

**Minutes  
Committee of the Whole  
June 19, 2017**

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for Personnel (Leaves, Employee Group Agreements, Employment Contracts) and Student Matter (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, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman and Mr. David Paitsel were absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, and Dr. Jerry Egan. Also in attendance for the meeting: Mr. Larry Levato, Mr. John Matusek, Mr. Jeff Roth, Mr. Mike DelPriore, Mr. & Mrs. Dan Ellerberg, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, 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, July 17, 2017, 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 June 5, 2017, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub and second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

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

The upcoming board development opportunities were reviewed. Ms. Wert reported that at the Lancaster County Academy JOC meeting Dr. Aiken of Manheim Central SD was named Superintendent of Record and Amy Fields was introduced as the new director.

Mr. Jeff Roth presented his annual summer review of the athletic program highlights as well as data related to the Athletic Measures of Success for the 2016-2017 school year. Penn Manor athletic teams earned six Section Championships, three League Championships and one State Championship in 2016-2017.

Mr. Long led a discussion on financing options for the high school renovation in order to give further direction to Mr. Phillips and Mrs. Stadel of RBC Capital Markets. RBC will attend the July meeting to give a presentation to the board.

Mr. Johnston presented information to the board on the Act 1 Slots Distribution. Approval for placement of this item on the June 19, 2017, board agenda was approved on a motion by Mr. Lyon and second by Mr. Fullerton. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented the proposed final budget to the board. Approval for placement of this item on the June 19, 2017, board agenda was approved on a motion by Mr. Lyon and second by Dr. Frerichs. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented information on the Committed Fund Balance. Approval for placement of this item on the June 19, 2017, board agenda was approved on a motion by Ms. Wert and second by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:19 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**  
**June 19, 2017**

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 8:19 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, July 17, 2017, following the Committee of the Whole Meeting at Manor Middle School

The following members were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman and Mr. David Paitsel were absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, and Dr. Jerry Egan. Also in attendance for the meeting: Mr. Larry Levato, Mr. John Matusek, Mr. Mike DelPriore, Mr. & Mrs. Dan Ellerberg, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, 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 June 5, 2017 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Mr. Johnston presented for payment the May 2017 bills. It was moved by Mr. Straub and seconded by Mr. Lyon to approve to authorize payment of bills:

General Fund	\$	3,345,799.11
Food Service Fund	\$	114,437.10
PMSD Capital Reserve Fund	\$	87,757.21
PSDLAF Capital Reserve	\$	3,574.71
2016 Construction Fund	\$	1,210,467.13
Student Activity Fund	\$	33,320.46

The following call vote was taken on this motion: Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, absent; 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 the Committee of the Whole Meeting** – **The committee is recommending approval of the following: (ROLL CALL)**

A.     **Adoption of the 2017-18 Final Budget** – Items regarding the adoption of the 2017-2018

Penn Manor School District budget:

1. Adoption of the final budget for 2017-18 listing expenditures in the amount of \$81,981,369.
  2. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
  3. Adoption of a resolution for approval of the Final Budget for the General Fund (see page 6)
  4. Adoption of a resolution for approval of the 2017 Annual Tax Levy Resolution (see pages 7-8)
- B. Act 1 Slots Distribution – The 2017 Homestead and Farmstead Exclusion Resolution as per the attached resolution (see pages 9-10)
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2017 Fund Balance (see page 11)
- D. Applitrack and Veritime Software at a cost of \$20,118 per year with a one-time startup/integration fee of \$10,260.

*Explanation: Applitrack software is for recruitment and hiring, and Veritime software is for digital time tracking and attendance.*

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A:** It was moved by Mr. Fullerton and seconded by Dr. Frerichs to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitzel, absent; Carlton Rintz, no; Christopher Straub, yes; and Donna Wert, yes.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2B-D:** It was moved by Ms. Wert and seconded by Mr. Lyon to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitzel, absent; 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. 2017-2018 School Breakfast and Lunch Prices as cited (see page 12)
- B. Judicial Review Committee Actions as cited (enclosure)
- C. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service systems at Central Manor, Eshleman, Letort, Martic, Marticville Middle and Manor Middle from 7/1/2017 through 6/30/2018.

*Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period.*

D. SchoolMessenger Renewal Authorization with West Interactive Services Corporation d/b/a SchoolMessenger for rapid call notification services in the amount of \$11,466.40. (see page 13)

E. Change Order - Conestoga Elementary  
Change Order 5 - Add \$54,284.01 Perrotto Builders LTD.

- PCO #14A – Steel and Masonry costs per Structural Steel Survey by KCI - \$12,294.01
- PCO #64 – Floor self-leveling due to existing conditions - \$41,990.00

F. AV Cabling Proposal for Martic Elementary from Gettle, Inc. (see page 14)

*Explanation: To upgrade AV Cabling in Martic Elementary School per the attached proposal.*

G. AV Cabling Proposal for Marticville Middle School from Gettle, Inc. (see pages 15-16)

*Explanation: To upgrade AV Cabling in Marticville Middle School per the attached proposal.*

H. Food Service Program Monitoring Consulting Services – SOS Group of Lancaster to provide continued services for the 2017-2018 school year

*Explanation: The administration is recommending renewal of a one year extension of the original agreement for the 2017-2018 fiscal year. (One additional year of extension is available in the original agreement.)*

I. Bonding for District Cashier

*Explanation: As recommended by the district auditors, a surety bond is being requested for the district cashier. (The surety bond will be renewed annually.)*

J. Bonding for District Delivery Driver

*Explanation: As recommended by the district auditors, a surety bond is being requested for the district delivery driver. (The surety bond will be renewed annually.)*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-J:** It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, absent; 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 2017-2018 school year (see pages 17-18)
- B. Leaves to the individuals according to the terms listed:  
Professional:  
*Employee F55 - Family Medical - May 4, 2017 – June 7, 2017*
- C. Substitute Pay Rates for the 2017-2018 school year:  
Support Staff Substitute Pay Rates – as noted below:  
Athletic Trainer - \$21.00 per hour  
Food Service Sub - \$9.50 per hour  
Food Service Manager Sub Hourly Rate Differential - \$1.50 (elementary)  
Food Service Manager Sub Hourly Rate Differential - \$2.50 (secondary)  
Food Service Banquet Hourly Rate Differential - \$2.50  
Custodial Sub -- \$10.50 per hour  
Clerical Sub - \$9.50 per hour  
Healthroom Tech Aide Sub - \$12.50 per hour  
Healthroom Tech Nurse Sub for RN - \$18.07 (elementary)  
Healthroom Tech Nurse Sub for RN - \$17.65 (secondary)  
  
Professional Staff Sub Rate - \$125.00/day
- D. Athletic Stipend Grid used to determine allocations for coaching stipends for the 2017-2018 school year (see page 19)
- E. Rates for Co-curricular Work for the 2017-2018 school year as cited (see page 20)
- F. Band Positions for the 2017-2018 school year (see page 21)
- G. Wellness Coordinator - Tom Reustle to receive \$3,100 for his services as Wellness Coordinator for the 2017-2018 school year.
- H. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 75 hours for a total of \$3,562.50 for the 2017-2018 school year.

*Explanation: The rate for Mr. Hanna's services has remained the same since the 2009-2010 school year. The number of hours has been reduced from a maximum of 600 hours to 100 hours in 2013-2014 to 75 hours in 2014-2015.*

- I. Recommendation of Head Coaches for the Spring Semester of the 2017-2018 school year.
- |                  |   |               |
|------------------|---|---------------|
| Boys' Tennis     | - | Greg Hammond  |
| Boys' Volleyball | - | Chris Telesco |
| Softball         | - | Dave Stokes   |
| Baseball         | - | Jim Zander    |
| Track & Field    | - | Dan Myers     |
| Boys' Lacrosse   | - | Zac Charles   |

Girls' Lacrosse - *Open*

- J. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2017-2018 school year (available upon request).
- K. Support Staff Salaries for the 2017-2018 school year (available upon request)
- L. Employee Group Agreements (copies available upon request)
  - Act 93
  - Administrative Leadership Team Compensation Plan
  - Administrative Support Compensation Plan
- M. Open Campus Director Agreement - Dr. Debbie J. Lugar for the period of July 1, 2017 to June 30, 2018 (available upon request).
- N. Approval of employment contract - Mr. Christopher L. Johnston for the period of July 1, 2017 to June 30, 2022 (available upon request).
- O. Approval of employment contract - Dr. Cheryl A. Shaffer for the period of July 1, 2017 to June 30, 2020 (available upon request).

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

The meeting was adjourned at 8:34 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary