

**Minutes
Committee of the Whole
March 19, 2018**

The Penn Manor School Board met at 5:45 p.m. for an Executive Session to discuss the Superintendent Evaluation and at 6:30 p.m. to discuss Personnel (Leaves, Retirements) and Student Discipline Matter.

The Penn Manor School Board met as a Committee of the Whole at 7:11 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 directors 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 Mr. Mitchell Sweigart. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: Shirley Murray, Dr. Phil Gale, Travis Masten, Connie Jackson, Ralph Simpson, Kara Eshleman, Walt Wiltschek, LNP correspondent, Brian Wallace, and 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 Tuesday, April 3, 2018, in the Board Room of the Manor Middle School at 7:00 p.m.

The flag salute was led by 3rd grade Pequea Elementary students Landon Wahlberg and Jarred Shelley. Shirley Murray, principal at Pequea, discussed Pequea's House System which helps students to feel connected and celebrates positive behaviors.

Mr. Long asked if there were any additions or corrections to the Minutes of the March 5, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs and second by Mr. Sweigart, and a unanimous voice vote, the Minutes were approved as printed.

Cole Heckaman and Elise Borys gave the high school student report.

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

The board recognized the Millersville Boro Police Department and the Millersville University Police Department for their outstanding support and service to the Penn Manor School District. Mr. Long read the board resolutions and Mr. Rintz made the presentations. Chief Rochat and Officer Hottenstein accepted the board resolution on behalf of the Millersville Boro Police Department. Chief Anders and Officer Heise accepted the board resolution on behalf of the Millersville University Police Department.

The upcoming board opportunities were reviewed. Dr. Frerichs reported on the Facilities Committee meeting. The Act 34 meeting date for the high school renovation will be determined in the near future. The additional tennis courts to be built at Manor Middle School is out to bid. Mr. Fullerton reminded the board about the upcoming Employee Recognition Dinner.

Dr. Leichliter provided the third quarter update on his superintendent's goals. As part of the presentation, he recommended placement of a contract with Market Street Sports for the 2018-2019 school year. Approval for placement of this item on the April 3, 2018, board agenda was approved on a motion by Mrs. Nafziger and seconded by Mr. Sweigart. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, absent.

Mr. Johnston reviewed preliminary information received from PDE on the proposed preliminary budget for 2018-2019 and possible referendum exceptions.

Mr. Fullerton and Dr. Leichliter reviewed the Intermediate Unit 13 Core Program of Services and Instructional Media Services Budget which must be approved annually. Approval for placement of this item on the April 3, 2018, board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, absent.

Mr. Long shared board directors' availability for the annual retreat. It was determined the board retreat will be held on Thursday, June 14, 2018 at Millersville University. Approval for placement of this item on the April 3, 2018, board agenda was approved on a motion by Mr. Sweigart and seconded by Dr. Freichs. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, absent.

The Committee of the Whole adjourned at 8:27 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
March 19, 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 8:28 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, April 3, 2018, following the Committee of the Whole Meeting at Manor Middle School

The following directors 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 Mr. Mitchell Sweigart. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Lechlitter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: Connie Jackson, Travis Masten, Walt Wiltschek, LNP correspondent, Brian Wallace, and 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 March 3, 2018 meeting. Hearing none, on a motion by Mr. Paitsel, a second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter provided the Superintendent's report. He reported that the bowling team has won their third consecutive state championship. Dr. Lechlitter will arrange to have them come to a future board meeting for recognition.

Mr. Johnston presented for payment the February 2018 bills. It was moved by Mrs. Nafziger and seconded by Mr. Paitsel to approve to authorize payment of bills:

General Fund	\$	2,770,280.45
Food Service Fund	\$	125,069.56
PMSD Capital Reserve Fund	\$	86,435.10
PSDLA Capital Reserve	\$	3,574.71
Student Activity Fund	\$	31,899.08

The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

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. School Board Meeting Dates for 2018-2019
- B. Partnership with Manor Township - Lease Agreement for approximately 8 acres on the corner of Charlestown Road and Donerville Road for the period of April 1, 2018 - March 31, 2023.

Explanation: This is a lease agreement for property which is owned by Penn Manor School District.

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

It was moved by Dr. Frerichs 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; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Farm Lease Agreement – The lease of 15 acres of farm land to Mr. Clifford Charles at the rate of \$300.00 per acre or \$6,900.00 for the period of April 1, 2018 through March 31, 2019.

Explanation: This is an annual renewal of a farm lease agreement for property behind Manor Middle School which is owned by Penn Manor School District.

- B. Farm Lease Agreement – The lease of 21 acres of farm land to Mr. Clifford Charles at the rate of \$300.00 per acre or \$6,300 for the period of April 1, 2018 through March 31, 2019.

Explanation: This is an annual renewal of a farm lease agreement for additional property behind Manor Middle School recently purchased by Penn Manor School District.

- C. Judicial Review Committee Action as cited
- D. Wellness Committee Members

School Board Representative - Donna Wert
 District Administrator - Chris Johnston
 District Food Service - Mary Keane
 Student - TBD
 Parent - Amy Telesco
 School Health Professional - Lisa Heisler
 PE Teacher - Ginny Neiss
 Member of the Public - Larry Levato

Explanation: As a requirement of food service regulations, a committee must meet once

per year in an advisory capacity regarding student health issues.

- E. Contracted Agriculture Student for the 2018-2019 school year
Kyle Bushong (Hempfield School District)
- F. Textbook Approval – The committee is recommending the approval of the following tradebooks *A Long Walk to Water*, *Ghost*, and *Nothing But the Truth* in the amount of \$8,550.00.
- G. Tax Exonerations
- H. Penn Manor Education Foundation Venture Grants for 2017-2018

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-H: It was moved by Mr. Sweigart 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; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

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
- B. Retirement of the individual listed per the effective date:
Cheryl Drumm-Miklos, Eshlemen/Letort Aide, effective 6/7/18
- C. Leaves to the individuals according to the terms listed:

Professional Employee:
Employee G49 - Family Medical - March 22, 2018 – May 16, 2018

Classified Employee:
Employee G50 - Family Medical - April 3, 2018 – June 25, 2018
- D. Stipend for Additional Instructional Duties – The administrative staff is recommending the payment of \$6,247.76 for an additional block to Nadine Smith for additional instructional duties for the second semester of the 2017-2018 school year.

Explanation: Ms. Smith is a foreign language teacher who does not have a contractual prep period. She is being paid to compensate for the loss of preparation time.

- E. Resignation of the individuals listed per the effective date:
Margaret Flory, Central Manor Aide, effective 3/15/18
Meghan Bailey, High School Lead Custodian, effective 3/26/18
Joshua Tucker, Auxiliary Sports Worker, effective 3/12/18

- F. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2017-18 school year:
Brittany Adams
Marie Leatherman
- G. 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.
Gary Spangenburg
- H. Notification of renewal for the 2018-2019 school year to Open Campus PA Director Dr. Debbie Lugar.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-H: It was moved by Mr. Paitsel and seconded by Mrs. Nafziger to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

The meeting was adjourned at 8:34 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary