

**Minutes  
Committee of the Whole  
February 16, 2016**

The Penn Manor School Board met in a public budget workshop beginning at 5:00.

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of Personnel – review employee terms and conditions of employment; review details of voting agenda item 4B (Leaves); review of employee resignations of voting agenda item 4D and Student Matter – review details of voting agenda item 3A (Judicial Review).

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. J. Kenneth Long. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Freidman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz Mr. Christopher Straub and Ms. Donna Wert. Mr. Jeffrey Lyon was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Ms. Theresa Nimo, Ms. Anna Wenger, Ms. Janna Ames, Lauren Eby of RBC Capital Markets, Mr. Nelson Breneman, Mr. Ryan Stauffer, two Millersville University students, Shawn Stone & Cece Minnick – Penn Manor HS students, 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, March 7, 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 February 1, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman and second by Mr. Fullerton, and a unanimous voice vote, the Minutes were approved as printed.

Penn Manor HS students, CeCe Minnick and Shawn Stone, gave the student report to the board.

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

The upcoming board development opportunities were reviewed. Mr. Fullerton updated the board on the recent IU13 board meeting.

Dr. Shaffer introduced new high school biology teacher, Janna Ames, to the board.

Ms. Lauren Eby of RBC Capital Markets, LLC presented information on debt required to complete the Conestoga Elementary Renovation Project. A parameters resolution needs to be adopted for the purposes of financing the cost of the renovation project. Approval for placement of this item on the March 7, 2016 board agenda was approved on a motion by Mr. Paitsel and seconded by Dr. Frerichs. The following vote was taken on this motion: Dr.

Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, absent; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes, and Ms. Wert, yes.

Dr. Leichliter and Dr. Frerichs updated the board on the Pennsylvania School Boards Association recently updated Principles of Effective Governance and Leadership. The principles encourage stronger and more transparent school board operations. Approval for placement of this item on the March 7, 2016 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, absent; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes, and Ms. Wert, yes.

Mr. Johnston reported that Shultz Transportation has offered to place GPS enabled camera systems on their busing equipment at no cost to the district in exchange for an extension of the existing transportation contract. Approval for placement of this item on the March 7, 2016 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, absent; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes, and Ms. Wert, yes.

Mr. Long and Dr. Leichliter reviewed the two possible scenarios for proposed school board meeting dates for the 2016-2017 school year. Board members are in favor of keeping the 1<sup>st</sup> and 3<sup>rd</sup> Monday meeting schedule. Approval for placement of this item on the March 7, 2016 board agenda was approved on a motion by Mr. Fullerton 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, absent; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes, and Ms. Wert, yes.

Dr. Leichliter and Mr. Long discussed the planning for the annual one-day summer planning retreat.

Mr. Reisinger discussed the E-Rate program and reviewed the Comcast Network, Category 2 equipment, and voice update proposals. Approval for placement of this item on the February 16, 2016 board agenda was approved on a motion by Ms. Wert 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, absent; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes, and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:00 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**February 16, 2016**

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 8:01 p.m.

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of Personnel – review employee terms and conditions of employment; review details of voting agenda item 4B (Leaves); review of employee resignations of voting agenda item 4D and Student Matter – review details of voting agenda item 3A (Judicial Review).

Mr. Long announced that the next scheduled meeting will be held on Monday, March 7, 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. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Jeffrey Lyon was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Ms. Theresa Nimo, two Millersville University students, Mr. Nelson Breneman, Mr. Ryan Stauffer, Ms. Anna Wenger, 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. There were none.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the February 1, 2016, meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Fullerton, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent’s report.

