

**MINUTES**  
**Committee of the Whole**  
**September 18, 2017**

The Penn Manor School Board met at 5:30 p.m. for a public workshop, *Twitter and Social Media*, and at 6:15 p.m. for an Executive Session to discuss Personnel (Resignations and Retirements) and Student Matter (Special Education.)

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 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, Mr. Chris Johnston, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Jerry Egan. Also in attendance for the meeting: Mrs. Connie Jackson, Mrs. Nicki Nafziger, Mr. Jeff Heiney, Ms. Tara Wilson, Ms. Wendy Terry, Ms. Adisa Hargett-Robinson, LNP correspondent, Mr. Jed Kensinger, LNP Staff Writer, Mr. Brian Wallace, 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, October 2, 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 September 5, 2017, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton and second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Penn Manor High School senior, Cade Braas, provided the student report highlighting upcoming high school events and high school news.

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

The upcoming board opportunities were reviewed. Mr. Fullerton updated the board on the latest IU13 meeting. Dr. Frerichs shared information on pending legislation in Harrisburg. Mr. Long reported that after meeting with administration and the finance counselor, the district will initiate the swap previously approved.

Dr. Shaffer introduced the following new secondary teachers – Joel Ernst, Courtney Heiser, Mitchell King, Katherine Ream, and Beth Reburn. Dr. Egan introduced the following new elementary teachers – Ashley Brubaker, Vicki Fafel, Morgan Fasnacht, and Kathleen Myers.

Mr. Nathan Mains, Executive Director of the Pennsylvania School Boards Association (PSBA), recognized Dr. Richard Frerichs for 20 years of service as a school board director in Penn Manor. Mr. Jeffrey Lyon and Mr. Christopher Straub were recognized by Mr. Mains for 8 years of service. 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. Reisinger discussed a possible network proposal with IU13 for a Fiber WAN RFP.

Mr. Johnston reviewed preliminary numbers from the 2016-2017 audit and discussed fund balance implications and proposed transfers to the capital reserve fund.

The Committee of the Whole adjourned at 8:06 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**  
**September 18, 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 8:07 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, October 2, 2017, 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 Mr. Chris Johnston, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Jerry Egan. Also in attendance for the meeting: Mrs. Connie Jackson, Mrs. Nicki Nafziger, Mr. Jeff Heiney, Ms. Tara Wilson, Ms. Wendy Terry, Ms. Adisa Hargett-Robinson, LNP correspondent, Mr. Jed Kensinger, LNP Staff Writer, Mr. Brian Wallace, 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 September 5, 2017 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston presented for payment the August 2017 bills. It was moved by Mr. Paitsel and seconded by Mr. Fullerton to approve to authorize payment of bills:

General Fund	\$	4,073,601.72
Food Service Fund	\$	2,862.23
PMSD Capital Reserve Fund	\$	1,007,046.97
PSDLAF Cap Reserve Fun	\$	3,574.71
Student Activity Fund	\$	15,786.21

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 Administrative Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

A.     Tax Exoneration (see page 4)

- B. Job Description – District Food Service Cashier (see pages 5-6)
- C. Contract Approval - Elaine Torres, Spanish speaking psychologist, for 30 hours at \$75.00 per hour to conduct special education evaluations
- D. Kelly Services Direct Hire Agreement as per the attached (see page 7)

*Explanation: Kelly Services will assist in hiring open Technology Department positions.*

- E. AHERA Re-Inspection and Management Plan Update Services

*Explanation: Agreement with EHC Associates to provide environmental services for all district owned buildings.*

- F. Change Orders - Conestoga Elementary School

Change Order 2 – Add \$4,321.34 Myco Mechanical, Inc.

- PCO #005R - \$4,321.34

Change Order 6 - Add \$174,760.45 Perrotto Builders LTD.

- PCO #005R - \$14,914.61
- PCO #012 - \$978.30
- PCO #013R - \$15,217.99
- PCO #014B - \$35,076.42
- PCO #016R - \$6,673.02
- PCO #044R - \$1,099.05
- PCO #049 - \$1,482.47
- PCO #061 - \$2,166.47
- PCO #062 - \$11,616.67
- PCO #065 - \$529.07
- PCO #075 - \$2,570.40
- PCO #080 - \$5,761.98
- PCO #081R - \$60,618.60
- PCO #082A - \$361.87
- PCO #085 - \$425.72
- PCO #093 - \$15,267.81

- G. CAFCO Bids Vendors for 2017-2018

- Feeser's       \$ 256,312.00
- US Foods       \$ 384,468.00

- H. Memorandum of Understanding with Millersville University for a five year term beginning August 31, 2017 (see pages 8-10)

*Explanation: Agreement for Penn Manor students to enroll in an off-campus course as a non-degree student at Millersville University.*

- I. Dual Enrollment Agreement with PA College of Health Sciences (see pages 11-14) to complete an Independent Educational Evaluation for a student with a disability at a cost of \$4,750.

**MOTION TO LAY ON THE TABLE ITEM 2F – CHANGE ORDER 6 ONLY OF THE ADMINISTRATIVE ACTION CONSENT AGENDA:** It was moved by Mr. Rintz and seconded by Ms. Wert to approve this motion. 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 THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A-I; 2F CHANGE ORDER 2 ONLY:** 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.

**Item 3. 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 page 15)
- B. Resignation of the individuals listed per the effective date:
  - Lisa Eme, Ready to Learn Aide, Letort, effective 8/23/17
  - Roberto Cruz, Custodian, High School, effective 8/9/17
  - Melissa Telesco, Director, HS Spring Musical, effective 8/28/17
- C. Retirement of the individuals listed per the effective date:
  - Cheryl Dearolf, Food Service Manager at Marticville MS, effective 12/31/2017
- D. Department Coordinators & Stipends for the 2017-2018 school year as listed (see page 16)

*Explanation: This is the yearly approval of coordinators and stipends which occurs the second board meeting of September*

- E. Fall Play Set Design/Construction for the 2017-2018 school year
  - Mark Dennis - \$2,000

*Explanation: To correct an error on the previous board agenda - Mark Dennis will be doing the set design and set construction for the Fall Play.*

- F. Head Varsity Baseball Coach – Streeter Stuart
- G. Dental Hygiene Services provided by Jennifer Yurchak at the rate of \$28.00 per hour, not to exceed 220 hours for the 2017-2018 school year, pending clearances.

*Explanation: Mrs. Yurchak will provide dental instruction and services to district students and coordinate free dental services.*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3A-G:** It was moved by Mr. Straub 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, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

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

- A.     Infiltration Testing and Test Pits by Earth Engineering Inc. (see pages 2-5)

*Explanation: Earth Engineering will conduct test pit investigation, infiltration testing and preparation of the report for the Tennis Court project at Manor Middle School.*

**MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 4A:** It was moved by Mrs. Friedman 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 5.**            **Consent Agenda for Personnel– The administrative staff is recommending approval of the following: (ROLL CALL)**

- A.     Resignation of the individuals listed per the effective date:  
Lorie Burkland, Health Room Nurse, effective 9/14/2017

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A:** 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, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; 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