a unanimous voice vote. Mr. Long was appointed President by a unanimous voice vote.

Ms. Wert made a motion nominating Mr. Carlton Rintz as Vice-President of the Board. The motion was seconded by Mr. Straub. There were no other nominations for the office of Vice-

President. The nominations were closed by a unanimous voice vote. Mr. Rintz was appointed Vice-President by a unanimous voice vote.

The Organization Meeting adjourned at 7:13 p.m.

---

Mr. J. Kenneth Long, President

---

Cindy Rhoades, Board Secretary

**Minutes  
Committee of the Whole  
December 7, 2015**

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of a legal matter, student matter and personnel matter. The Board Reorganization meeting was held at 7:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:14 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. J. Kenneth Long. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Freidman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. Carlton Rintz, Mr. David Paitsel, Mr. Christopher Straub and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Dr. Theresa Kreider, and Mr. Charlie Reisinger. Also in attendance for the meeting: Judge Joshua Keller and his family, Mrs. Judy Duke, Dr. Philip Gale, Dr. Jason D'Amico, Mr. Jeff Roth, Mr. Dell Jackson, Ms. Elizabeth Raff, Mr. Brian Wallace, Ms. Colleen Dorsey, Lancaster Newspaper reporter, and Mrs. Cindy Rhoades, Board Secretary.

Mr. Long announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, January 4, 2016, at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Long asked the committee if there were any additions or corrections to the Minutes of the November 16, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman and second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked if there were any Citizen's Comments. There were none.

The upcoming board development opportunities were reviewed. Dr. Frerichs informed the board about a new PSBA offering, Keystone Education Radio.

Mr. Rintz and Mrs. Friedman were recognized by the Pennsylvania School Boards Association (PSBA) for 12 years of service as a school board director in Penn Manor. Mr. Long was recognized for 8 years of service as a school board director. Dr. Frerichs, past PSBA President and current Penn Manor school board director, presented them each with a certificate. School Board Directors in the Commonwealth of Pennsylvania are volunteer positions secured through the election process every four years by the populace of the school district for which they serve.

Mr. Roth updated the board on additional coaching certification classes that are now being mandated for all coaches, assistant coaches and volunteer coaches and addressed the administration's plan to fund the cost. Additionally, Mr. Roth addressed the structure of the PIAA school classifications.

Dr. Gale and Dr. D'Amico proposed a new course for the 2016-17 school year, AP Computer Science Principles. This year long course introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact

the world. With a unique focus on creative problem solving and real-world applications, AP Computer Science Principles prepares students for college and careers in computer science. The course will introduce students to the creative aspects of programming, abstractions, algorithms, large data sets, the Internet, cyber-security concerns, and computing impacts. AP Computer Science Principles will give students the opportunity to use technology to address real-world problems and build relevant solutions. Approval for placement of this item on the January 4, 2016 board agenda was approved on a motion by Mrs. Friedman and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes, and Ms. Wert, yes.

Dr. Gale also presented preliminary information on a potential AP Capstone course for the 2017-2018 school year.

Dr. Leichter and Mrs. Duke presented the Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions. The administration is recommending examining possible Act 1 referendum exceptions due to future uncertainty in state and local funding. This resolution authorizes the district to seek the exceptions – the decision to use them would come in late spring during discussions and approval of the final budget. Approval for placement of this item on the December 7, 2015 board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes, and Ms. Wert, yes.

Mr. Long will discuss with the board members their interest in committee assignments for 2016. Appointments will be made at the January 4, 2016 meeting.

The Committee of the Whole adjourned at 8:08 p.m.

---

Mr. J. Kenneth Long, President

---

Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**December 7, 2015**

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. J. Kenneth Long at 8:09 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, January 4, 2016, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Judge Joshua Keller and his family, Ms. Elizabeth Raff, Mr. Dell Jackson, Mr. Brian Wallace, Ms. Colleen Dorsey, Lancaster Newspaper reporter, and Mrs. Cindy Rhoades, Board Secretary.

Mr. Long asked if there were any Citizen's Comments. District resident, Shelly Keller, thanked the board for their service and also wanted to publicly thank the staff at Letort Elementary School where her children attend. She expressed that she is very happy with the education her children are receiving at Penn Manor.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the November 16, 2015 meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

**Item 1. Review of School Board Meeting Agenda** – Mr. Long

**Item 2. Consent Agenda for Committee of the Whole Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions (see pages 5-6)

*Explanation: As previously discussed, the administration is recommending examining possible Act 1 referendum exceptions due to future uncertainty in state and local funding. This resolution authorizes the district to seek the exceptions – the decision to use them would come in late spring during discussions and approval of the final budget.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A:** It was moved by Mr. Paitsel and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

**Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Account  
 PMSD Payroll Account  
 Cafeteria Account  
 Capital Reserve Accounts  
 PMSD Section 125 Accounts  
 Construction Fund Accounts  
 PMSD Student Activity Fund Account  
 PMSD Student Activity Athletic Fund Account

*Explanation: To formally authorize two board members and the business manager to represent the district as designated signers for the above checking accounts.*

- B. Mileage Rate Approval of the standard mileage rate for business use of an automobile as determined by the IRS effective January 1, 2016.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.*

- C. Accept Recommendation of Superintendent from Administrative Hearing for Student on November 17, 2015 (enclosure)

- D. Judicial Review Committee Actions as cited (enclosure)

- E. Tax Exonerations as cited (see page 7)

- F. JAMF Software License Agreement in the amount of \$2,512.00 for a one –year period effective January 9, 2016 (see page 8)

*Explanation: The agreement is for a software management suite in use across the district network since 2007. A total of 157 staff Mac laptops are covered under this agreement.*

- G. Pequea Elementary School Project Electrical Change Order as cited (see page 9)

Change order 1 – add \$22,456.88 McCarty & Son Electric Contractor

*Explanation: Electric construction change orders occur as part of the Pequea renovation process. The changes listed on the attached document will add \$22,456.88 to the Electrical contract.*

H. Pequea Elementary School Project Plumbing Change Order as cited (see page 10)

Change order 1 – add \$9,531.00 Jay R. Reynolds Plumbing Contractor

*Explanation: Plumbing construction change orders occur as part of the Pequea renovation process. The changes listed on the attached document will add \$9,531.00 to the Plumbing contract.*

I. Pequea Elementary School Project General Construction Change Order as cited (see page 11)

Change order 1 – add \$18,051.24 Lobar, Inc. General Contractor

*Explanation: General construction change orders occur as part of the Pequea renovation process. The changes listed on the attached document will add \$18,051.24 to the General Construction contract.*

J. Pequea Elementary School Project HVAC Change Order as cited (see page 12)

Change order 1 – deduct \$1,500.00 Frey Lutz Corporation, Plumbing Contractor

*Explanation: Plumbing change orders occur as part of the Pequea renovation process. The changes listed on the attached document will deduct \$1,500.00 from the Plumbing contract.*

K. Window Tinting Proposal as cited (see page 13)

*Explanation: The proposal calls for the application of window tinting film in the tech wing of Marticville Middle School to reduce light for projection purposes. In addition, the application of window tinting on the glass curtain wall at Central Manor Elementary will block 75% of UV transmission into the building allowing for a reduction in cooling costs.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-J:** It was moved by Mr. Straub and seconded by Dr. Frerichs to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3K:** It was moved by Ms. Wert and seconded by Mr. Fullerton to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, abstained; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

**Item 4. Consent Agenda for Personnel** – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see pages 14-15).
- B. Head Coaches Recommended for Renewal for the Fall 2016 Season:  
 Boys Soccer - Paul Taylor  
 Cheerleading – Janna Ames  
 Cross Country - Tom Ecker/Bob Ulmer  
 Field Hockey - Matt Soto  
 Football – John Brubaker  
 Girls’ Soccer - Carli Brill  
 Girls’ Tennis - Alison Fetter  
 Girls’ Volleyball - Tim Joyce
- C. Leave to the individuals according to the terms listed:
- Professional Employees  
*Employee E15* – Family Medical - January 6, 2016 – March 20, 2016
- Classified Employees  
*Employee E16* - Designated Family Medical - August 24, 2015 – November 15, 2015  
*Employee E17* - Designated Family Medical - October 26, 2015 – November 10, 2015  
*Employee E18* – Designated Family Medical – October 2, 2015 – November 29, 2015  
*Employee E19* - Designated Family Medical - October 19, 2015 – November 22, 2015
- D. Spring Musical Co-curricular positions to the individuals cited for the 15-16 school year:
- |                               |                      |          |
|-------------------------------|----------------------|----------|
| Musical Director              | Melissa Telesco      | \$ 5,600 |
| Musical Asst. Director        | Melissa Mintzer      | \$ 3,045 |
| Musical Acting Coach          | Carole Shellenberger | \$ 800   |
| Musical Production Assistant  | Adrianna Graham      | \$ 473   |
| Musical Assistant Vocal       | Stephanie Hallett    | \$ 1,000 |
| Musical Crew Supervisor       | Melissa Mintzer      | N/A      |
| Musical Lighting Supervisor   | Dakota Jordan        | \$ 900   |
| Musical Sound Design          | Ben Moore            | \$ 900   |
| Musical Choreographer         | Donavan Hoffer       | \$ 1,200 |
| Musical Rehearsal Accompanist | Jordan Groh          | \$ 300   |
| Musical Costume Coordinator   | Becky Cotich         | \$ 1,324 |
| Musical Orchestra             | Lauren Ciemiewicz    | \$ 2,108 |
- Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.*
- E. Approval of Volunteer Wrestling Coach  
 Sean Simonds
- F. Resignation of the individuals listed per the effective date:  
 Kelley Gross – Health room Nurse LPN – Effective 12/4/2015



G. 2015-2016 Mentors (see page16)

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G:** It was moved by Dr. Frerichs and seconded by Mr. Fullerton to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, abstained; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

**Item 5. Consent Agenda for Personnel – The administrative staff is recommending approval of the following:** (ROLL CALL)

- A. Retirement of the individual listed per the effective date:  
     John Young - Health & PE Teacher, Martic – Effective end of 15-16 school year  
     as per agreement

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A:** It was moved by Mr. Straub and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, abstained; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes

The meeting was adjourned at 8:20 p.m.

---

Mr. J. Kenneth Long, President

---

Cindy Rhoades, Board Secretary