Mr. Johnston provided the Treasurer’s report for January 2016. He presented for payment the January 2016 bills. It was moved by Mr. Straub, and seconded by Mrs. Friedman to approve to authorize payment of bills:

General Fund	\$	6,390,147.79
Cafeteria Fund	\$	88,309.20
Capital Reserve Fund	\$	49,210.58
2015 Construction Fund	\$	1,296,018.87
Student Activity Fund	\$	31,524.06

The following call vote was taken on this motion: Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

**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. 2016-17 School District Calendar Approval (see page 5)

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A:** It was moved by Mr. Fullerton and seconded by Mr. Paitsel 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, absent; 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. Judicial Review Committee Action as cited (enclosure).
- B. PlanCon Part H – Pequea Elementary School Project – The administrative staff is recommending approval and submission of PlanCon Part H (Project Financing) to the Pennsylvania Department of Education for the Pequea Elementary School renovation project, PDE project number 3810. A copy of the document is on file in the business office.

*Explanation: The approval and submission is a requirement of the PlanCon process which allows school districts to receive state reimbursement on eligible construction and renovation projects. Part H, Project Financing, addresses the financing used for a project. Calculation of the temporary reimbursable percent for a project's financing occurs at PlanCon Part H. Once PlanCon Part H is approved, reimbursement on a project commences.*

- C. New Story Tuition Agreement for the 2015-2016 school year

*Explanation: To provide services for one student during the 2015-2016 school year.*

- D. NRG Service Contract – Central Manor/Marticville Middle/Martic/Hambright (pages 6-18)

*Explanation – Service agreement with NRG for the building automation services, automatic temperature controls and access control/security effective April 1, 2016 through March 31, 2017, including the Repair, Labor and Materials option.*

- E. Approval of Bus Aide Job Description (see pages 19-20)

- F. Electricity Demand Response Program Renewal Agreement – To extend the current Curtailment Services Agreement with ClearChoice Energy through May 31, 2019 (see page 21)

*Explanation: the electricity demand response program is a conservation program that enables electricity consumers to receive cash payments for reducing their electric consumption in response to high prices or during an emergency on the electricity grid. The agreement would extend participation for an additional three years.*

- G. Comcast Network Services Agreement to provide network ENS connectivity as per the enclosed agreement at a cost of \$6,750 per month for 36 months. (see pages 22-27)
- H. En-Net to provide Eaton Rackmount UPS units at a cost of \$4,539.00 per E-Rate mini-bid 2016. (see pages 28-29)
- I. ePlus to provide Meraki access points and Dell network switches in the amount \$143,085.18 per E-Rate mini-bid 2016. (see pages 30-31)
- J. Conestoga Elementary School PlanCon F – Approval and submission of PlanCon Part F (Construction Documents) to the Pennsylvania Department of Education for the Conestoga Elementary School new project (PDE Project Number 3874)

*Explanation: PlanCon Part F provides for further refinement of the architectural aspects of the project and documentation that other state and local agency requirements have been met or will be met before entering into construction contracts. Departmental approval of PlanCon Part F authorizes a district to receive bids and enter into construction contracts (see enclosure).*

- K. Tuition Free Senior for remainder of the 2015-2016 School Year – Jason Warona

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-K:** 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, absent; 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 (page 32).
- B. Leaves to the individuals according to the terms listed:  
  - Classified Employees:
  - Employee E27- Designated Family Medical - December 22, 2015 – March 14, 2016*
  - Employee E28- Designated Family Medical - December 28, 2015 – January 22, 2016*
- C. Spring 2016 Athletic Coaches as listed (see page 33).
- D. Resignation of the individual listed per the effective date:  
  - Gail Yohe, Food Service Cashier, PMHS, effective 2/17/16

- E. Retirement of the individual listed per the effective date:  
Patricia Frey, Custodian, Marticville Middle School, effective 6/8/16
- F. Approval of Manor Middle School AV Position  
Tom Reustle - \$1,490.00 (prorated for remainder of 2015-2016 school year)
- G. Tenure for the individuals listed as they have completed the requirement of three years of satisfactory teaching performance within the school district.

Jordan W. Jaffe  
Colleen L. Sohl

*Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A,B,D-G:** It was moved by Ms. Wert 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, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4C:** It was moved by Mr. Fullerton and seconded by Mr. Paitsel 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, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, abstained; and Donna Wert, yes.

The meeting was adjourned at 8:14 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary