

**Minutes
Committee of the Whole
May 7, 2018**

The Penn Manor School Board met at 5:15 p.m. for a public budget workshop. The Penn Manor School Board met at 6:00 p.m. for an Executive Session to discuss Superintendent's Evaluation, Personnel (Leaves, Resignations, Retirements, Sabbatical) and Student Matters.

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 directors were present: Dr. Richard Frerichs, Mr. J. Kenneth Long, Mrs. Nickole Nafziger, Mr. David Paitsel, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mr. Joseph Fullerton and Mr. Carlton Rintz were absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Jason D'Amico, Barbara Haverstick, Grace Painter, Melissa Mealy, Christine Smith, Matt Schuck, Morgan Stepanchick, Dana Edwards, Angie Galgon, Danielle Rogers, Connie Jackson, Brian Wallace, Walt Wiltschek, LNP correspondent, and Cindy Rhoades, Board Secretary.

The flag salute was led by Manor Middle School students Paige Dubbs and Connor Heim. The students along with school counselor, Danielle Rogers, introduced the board to Wrangler, a therapy dog at Manor Middle School. The students explained how Wrangler benefits the school and students.

Mr. Long announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, May 21, 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 April 16, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Nafziger and second by Mr. Sweigart, 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 unanimously approved the appointment of Dr. Stuart Savin as the new Administrative Director. Ms. Wert reported on the Lancaster County Academy JOC. The preliminary budget was approved. She also read a letter to the board from a Penn Manor student who found success at the LCA. Mrs. Nafziger reported that the PMEF Craft Fair raised \$1,500 for the Strong and Healthy fund. Mr. Long asked board directors to send him any items for the annual retreat.

Dr. Melissa Mealy introduced Peyton Cassel, a junior at Penn Manor High School. Peyton earned a national Silver Medal in the Scholastic Art & Writing Awards competition for her flash fiction story "The Apology" and a regional Scholastic Gold Kay Award. Board director Mrs. Nicki Nafziger read a board resolution and Dr. Richard Frerichs presented it to Peyton.

Dr. Melissa Mealy, Dr. Dana Edwards, and Mrs. Chris Smith discussed proposed changes o the middle school Spanish/Analytic Reading courses.

Dr. Jason D’Amico presented a new high school option for Credit Recovery using Edgenuity.

Ms. Wert and Mr. Paitsel reviewed the proposed 2018-2019 Lancaster County Academy budget. Approval for placement of this item on the May 21, 2018, 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; Mr. Fullerton, absent; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Mr. Johnston provided an update on the latest guidance from PDE and PASBO regarding tuition rate calculations for cyber/charter schools.

Mr. Johnston reviewed the countywide reassessment of property values. The district must calculate and implement an equalized millage rate before any tax increase may be levied.

Mr. Johnston reviewed the 2018-2019 proposed final budget in the board workshop held prior to the Committee of the Whole meeting. The board gave their consent for the administration to post for hiring the new positions as presented in the proposed final budget. Approval for placement of this item on the May 7, 2018, board agenda was approved on a motion by Ms. Wert and seconded by Dr. Frerichs. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, absent; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Dr. Lechlitter and Mr. Johnston provided an update on the high school project including information on the PLANCON process and plans for the Act 34 hearing on July 16, 2018.

The Committee of the Whole adjourned at 8:45 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 7, 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 8:45 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, May 21, 2018, following the Committee of the Whole Meeting at Manor Middle School

The following directors were present: Dr. Richard Frerichs, Mr. J. Kenneth Long, Mrs. Nickole Nafziger, Mr. David Paitsel, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mr. Joseph Fullerton and Mr. Carlton Rintz were absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Barbara Haverstick, Grace Painter, Matt Schuck, Morgan Stepanchick, Connie Jackson, Brian Wallace, Walt Wiltschek, LNP correspondent, 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 April 16, 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. 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. Adoption of the 2018-2019 Penn Manor School District Proposed Final Budget
1. Adoption of a proposed final budget for 2018-2019 listing expenditures in the amount of \$ 85,308,217
 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 18, 2018 for consideration of the final budget

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A: It was moved by Mrs. Nafziger and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, absent; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

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

- A. Appointment of Board Treasurer – Appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2018 through June 30, 2019.

Explanation: Required by School Code.

- B. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2018 through June 30, 2019.

Explanation: Required by School Code.

- C. Judicial Review Committee Actions

- D. Student and Athletic Accident Insurance from American Management Advisors, Inc. at an annual premium of \$25,947 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24 hour per day coverage for the 2018-2019 school year.

Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, color guard, student coaches, student trainers, and student managers. Also covered are all non-athletic, interscholastic or co-curricular activities.

- E. Special Education Legal Consortium Membership at the cost of \$1,087 for the term of July 1, 2018 through June 30, 2019.

Explanation: This is the seventh year we will participate as part of the IU13 cost savings measure. The cost has not changed from last year.

- F. PSBA All Access Package – Membership in the Pennsylvania School Boards Association, Inc. for the 2018-2019 school year and payment of membership dues in the amount of \$15,025.00

Explanation: The rate is unchanged from last year.

- G. West Communication Services Agreement – Annual subscription agreement for School Messenger and custom mobile app maintenance in the amount of \$11,541.20.

Explanation: SchoolMessenger provides call notification services for weather related closures, district emergencies, and attendance notices.

- H. Tax Assessment Appeal Agreement - Brunswick Farms

Explanation: To approve settlement of a tax assessment appeal by Brunswick Farms of tax parcel number 410-51287-0-0000 for a 2018-19 assessment of \$3,000,000; the assessment will not be appealed for tax years 2019-20 or 2020-2021.

- I. Forecast 5 Analytics Agreement – Annual subscription agreement for 3 users in the amount of \$3,420.00.

Explanation: Includes a discount representing an 18% volume discount based on 75% participation by IU13 member districts and an IU13 value-added support of \$1,500.

- J. PlanCon Part H – Pequea Elementary School Project – recognition that the Pennsylvania Department of Education has reviewed and approved materials as submitted for project number 3810.

Explanation: As required by PDE, the document needs to be entered into the minutes of a public school board meeting. Part H, Project Financing, addresses the financing used for a project. Since PlanCon Part H has been approved, a temporary reimbursement % has been assigned and the appropriate forms have been submitted.

- K. Approval of Auditing Services – The administrative staff is recommending approval of Brown Schultz Sheridan & Fritz for district auditing services for the years and prices as stated below:

2017-2018	\$24,000
2018-2019	\$25,000
2019-2020	\$26,000
2020-2021	\$27,000
2021-2022	\$28,000

Explanation: This five year agreement includes a significant reduction in audit fees while providing the district with a stable auditing relationship.

- L. Delta Dental Agreement – The administrative staff is recommending approval of Delta Dental as the district’s third-party administrator for dental claims for the period of 7/1/2018 to 6/30/2020 for a fee of 13.0% of claims paid.

Explanation: Delta Dental has been the district’s third-party administrator for dental since 1998. The district is self-insured for dental claims and pay a 13.0% administrative fee for all paid claims. The proposed fee represents no increase over the expiring contract.

- M. NRG Service Contract – Central Manor/MarticvilleMiddle/Martic/Hambright/Pequea/Conestoga

Explanation: Service agreement with NRG for the building automation services, automatic temperature controls and access control/security effective July 1, 2018 through June 30, 2019, including the Repair, Labor and Materials option.

- N. Traffic Signal Feasibility Study for the Penn Manor High School Project as described at a cost of \$3,000.

Explanation: The feasibility study is to determine whether a new traffic signal will be required at the entrance to the high school campus.

- O. Interim Agreement for Administrative Services with Coresource as per the attached Exhibit.

Explanation: This Interim Agreement for Administrative Services is entered into by and between CoreSource, Inc. and Penn Manor School District as of January 1st, 2019

- P. [Agreement with Perrotto Builders, Ltd](#) - Closeout of Conestoga Elementary Project

Explanation: This agreement has been reviewed by the solicitor and is being recommended by the administration to close out remaining items at Conestoga Elementary.

- Q. The Vista School - Extended School Year

Explanation: One student will receive extended school year services at a cost of \$262 per day.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-Q: It was moved by Mr. Sweigart 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; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, absent; Christopher Straub, yes; Mitchell Sweigart, 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
- B. Employment and Change in Status of the individuals listed per the effective date for the 2018-2019 school year
- C. Leaves to the individuals according to the terms listed
Professional
Employee 55 - Family Medical - April 6, 2018 - May 21, 2018
Employee 56 - Family Medical - May 11, 2018 – end of 2017-18 school year
- D. Professional Leave - of the individual listed, for the 2018-2019 school year, for the purpose of restoration of health. As per the Penn Manor School District Sabbatical Leave/Health Policy #338, the applicants has filed the proper form with supporting medical statements and written recommendation from the physician.
- E. Tenure for the individual listed as she has completed the requirement of three years of satisfactory teaching performance within the school district.
 Hanna R. Crowther

- F. Retirement of the individual listed below with the effective date:
Karen J. Braun – 5th grade at Eshleman Elementary - end of 17-18 school year
David Hoar, Marticville MS Custodian, effective 7/13/18

- G. Resignation of the individuals listed below with the effective date:
Thomas Huber, District Custodian/Receiving, effective 5/11/18
Judy Martin, High School Food Service, effective 6/6/18
Shari Sellers, Hambright Food Service, effective 5/4/18
Jason Sauders, Technology Support Specialist, effective 5/11/18

- H. Associate Principal – The administrative staff is recommending Dr. Jason L. D’Amico be appointed Associate Principal at a salary of \$106,560 effective July 1, 2018.

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

The meeting was adjourned at 8:50 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary