

**Minutes  
Committee of the Whole  
November 20, 2017**

The Penn Manor School Board met at 5:30 p.m. for a public Budget workshop and at 6:30 p.m. for an Executive Session to discuss Personnel (Resignations and Leaves) and Student Matter (Judicial Review).

The Penn Manor School Board met as a Committee of the Whole at 7:18 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. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. 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: Mr. Mike DelPriore, Mrs. Nicki Nafziger, Mr. John Bonawitz, Mrs. Judy Duke, Mr. Josh Bressler, Mr. Dave Wacker, Mr. Drew Meckes, Mr. Stuart Friedman, Mrs. Jess Dumm and children, Mr. Walt Wiltschek, LNP 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, December 4, 2017, in the Board Room of the Manor Middle School at the conclusion of the Board Organization Meeting at 7:00 p.m.

Mr. Long asked if there were any additions or corrections to the Minutes of the November 6, 2017, 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.

Penn Manor High School students Cade Braas and Allie Hege gave the student reports.

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

The upcoming board opportunities were reviewed.

The board recognized outgoing school board director, Johnna Friedman. Mrs. Friedman is completing fourteen years of service on the Penn Manor Board of School Directors and did not seek re-election. Mrs. Friedman was presented with a board resolution and a plaque by Board President Ken Long.

Mr. John Bonawitz from Brown Shultz Sheridan and Fritz provided an overview of the district's annual financial statements for the year ended June 30, 2017. He reported that the district received a clean opinion on the audit. Mr. Johnston thanked Mrs. Duke and the business office for their efforts. Approval for placement of this item on the November 20, 2017, board agenda was approved on a motion by Mr. Paitsel 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, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston reviewed the RFP Cycle for requesting proposals for contracted services. Financial Services are listed for this year on the RFP cycle. Approval for placement of this item on the December 4, 2017, board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Fullerton. 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. Long and Dr. Lechlitter provided a summary of procedures for the upcoming board organization meeting.

Mr. Straub and Dr. Lechlitter provided a summary of financial discussions taking place at the Joint Operating Committee and Professional Advisory Committee of the Lancaster County Career & Technology Center.

Dr. Lechlitter provided a summary of cohort 2 of the two year Superintendent Academy being sponsored by the Pennsylvania Department of Education.

Mr. Johnston presented the Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions. The administration is recommending examining possible Act 1 referendum exceptions due to future uncertainty in state and local funding. This resolution authorizes the district to seek the exceptions – the decision to use them would come in late spring during discussions and approval of the final budget. Approval for placement of this item on the December 4, 2017 board agenda was approved on a motion by Mr. Straub 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, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:13 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**  
**November 20, 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 8:14 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, December 4, 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. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. 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: Mr. Mike DelPriore, Mrs. Nicki Nafziger, Mr. Josh Bressler, Mr. Dave Wacker, Mr. Drew Meckes, Mr. Walt Wiltschek, LNP 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 November 6, 2017 meeting. Hearing none, on a motion by Mr. Fullerton, 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 October 2017 bills. It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve to authorize payment of bills:

General Fund	\$	3,178,570.45
Food Service Fund	\$	125,557.64
Capital Reserve Fund	\$	235,842.67
PSDLAF Cap Reserve Fun	\$	3,574.71
Student Activity Fund	\$	22,377.36

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 1.**        **Review of School Board Meeting Agenda** – Mr. Long

**Item 2.**        **Consent Agenda for Committee of the Whole Meeting** – The committee is recommending approval of the following: (ROLL CALL)

A.     Acceptance of Local Auditor's 2016-17 Report as presented.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A:** It was moved by Mr. Lyon 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.     Judicial Review Committee Action as cited (enclosure)
- B.     Election of Solicitor and Bond Counsel – Kegel Kelin Almy & Lord LLP – The law firm of Kegel Kelin Almy & Lord LLP be appointed as solicitor and bond counsel for the school district for the calendar year 2018.
- C.     Election of Special Counsel for Special Education – McNees Wallace & Nurick LLC – The law firm of McNees Wallace & Nurick LLC be appointed as special counsel for the school district for the calendar year 2018. Services will be limited to special education matters.
- D.     Election of Special Counsel for Labor – Fox Rothschild LLP – The law firm of Fox Rothschild LLP be appointed as special counsel for the school district for the calendar year 2018. Services will be limited to labor matters.
- E.     Election of Special Counsel for Workers Compensation – The law firm of Devine Law Services be appointed as special counsel for the school district for the calendar year 2018. Services will be limited to Workers Compensation.
- F.     Transportation Contracts for the 2017-2018 school year:  
           Eschbach Bus Service (181 Days) - \$2,330,821.23  
           Eschbach Fuel Surcharge – \$49,337.32  
           Shultz Transportation (181 Days) – \$915,865.38  
           Shultz Fuel Surcharge - \$24,512.89

*Explanation: The current transportation contracts runs through 2020 for Eschbach Bus Service and 2025 for Shultz Transportation. The contract figures for the third year has been calculated based upon updated routing and student information.*

- G.     Commencement Date – June 6, 2018
- H.     Contract with Franklin & Marshall College for the 2018 Penn Manor High School Commencement (see pages 5-10)

*Explanation: Commencement will be held at F&M for the fourth consecutive year. Total costs will again be shared with Hempfield School District who will be holding their commencement on the night prior to Penn Manor's graduation.*

I. 2017-2018 Federal Programs Consolidated Application – Project 999-18-0324 in amount of \$1,072,153.00

J. Installation of Security Buttons proposal by Choice Security Services for all school locations as per the attached. (see pages 11-12)

*Explanation: The proposal includes installation and programming for all schools and the district office.*

K. Agreement with Children Deserve a Chance Foundation for ATTOLLO Program at Penn Manor High School

*Explanation: Continuation of the agreement with Children Deserve a Chance Foundation from 2015-2016 for up to 25 Penn Manor High School students to participate in ATTOLLO programming during the fall 2017 semester at a cost of \$350 per student.*

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

It was moved by Mr. Paitsel 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.

**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 page 13)

B. Leave to the individual according to the terms listed:

Classified

*Employee G25- Family Medical - October 26, 2017 – December 22, 2017*

*Employee G26- Family Medical - March 17, 2018 – May 14, 2018*

C. Tenure for the individuals listed as they have completed the requirement of three years of satisfactory teaching performance within the school district (see page 14).

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

D. Resignation of the individuals listed per the effective date:

Jeremy Nesmith – Coordinator of Twilight School, effective 12/31/2017, as per agreement

Samantha Snyder - Substitute Nurse, effective 10/5/17

Elena Konas - Weight Room, High School, effective 11/1/17

Karen Sandt - AST/Playground Aide, Central Manor, effective 11/21/17

Madison Biagio - Enrollment Related Aide, Central Manor, effective 11/21/17  
Kimberly Maines - Health Room Assistant, Martic, effective 11/10/17

- E. Stipends for services related to Conestoga Elementary School Renovation  
\$1,500 – Mike Leichliter  
\$1,500 – Chris Johnston
  
- F. Act 86 – Locally Issued Day to Day Substitute Permits for the 2017-18 school year  
Olivia Terwilliger

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

The meeting was adjourned at 8:23 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary