

**MINUTES**  
**Board Organization Meeting**  
**December 4, 2017**

The Organization 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 current Board President, Mr. J. Kenneth Long at 7:00 p.m. The following holdover school directors were present: Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. Carlton Rintz and Ms. Donna Wert. Mr. Joseph Fullerton was absent. Present from the administrative staff were Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Judge Joshua Keller, Dr. Krista Cox, Mr. Mike DelPriore, Ms. Casie Saxton, Mr. Jerrell Birch, Ms. Laura Stephen, Ms. Sarah Repkoe, Ms. Johanna Treier, Mrs. Carol Paitsel, Mr. Justin Poole, Ms. Nicolle Thompson, Ms. Allison Raffin, Mr. Brian Wallace, Mr. Walt Wiltschek, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary.

As the most senior holdover board director, Ms. Donna Wert was selected as temporary president.

Mrs. Rhoades, Board Secretary, read the Certificate of Election.

Judge Joshua Keller administered the Oath of Office to the newly elected and re-elected board members Dr. Richard Frerichs, Mrs. Nickole Nafziger, Mr. David Paitsel, and Mr. Christopher Straub.

The list of newly constituted board membership was presented for the record and is listed below.

Dr. Richard Frerichs  
 Mr. Joseph Fullerton  
 Mr. J. Kenneth Long  
 Mr. Jeffrey Lyon  
 Mrs. Nickole Nafziger  
 Mr. David Paitsel  
 Mr. Carlton Rintz  
 Mr. Christopher Straub  
 Ms. Donna Wert

Dr. Frerichs made a motion nominating Mr. J. Kenneth Long as President of the Board. The motion was seconded by Mr. Straub. There were no other nominations for the office of President. The nominations were closed by a unanimous voice vote. Mr. Long was appointed President by a unanimous voice vote.

Ms. Wert made a motion nominating Mr. Carlton Rintz as Vice-President of the Board. The motion was seconded by Mr. Straub. There were no other nominations for the office of Vice-President. The nominations were closed by a unanimous voice vote. Mr. Rintz was appointed Vice-President by a unanimous voice vote.

The Organization Meeting adjourned at 7:08 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary

**Minutes  
Committee of the Whole  
December 4, 2017**

The Penn Manor School Board met 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 7:08 p.m. in the Board Room at Manor Middle School immediately following the Board Organization Meeting. The meeting was called to order by Board President Mr. J. Kenneth Long. The following members were present: Dr. Richard Frerichs, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Joseph Fullerton and Mr. David Paitsel were absent. Present from the administrative staff were Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Dr. Michael Leichliter joined the meeting at 7:30 p.m. Also in attendance for the meeting: Judge Joshua Keller, Dr. Krista Cox, Mr. Mike DelPriore, Ms. Casie Saxton, Mr. Jerrell Birch, Ms. Laura Stephen, Ms. Sarah Repkoe, Ms. Johanna Treier, Mr. Justin Poole, Ms. Nicolle Thompson, Ms. Allison Raffin, Mr. Brian Wallace, 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, January 8, 2018, in the Board Room of the Manor Middle School at 7:00 p.m.

Mr. Long asked if there were any additions or corrections to the Minutes of the November 20, 2017, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon and second by Mr. Straub, 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 opportunities were reviewed. Dr. Frerichs encouraged the board to review the changes to School Code. Mr. Straub recommended the board check out the November 2017 issue of the LCCTC newsletter, TechConnect.

Mr. Long and Dr. Frerichs reviewed updates to the Principles of Effective Governance and Leadership. They discussed the principles and how they encourage stronger and more transparent school board operations. Approval for placement of this item on the January 8, 2018, 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; Mr. Fullerton, absent; Mr. Long, yes; Mr. Lyon, yes; Mrs. Nafziger, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Egan and Dr. Shaffer discussed the differences between proficiency data versus growth data. Dr. Cox, Eshleman Elementary principal, outlined the changes made at Eshleman that she feels has helped to improve their growth.

Mr. Long will discuss with the board members their interest in committee assignments for 2018. Appointments will be made at the January 8, 2018 meeting.

Dr. Leichter discussed a recent conversation held with the Manor Township Manager with some additional thoughts on ways for Manor Township and the Penn Manor School District to partner using the Manor/Hambright Campus.

The Committee of the Whole adjourned at 8:00 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**  
**December 4, 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 8:00 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, January 8, 2018, following the Committee of the Whole Meeting at Manor Middle School

The following members were present: Dr. Richard Frerichs, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Joseph Fullerton and Mr. David Paitzel were 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. Mike DelPriore, Ms. Casie Saxton, Mr. Jerrell Birch, Ms. Laura Stephen, Ms. Sarah Repkoe, Ms. Johanna Treier, Mr. Justin Poole, Ms. Nicolle Thompson, Ms. Allison Raffin, Mr. Brian Wallace, 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 20, 2017 meeting. Hearing none, on a motion by Mr. Lyon, a second by Mr. Straub 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 Meeting** – **The committee is recommending approval of the following: (ROLL CALL)**

A.        **Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions** (see pages 5-6)

*Explanation: As previously discussed, 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.*

B.        **RFP for Financial Services**

*Explanation: Approval for the administration to develop and conduct a request for proposal for Financial Services.*

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

It was moved by Ms. Wert and seconded by Dr. Frerichs to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Jeffrey Lyon, yes; Nickole Nafziger, yes; David Paitsel, 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.    Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Account  
PMSD Payroll Account  
Cafeteria Account  
Capital Reserve Accounts  
PMSD Section 125 Accounts  
Construction Fund Accounts  
PMSD Student Activity Fund Account  
PMSD Student Activity Athletic Fund Account

*Explanation: To formally authorize two board members and the business manager to represent the district as designated signers for the above checking accounts.*

- B.    Mileage Rate Approval of the standard mileage rate for business use of an automobile as determined by the IRS effective January 1, 2018.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.*

- C.    Judicial Review Committee Action as cited (enclosure).

- D.    Early Enrollment Agreement with Thaddeus Stevens College of Technology (see pages 7-10)

- E.    Change Order - Conestoga Elementary School (see page 11)

*Change Order 1 – Deduct \$11,524 Hirneisen Electric, Inc. - Final Adjustments to the Unit Price Allowances.*

- F.    PlanCon Part K Approval - To acknowledge receipt and approval of the PlanCon, Part K, Project Refinancing, for the Series A of 2013 (non-reimbursable) and to advance refund the Series of 2014 (lease #143677) by the Pennsylvania Department of Education at a reimbursable percentage of 10.89%. (see pages 12-16)

*Explanation: PlanCon Part K is necessary when a reimbursable bond issue is refunded. With this approval, applications for reimbursement can now be submitted after each debt service payment.*

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

It was moved by Mr. Straub and seconded by Mr. Lyon to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Jeffrey Lyon, yes; Nickole Nafziger, 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. Leave to the individuals according to the terms listed:  
Professional Employees  
*Employee G27- Intermittent Family Medical - October 31, 2017 – October 30, 2018*
- C. Resignation of the individuals listed per the effective date:  
 Joseph Jeffrey Davis, Floating Custodian, 11/17/17  
 Carolyn Finegan, Director of Transportation, District Office - 11/17/17  
 Matthew Boyer, 12 month Secretary - Payroll, District Office - 11/17/17
- D. Spring Musical Co-curricular positions to the individuals listed for the 2017-2018 school year:
- |                               |                   |          |
|-------------------------------|-------------------|----------|
| Musical Director              | John Matussek     | \$ 4,110 |
| Musical Assistant Director    | Melissa Mintzer   | \$ 3,000 |
| Vocal Director                | Lauren Ciemiewicz | \$ 2,000 |
| Pit Orchestra Director        | Sara Masten       | \$ 2,000 |
| Technical Director            | Mark Dennis       | \$ 3,000 |
| Musical Lighting Supervisor   | student           | N/A      |
| Musical Sound Design          | Ben Moore         | \$ 900   |
| Musical Choreographer         | Travis Love       | \$ 1,200 |
| Musical Costume Coordinator   | Patricia Detter   | \$ 1,500 |
| Assistant to the Costumer     | Rebecca Cotich    | \$ 500   |
| Production Assistant          | Madison Beatty    | \$ 500   |
| Musical Rehearsal Accompanist | student           | N/A      |

*Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.*

E. Head Coaches Recommended for Renewal for the Fall 2018 Season:

Boys Soccer - Paul Taylor  
 Cheerleading – Janna Ames

Cross Country – Robert Ulmer  
 Field Hockey - Matt Soto  
 Football – John Brubaker  
 Girls’ Soccer – Jacob Marino  
 Girls’ Tennis - Alison Fetter  
 Girls’ Volleyball - Tim Joyce  
 Golf – Tom Reustle

- F. Volunteer Winter Coaches:  
     Barry Acker – Boys Basketball  
     Seth Hoffman – Boys Basketball

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-F** 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; Joseph Fullerton, absent; J. Kenneth Long, yes; Jeffrey Lyon, yes; Nickole Nafziger, yes; David Paitsel, absent; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

**Item 5.       Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. PASBO Interim Service Agreement - for interim transportation director services to be ratified as per the attached.

*Explanation: PASBO offers interim services to fill temporary vacancies in various positions. Penn Manor has contracted with them to provide an Interim Transportation Director until a permanent replacement can be hired. Initial hours are scheduled for 6 hours per day, 4 days per week and will be adjusted based upon actual need.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A:**

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; Joseph Fullerton, absent; J. Kenneth Long, yes; Jeffrey Lyon, yes; Nickole Nafziger, yes; David Paitsel, absent; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 8:10 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary