

**Minutes  
Committee of the Whole  
September 6, 2016**

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of Student Matters: Special Education Agreement Update; and Personnel, Voting agenda item 4C- Leaves.

The Penn Manor School Board met as a Committee of the Whole at 7:08 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. Christopher Straub and Ms. Donna Wert. Mr. Carlton Rintz was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Ralph Simpson, Mr. Steve Fafel, Mr. Dell Jackson, Mr. Jon Bittenbender, Mr. Pat Kline, Mr. Brian Wallace, 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, September 19, 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 August 15, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon and second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked for any Citizen's Comments. District resident, Mr. Pat Kline addressed the board in support of the Penn Manor Education Foundation (PMEF) and thanked the board for their individual financial support of PMEF, which has always been 100% of the board directors. He passed out the latest newsletter and request for a donation for the 2016-2017 school year to the board.

The upcoming board development opportunities were reviewed. Ms. Wert reported that Penn Manor has six students currently enrolled in the Lancaster County Academy. Mr. Straub reported that LCCTC will be addressing the over-enrollment issue for next year. Dr. Frerichs reported on the Poverty Committee's upcoming initiatives.

Dr. Egan introduced the following new elementary teachers – Aliza Heinicke, Kyra Garling, Emily O'Donnell, Melissa Borgoyne, Brian Plumbo, and Vita Caruso. Dr. Shaffer introduced the following new secondary teachers – Erika Hartz, Jessica Duvall, Josh Barben, Rhoda Marsteller, Lindsay Feger, and Courtney Heiser.

Dr. Frerichs would like to present each of the ten Penn Manor school libraries with the book, *50 American Heroes*, by Dr. Dennis Denenberg and Lorraine Roscoe. Approval for placement of

this item on the September 6, 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, absent; Mr. Straub, yes; and Ms. Wert, yes.

A review of the opening of school was shared with the board by Dr. Leichliter, Dr. Egan, Dr. Shaffer, Dr. Kreider, Mr. Reisinger and Mr. Johnston.

Dr. Leichliter reviewed the milestones for the superintendent goals created during the annual Board retreat in June. Approval for placement of this item on the September 6, 2016, board agenda was approved on a motion by Mr. Straub 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, absent; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston reviewed the proposed calendar for developing, discussing, and approving the budget for the 2017-2018 school year.

The Committee of the Whole adjourned at 8:16 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 6, 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 8:17 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, September 19, 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. Christopher Straub , and Ms. Donna Wert. Mr. Carlton Rintz was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Ralph Simpson, Mr. Steve Fafel, Mr. Dell Jackson, Mr. Jon Bittenbender, Mr. Brian Wallace, 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 August 15, 2016 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report and gave an update on the dual enrollment numbers for the 2016-2017 school year.

**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. Donation of Books - donation from Dr. Richard L. Frerichs of the book "50 American Heroes" written by Dr. Dennis Denenberg and Lorraine Roscoe for each of the ten Penn Manor school libraries.
- B. Approval of Superintendent Goal Milestones
- C. Lancaster County Career & Technology Center Authority Board Member – The committee is recommending approval to appoint Joseph DeLuca to the position of Lancaster County Career and Technology Center Authority Board Member for the remainder of a four year term that began January 1, 2015 and ends on December 31, 2019.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A-C:**

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, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, absent; 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. IDEA Part B Use of Funds Agreement – for the use of Federal Funds from the 2016-2017 allocation pertaining to the Individuals with Disabilities Education Act

*Explanation: Expected funds totaling \$1,088,775 will be used as follows - \$816,275 to be used as an offset to special education contracted services and \$272,501 to be used for “on behalf” services.*

- B. Lancaster General Hospital Drug Screening Contract for the 2016-2017 school year (see pages 6-11)

*Explanation: The clinic hourly fee increased from \$30 to \$35. The travel time fee of \$32 per hour was eliminated.*

- C. Pequea Elementary Project Change Order - (see page 12)

Change Order 3 - Add \$2,440.00 Jay R. Reynolds, Inc. (Plumbing)

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

- D. Letort Water Line Installation Change Orders - (see pages 13-15)

Change Order 1 - Add \$9,045.00 BN Excavating, Inc.

Change Order 2 - Add \$3,819.20 BN Excavating, Inc.

Change Order 3 - Add \$945.45 BN Excavating, Inc.

*Explanation: Change Orders occurred as part of the Letort Water Line Installation process. Changes are detailed in the attachments.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-D:**

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, yes; David Paitsel, yes; Carlton Rintz, absent; 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 2016-2017 school year (see pages 16-19)
- B. Resignation of the individuals listed per the effective date:  
 Sallie Brandt—Cafeteria/Building Aide at Letort, effective 8/11/16  
 Karen Eshbach—Cafeteria Substitute, effective 8/24/16  
 Sharon Spearing –ERA for Pequea, effective 9/9/16
- C. Leaves to the individuals according to the terms listed:  
Professional Employees:  
*Employee F1* - Family Medical - on or before October 14, 2016 – Dec. 1, 2016  
*Employee F2* – Family Medical - on or before October 7, 2016 – Oct. 21, 2016  
  
Classified Employees:  
*Employee F3* – Family Medical - June 27, 2016 – August 26, 2016  
*Employee F4* – Family Medical - August 1, 2016 – August 16, 2016
- D. 2016-2017 Coaching Position as listed  
 Timothy Hite—Strength Training Coach  
 Elena Konas –Strength Training Coach  
 Jon Zajac—Strength Training Coach  
 James Kanyha—JH Head Coach for Boys Soccer  
 Carena Neely—Volunteer Field Hockey Coach  
 Judah Buckwalter –JH Assistant Soccer Coach  
 Tom Barley—Asst. Wrestling Coach  
 Don Martin—7<sup>th</sup> Grade Basketball Coach
- E. Middle School Tutors for the 2016-2017 school year at a rate of \$32.00 per hour.  
 Lisa Bitler  
 Courtney Costello  
 Maricia Kligge  
 Colleen Sohl  
 Jenn Ennis  
 Connie Jackson  
 Amy Niemkiewicz  
 Jon Bittenbender  
 Daryn Vinson
- F. Detention/Saturday School for the 2016-2017 school year at a rate of \$32.00 per hour.  
 Lisa Bitler  
 Brad Aungst  
 Curt Snelbaker  
 Jon Bittenbender
- G. Middle School Weight Room Coverage for the after school middle school weight room for the 2016-17 school year at the rate of \$24.48 per hour, 1 hour per day, 2 days per week  
 Steve Evans

Ginny Neiss  
Steve Kramer

- H. Middle School Peer Helpers for the 2016-2017 school year  
Brett Sheaffer - Marticville Middle School - \$1,580  
Ken Webster - Marticville Middle School - \$1,580
- I. Pennsylvania Constables to provide security for the school district during the 2016-2017 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.  
Brad Weinoldt  
Tom Graver  
Mike Phenneger
- J. 2016-2017 Fall Play – Co-curricular Positions (see page 20)
- K. Athletic Worker – John Tercha
- L. Special Education Stipend for Semester 1 due to completion of IEP'S for a Special Education Teacher on FMLA  
Michelle Wagner \$120.00  
Jodie Henderson \$120.00  
Jodi Swartz-Rankin \$120.00  
Kim Tercha \$120.00  
Patrick Eichelberger \$120.00
- M. Additional Teacher Support Hours for Student with IEP for 30 minutes per day/2.5 hours per week  
Eric Polaski—2<sup>nd</sup> Grade Pequea Teacher \$43.08 per hour  
Vita Caruso—Pequea Learning Support Teacher \$33.70 per hour
- N. Contractors  
Jean Semder, Reading Specialist--\$150 per day for 181 days
- O. Mentors for the 2016-2017 school year as listed (see page 21)
- P. Nursing Coverage for Conestoga Students at Marticville Middle in approximately 45 minute increments when nursing coverage is needed (180 days)  
Gretchen Ayres \$37.20 per hour  
Deb Sensenig \$15.70 per hour
- Q. Director of Buildings and Grounds  
Carl "Chip" Mathias, effective 10/3/16, \$88,000 per year

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-Q:** 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, yes; David Paitsel, yes; Carlton Rintz, absent; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 8:24 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary