

**Minutes  
Committee of the Whole  
March 7, 2016**

The Penn Manor School Board met in an Executive Session at 5:30 p.m. for the discussion of Personnel: Evaluation of the Superintendent – review of 360 data; Personnel: review details of voting agenda item 4D (Leaves); Student Matter – Special Education Due Process Proceeding.

The Penn Manor School Board met as a Committee of the Whole at 7:06 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. 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, Mr. Chris Johnston, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Dr. Philip Gale, Conestoga Elementary teachers - Mrs. Maribeth Zurn, Mrs. Heather Fellenbaum, Ms. Alison Witmer, and Mrs. Jenny Fisher; Mr. Dell Jackson, ATTOLLO Staff - Mr. Jordan Steffy, Ms. Erin McMonagle, and Mr. Tyler Lloyd; Mr. Ryan Stauffer, Mrs. Rhonda Lord of Kegel Kelin Almy & Lord, LLP; Penn Manor High School students – Shalaika Gonzalez, Sarah Stackhouse, Matthew Morales, and Kayla Barnard; 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 21, 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 16, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman and second by Mr. Paitsel, 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. Mr. Straub updated the board on the CTC finance meeting and Mr. Fullerton updated the board on the regular CTC meeting. Ms. Wert updated the board on the Lancaster County Academy budget and concerns with rising costs due to a district leaving the consortium. Mr. Long took an informal poll of interest in continuing despite higher costs. All board members expressed support of the program.

Mrs. Rhonda Lord, Kegel Kelin Almy & Lord, LLC presented information on debt required to complete the Conestoga Elementary Renovation Project. As previously discussed, 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 Dr. Frerichs and seconded by Mr. Lyon. 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 and Mr. Steffy gave the board a summary of the outcomes of the pilot ATTOLLA Project that concluded on February 24. Several students involved in the pilot expressed their gratitude for the project and what it has meant to them.

Dr. Kreider provided data and information on special education out of district placements and costs as a continuation of a previous board discussion related to tuition costs.

Mr. Reisinger presented a 5 year maintenance and leasing agreement for new copiers with Edwards Business Systems. Approval for placement of this item on the March 7, 2016 board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Lyon. 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. Johnston reviewed preliminary information received from PDE on the proposed preliminary budget for 2016-2017 and provided an update on Act 1 and possible referendum exceptions.

The Committee of the Whole adjourned at 8:55 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**  
**March 7, 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 8:55 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, March 21, 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 Paitzel, 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, Mr. Chris Johnston, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Conestoga Elementary teachers - Mrs. Maribeth Zurn, Mrs. Heather Fellenbaum, Ms. Alison Witmer, and Mrs. Jenny Fisher, Mr. Dell Jackson, Mr. Ryan Stauffer, 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, Mr. Ryan Stauffer, addressed the board with several questions. Mr. Long offered to speak with Mr. Stauffer after the meeting to address his questions as the Citizen's Comment section is for comments not a time to have specific questions answered.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the February 16, 2016 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Dr. Frerichs, 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. School Board 2016-2017 Meeting Dates (see page 4)
- B. Series of 2016 Bond Financing Resolution for approval of a Bond Issue as presented. The proceeds from the bond issue will be used for the purposes of financing the cost of the renovation at Conestoga Elementary School. (see pages 5-31)
- C. Principles for Effective Governance & Leadership
- D. Shultz Transportation Contract Extension (see page 32)

- E. Copier Maintenance Agreement with Edwards Business Systems for copier maintenance services for the monthly amount of \$6810/month as per the attached documentation (see pages 33-35).
- F. Copier Lease Agreement with De Lage Landen Public Finance LLC for copier equipment for the monthly amount of \$4049/month as per the attached documentation (see pages 36-42).

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A-F:**

It was moved by Ms. Wert and seconded by Mr. Straub 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. Agricultural Advisory Committee – approval of committee members (see page 43)

*Explanation: Chapter 339 on Vocational Education of the Pennsylvania School Code mandates the use of advisory committees. State auditors verify that the local School Board annually approves the composition of the committee.*

- B. Disposal of Technology Equipment – (see pages 44-45)

*Explanation: The Information Technology Department is recommending disposal of the nonfunctioning and obsolete technology items and materials on the attached list. Sycamore International will remove and recycle technology items at no charge to the district.*

- C. Pequea Elementary Project Change Orders - (see pages 46-48)
  - Change Order 2 - Add \$76,733.97 Lobar, Inc (General Construction)
  - Change Order 2 - Add \$3,854.00 Jay R. Reynolds, Inc. (Plumbing)
  - Change Order 2 - Add \$2,003.62 McCarty & Son, Inc. (Electrical)

*Explanation: Change Orders occur as part of the Pequea Renovation process. Changes are detailed in the attachments.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-C:** 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, 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 page 49).
- B. Retirements of the individuals listed per the effective date.  
James Yearsley, Guidance Counselor, HS, effective 6/8/16  
Phyllis Ream, Library Aide, Marticville MS, effective 6/8/16
- C. Resignation of the individuals listed per the effective date.  
April Daugherty, Nurse Substitute, effective 2/22/16  
Karen Hoffer, Building Aide Substitute, effective 2/23/16  
Amanda Squires, Building Aide Substitute, effective 2/15/16
- D. Leaves to the individuals according to the terms listed:
- Professional Employees:  
Employee E29 - Family Medical - May 23, 2016 – end of 2015-2016 school year  
Employee E30 - Family Medical - February 29, 2016 – May 22, 2016  
Child Rearing - May 23, 2016 – end of 2015-2016 school year  
Employee E31 - Family Medical - February 24, 2016 – April 19, 2016  
Employee E32 - Family Medical - April 4, 2016 – end of 2015-2016 school year
- Classified Employees:  
Employee E33 - Designated Family Medical – Feb. 17, 2016 – March 17, 2016
- E. Stipends for services related to Food Service Operations.  
\$3,000.00 - Chris Johnston  
\$1,500.00 - Sherlyn Wolf

*Explanation: The stipends are for additional work and responsibilities since the departure of the Food Service Manager in December.*

- F. Co-curricular Position Changes.  
PMHS Aud Tech Supervisor General - Melissa Mintzer, \$426.66  
PMHS Aud Tech Supervisor General - Ben Moore, \$426.66  
PMHS Aud Tech Supervisor General - Dakota Jordan, \$426.66  
PMHS Aud Tech Supervisor Entertainment PM - Ben Moore, \$330.00

*Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-F:** It was moved by Mrs. Friedman 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, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 9:14 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary