

**Minutes  
Committee of the Whole  
January 8, 2018**

The Penn Manor School Board met at 6:25 p.m. for an Executive Session to discuss Personnel (Resignations, Retirements, Sabbaticals, Leaves, and Employee Terms of Employment), Student Matter (Judicial Reviews), and Purchase of Real Estate. Mr. Long announced that the School Board was approached by a resident with a property in the middle of E. Cottage Avenue near #66 which was recently purchased by the Board. Due to the location of the property and the good condition of the property the Board did not feel a purchase by the district was in the best interest of the district and community.

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, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mrs. Nickole Nafziger, Mr. David Paitzel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Jeffrey Lyon was absent. Present from the administrative staff were Dr. Michael Lechlitter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Jeff Roth, Mr. Matt Soto, Ms. Denise Gobrecht, Ms. Kelly Mason, Team Members and Parents of the 2017 Field Hockey Team, Mr. Larry Levato, Mrs. Jackie Nielson, 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, January 22, 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 December 4, 2017, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub and second by Dr. Frerichs, 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. Mr. Straub reported that the LCCTC Re-organization Meeting was held on December 11. Mr. Straub was appointed Chairman of the JOC and Dr. Lechlitter was named Superintendent of Record.

Mr. Roth introduced Matt Soto, Penn Manor's field hockey coach, and the members of the 2017 Penn Manor field hockey team. The team was recognized by the board for compiling a perfect 28-0 record and being the first team in Penn Manor history to earn the Lancaster-Lebanon League, District Three, and Pennsylvania State Titles in a single season and being ranked National Champions by MaxFieldHockey.com. Mr. Fullerton read the board resolution and Mr. Rintz handed out a resolution to each team member and coach.

Dr. Lechlitter reviewed the updates in the second quarterly Superintendent's report of the 2017-2018 school year.

Dr. Egan and Dr. Shaffer discussed the timeline for textbooks and anticipated purchases for 2017-2018.

Mr. Long reviewed the list of committee assignments for the 2018 calendar year. 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. Fullerton. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, absent; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Straub and Dr. Leichliter presented the proposed CTC budget for the 2018-2019 school year. Approval for placement of this item on the January 22, 2018, 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; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, absent; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichliter provided an update on the high school project including discussion of the auditorium and an update on the purchase of 66 E. Cottage Avenue. The asbestos survey services proposal was reviewed. Approval for placement of the asbestos survey services proposal on the January 8, 2018, board agenda was approved on a motion by Ms. Wert and seconded by Mr. Fullerton. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, absent; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:29 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**  
**January 8, 2018**

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 8:30 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, January 22, 2018, following the Committee of the Whole Meeting at Manor Middle School

The following members were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mrs. Nickole Nafziger, 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, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Larry Levato, Mrs. Jackie Nielson, 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 December 4, 2017 meeting. Hearing none, on a motion by Mr. Straub, a second by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Mr. Johnston presented for payment the November 2017 bills. It was moved by Dr. Frerichs and seconded by Mrs. Nafziger to approve to authorize payment of bills:

General Fund	\$	3,975,637.25
Food Service Fund	\$	158,922.94
PMSD Capital Reserve Fund	\$	324,883.68
PSDLAF Cap Reserve Fun	\$	3,574.71
Student Activity Fund	\$	36,237.81

The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, absent; Nickole Nafziger, 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.     Principles of Effective Governance and Leadership

- B. Lancaster County Career & Technology Center Representatives appoint Chris Straub as representative to the Lancaster County Career & Technology Center and Joe Fullerton as alternate.
- C. Lancaster County Academy Representatives appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and David Paitsel as alternate.
- D. Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- E. Contract with Environmental Hazards Control for asbestos survey services

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

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; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, absent; Nickole Nafziger, 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 (see enclosure).
- B. School Counseling Advisory Board
  - Ryan Niklaus- student
  - Sandi Thompson -Lancaster Chamber of Commerce
  - Ruth Mallinson-CTC
  - Megan Dancause -Postsecondary Education
  - Jim Beck-Industry
  - Katie Ferrier-Postsecondary Education
  - Elizabeth Thyrum-Parent/Mental Health Professional
  - Cathy Rychalsky -WIB
  - Laura Nalls-Postsecondary
  - Greg McGough-Parent
  - Cheryl Shaffer-Administrator
  - Jason Baker-Postsecondary/Psych
  - Maria Vita-Teacher
  - Dave Patterson-Community Member
  - Ryan Cobb-Youth Pastor
  - Melody Andrew-Ele/MS Parent
  - Nicole Julian-Ele/MS/HS Parent
  - Jenn Diaz-ES/MS/HS Parent
  - All Penn Manor K-12 school counselors
  - Nickole Nafziger – Penn Manor School Director

*Explanation: The committee is required by the Department of Education as part of the Chapter 339 plan approved by the School Board in the fall.*

- C. Tax Exoneration (as page 8)
- D. Change Order - Conestoga Elementary School (see pages 9-10)

Change Order 7 – Add \$40,766.39 Perrotto Builders Ltd.

#10	\$6,718.52	Remove asphalt under play area
#41	\$620.39	Media center roof parapet adjustments
#52	\$3,557.43	Storm water pipe replacement
#53	\$1,468.87	Remove above ceiling debris
#66	\$820.98	Infill art room door
#68	\$1,765.40	Laminate gyp on existing gym wall area
#69	\$784.34	Bulkhead in C corridor
#73	\$89.77	A123 accent wall paint
#74	\$988.53	Infill window at door A119B
#76	\$3,199.30	Added bearing at table/chair storage
#77	\$904.51	Glazed block infill at admin
#78	\$1,051.55	Bulkhead in corridor A116
#79	\$3,480.75	Window trim
#83	\$190.57	Tackstrip demo
#84	\$1,460.50	1 hour fire stencil
#88	\$2,586.47	Site railings change to galvanized
#89	\$1,811.38	Framing at door A124A
#92	\$6,167.00	Basketball pole repair
#52R	\$1,690.04	Door frame modifications at admin
#96	\$1,410.29	HVAC diffuser trim paint

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-D:** It was moved by Mrs. Nafziger and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, absent; Nickole Nafziger, 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 pages 11-12)
- B. Leave to the individuals according to the terms listed:  
Professional Employees  
*Employee G28*- Family Medical - December 18, 2017 – March 16, 2018  
*Employee G29*- Family Medical - November 27, 2017 –February 28, 2018  
*Employee G30*- Family Medical - May 8, 2018 – end of 2017-2018 school year  
*Employee G31*- Family Medical - March 15, 2018 – May 11, 2018

Classified Employees

*Employee G32* - Family Medical - November 9, 2017 – January 9, 2018

*Employee G33* - Family Medical - November 17, 2017 – December 28, 2017

*Employee G34* - Family Medical - January 8, 2018 – May 8, 2018 [approximately]

*Employee G35* - Family Medical - November 29, 2017 – January 1, 2018

*Employee G36* - Family Medical - December 14, 2017 – January 7, 2018

- C. Resignation of the individuals listed per the effective date:  
 Robert Dillow, Full Time Custodian, Hambright, effective 12/8/17  
 Kathy Geiger, Full Time Custodian, Letort, effective 12/15/17  
 Priscilla Hirko, Enrollment Related Ready to Learn Aide, Letort, effective 12/21/17  
 Lorraine Kennedy, Academic Support Aide, Marticville MS, effective 12/29/17  
 Andrea Zelinski, Enrollment Related Aide, Pequea, effective 1/1/18  
 Jeannine Kreider, Nurse Substitute, effective 11/20/17  
 Sophia J. Pearson, Teacher, Pequea, effective 12/17/2017
- D. Retirement of the individual listed per the effective date:  
 Jeffrey Roth, Athletic Director, effective 7/30/2018
- E. Sabbatical Leaves for Restoration of Health (see enclosure)
- F. Mentors for the 2017-2018 School Year (see page 13)
- G. Act 86 – Locally Issued Day to Day Substitute Permits for the 2017-18 school year:  
 Michelle Fuller                      Angela Neef  
 Taylor Cole                              Luis Nieves-Figueroa
- H. Pennsylvania Constable to provide security for the school district during the 2017-2018 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.  
 Jeff Jackson
- A. Revised Job Description – Transportation Coordinator (see pages 14-16)
- J. Stipend - \$1,500 stipend for Michelle Henry to certify speech/language logs for medical access billing/reimbursement for 2017-18.
- K. Middle School Weight Room Coverage for the after school middle school weight room for the 2017-18 school year at the rate of \$25.26 per hour, 1 hour per day, 2 days per week  
 Substitute - Danielle Rogers
- L. Middle School Tutor for the 2017-2018 school year at a rate of \$33.00 per hour.  
 Jen Ennis
- M. Volunteer Listing for 2017-2018 (see enclosure)
- N. Transportation Coordinator - Jason McClune, effective 1/16/18, \$60,000 per year

- O. Tenure for the individual listed as they have completed the requirement of three years of satisfactory teaching performance within the school district.

Lori A. Paules

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

**Item 5.**

- A. Resignation – The Board accepts the resignation of Jeffrey Lyon from the Penn Manor Board of School Directors effective January 8, 2018.

**MOTION ON AGENDA ITEM 5A:** 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; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, absent; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 8:44 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary