

**Minutes  
Committee of the Whole  
June 18, 2018**

The Penn Manor School Board met at 6:35 p.m. for an Executive Session to discuss Personnel (Leaves, Resignations, Retirement, Sabbatical).

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. Joseph Fullerton, Mr. J. Kenneth Long, Mrs. Nickole Nafziger, Mr. David Paitsel, Mr. Carlton Rintz, and Mr. Christopher Straub. Ms. Donna Wert and Mr. Mitchell Sweigart were absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, and Dr. Theresa Kreider. Also in attendance for the meeting: John Matussek, Dr. Philip Gale, Jeff Roth, Deb Roth, Larry Levato, Fafel Family, Duick Family, Walt Wiltschek, LNP correspondent, 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 Monday, July 16, 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 June 5, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton and second by Mrs. Nafziger, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked for any Citizen's Comments. Mr. Steve Fafel, 51 Goods Drive, Conestoga commented that he feels that Penn Manor is an exceptional school district and is glad that he moved his family moved into the district.

The upcoming board opportunities were reviewed. Dr. Frerichs reported on the board retreat and encouraged board members to attend board meetings at other school districts and to coordinate the visits through Dr. Leichliter.

Mr. Jeff Roth presented his annual summer review of the athletic program highlights as well as data related to the Athletic Measures of Success for the 2017-2018 school year. Penn Manor athletic teams earned two State Championship in 2017-2018. He introduced two student-athletes, Nick Fafel and Nick Duick, who shared their athletic experiences with the board.

Mr. Larry Levato of Crabtree Rohrbaugh reviewed the Act 34 booklet that will be held on Monday, July 16, 2018 at 6:00 p.m. in the Manor Middle School Auditorium. Approval for placement of the Act 34 resolution of the June 18, 2018, board agenda was approved on a motion by Mr. Paitsel, 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, absent; and Ms. Wert, absent.

Mr. Johnston presented information to the board on the Act 1 Slots Distribution. Approval for placement of this item on the June 18, 2018, board agenda was approved on a motion by Dr.

Frerichs and second by Mrs. Nafziger. 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, absent; and Ms. Wert, absent.

Mr. Johnston presented the district's revenue neutral tax rate resulting from Lancaster County's county-wide revision of assessment of real property. Approval for placement of this item on the June 18, 2018, board agenda was approved on a motion by Mr. Straub and second by Mr. Fullerton. Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, absent; and Ms. Wert, absent.

Mr. Johnston presented the proposed final budget to the board. Approval for placement of this item on the June 18, 2018, board agenda was approved on a motion by Dr. Frerichs and second by Mr. Paitsel. 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, absent; and Ms. Wert, absent.

Mr. Johnston presented information on the Committed Fund Balance. Approval for placement of this item on the June 18, 2018, board agenda was approved on a motion by Mrs. Nafziger and second 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, absent; and Ms. Wert, absent.

Dr. Leichliter presented the district sites identified by Market Street Sports for possible availability to companies who wish to advertise. Approval for placement of this item on the June 18, 2018, board agenda was approved on a motion by Dr. Frerichs and second by Mr. Fullerton. 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, absent; and Ms. Wert, absent.

Dr. Leichliter is entering his final year of his five-year term on July 1, 2018. Mr. Long recommended providing notice for the re-election of the Superintendent of Schools for another five-year term. Approval for placement of this item on the July 16, 2018, board agenda was approved on a motion by Mrs. Nafziger and second by Mr. Fullerton. 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, absent; and Ms. Wert, absent.

The Committee of the Whole adjourned at 8:17 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**  
**June 18, 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 8:17 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, July 16, 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, and Mr. Christopher Straub. Ms. Donna Wert and Mr. Mitchell Sweigart were absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, and Dr. Theresa Kreider. Also in attendance for the meeting: John Matussek, Dr. Philip Gale, Jeff Roth, Deb Roth, 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 June 4, 2018 meeting. Hearing none, on a motion by Mr. Paitsel, 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 May 2018 bills. It was moved by Mr. Straub and seconded by Mrs. Nafziger to approve to authorize payment of bills:

General Fund	\$	3,418,380.53
Food Service Fund	\$	127,566.03
PMSD Capital Reserve Fund	\$	487,402.04
PSDLA Capital Reserve	\$	3,574.71
Student Activity Fund	\$	35,289.72

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, absent; 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.     Act 34 Resolution for Penn Manor High School
- B.     Establishment of Revenue Neutral Tax Rate

- C. Adoption of the 2018-19 Final Budget – Items regarding the adoption of the 2018-2019 Penn Manor School District budget:
  1. Adoption of the final budget for 2018-19 listing expenditures in the amount of \$86,146,876.
  2. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
  3. Adoption of a resolution for approval of the Final Budget for the General Fund
  4. Adoption of a resolution for approval of the 2018 Annual Tax Levy Resolution
- D. Act 1 Slots Distribution – The 2018 Homestead and Farmstead Exclusion Resolution
- E. Committed Fund Balance – The Resolution for Commitment of June 30, 2018 Fund Balance
- F. Market Street Sports Building Inventory

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

It was moved by Mr. Fullerton 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, absent; and Donna Wert, absent.

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

- A. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service systems at Central Manor, Eshleman, Letort, Martic, Marticville Middle and Manor Middle from 7/1/2018 through 6/30/2019.

*Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period. Costs remain unchanged from the prior year at \$11,340 per year.*

- B. Food Service Program Monitoring Consulting Services – SOS Group of Lancaster to provide continued services for the 2018-2019 school year

*Explanation: The administration is recommending renewal of a one year extension of the original agreement for the 2018-2019 fiscal year.*

- C. Bonding for District Cashier

*Explanation: As recommended by the district auditors, a surety bond is being requested for the district cashier. (The surety bond will be renewed annually.)*

- D. Bonding for District Delivery Driver

*Explanation: As recommended by the district auditors, a surety bond is being requested for the district delivery driver. (The surety bond will be renewed annually.)*

E. Tax Exonerations

F. PlanCon Part A - Penn Manor High School Renovation Project

*Explanation: Acknowledgement of receipt of the reviewed and approved Plancon Part A "Project Justification" for the Penn Manor High School Renovation Project from the Pennsylvania Department of Education (PDE project number 3904) The PlanCon A document was originally filed in June of 2015 before the PDE moratorium.*

G. PlanCon Part B - Penn Manor High School Renovation Project

*Explanation: Acknowledgement of receipt of the reviewed and approved Plancon Part B "Schematic Design" for the Penn Manor High School Renovation Project from the Pennsylvania Department of Education (PDE project number 3904)*

H. Furniture, Fixtures and Equipment/Interior Design Services for the Penn Manor High School project with Crabtree Rohrbaugh & Associates for \$112,000

*Explanation: CRA will coordinate with the district for the design development of all interior spaces at the high school. In addition, CRA will prepare all specifications and bidding documents, handle the procurement process, monitor and manage the schedule for delivery and installation.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-H:** It was moved by Dr. Frerichs 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, absent; 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. 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 G59 - Family Medical - April 23, 2018-end of 2017-2018 school year

Employee G60 - Family Medical - September 21, 2018 - December 13, 2018

Employee G61 - Family Medical - April 24, 2018 - July 16, 2018

Classified:

Employee G62 - Family Medical - May 30, 2018 - June 26, 2018

- D. Retirement of the individuals listed per the effective date:  
 Sharlotte Dammerman, Secretary to Principal, High School, effective 8/31/18  
 Donald Hartsough, Head Custodian, Conestoga, effective 7/6/18  
 Michelle Rankin, Food Service, Marticville, effective 8/20/18
- E. Resignation of the individuals listed per the effective date:  
 Rebecca Knapp, Food Service, High School, effective 6/8/18  
 Jenny Herman, Food Service, Pequea, effective 5/31/18  
 Ben Moore, Technology Support Aide, Marticville MS, effective 6/7/18
- F. Substitute Pay Rates for the 2018-2019 school year:
- Support Staff Substitute Pay Rates – as noted below:  
 Athletic Trainer - \$22.00 per hour  
 Food Service Sub - \$9.75 per hour  
 Food Service Manager Sub Hourly Rate Differential - \$1.50 (elementary)  
 Food Service Manager Sub Hourly Rate Differential - \$2.50 (secondary)  
 Food Service Banquet Hourly Rate Differential - \$2.50  
 Custodial Sub -- \$11.00 per hour  
 Clerical Sub - \$9.75 per hour  
 Healthroom Tech Aide Sub - \$12.75 per hour  
 Healthroom Tech Nurse Sub for RN - \$18.07 (elementary)  
 Healthroom Tech Nurse Sub for RN - \$17.65 (secondary)
- Professional Staff Sub Rate - \$125.00/day
- G. Athletic Stipend Grid used to determine allocations for coaching stipends for the 2018-2019 school year
- H. Rates for Co-curricular Work for the 2018-2019 school year as cited
- I. Band Positions for the 2018-2019 school year  
 Director - Andrew Johnson  
 Assistant Director - Demetrius Archer  
 Brass Instructor - Joshua Rowley  
 Woodwind Instructor - Amber Balch  
 Percussion Director - Jabin Baxter  
 Percussion - Battery Instructor - Paul Mento, Jr. (NEW)  
 Percussion Instructor - Rich Klimowicz  
 Percussion - Front Ensemble Instructor - Katelynn Rooney (NEW)  
 Colorguard Director - Clarissa Baxter  
 Volunteer - Jessica Foltz
- J. Wellness Coordinator\_ - Tom Reustle to receive \$3,200 for his services as Wellness Coordinator for the 2018-2019 school year.

- K. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 75 hours for a total of \$3,562.50 for the 2018-2019 school year.

*Explanation: The rate for Mr. Hanna's services has remained the same since the 2009-2010 school year. The number of hours has been reduced from a maximum of 600 hours to 100 hours in 2013-2014 to 75 hours in 2014-2015.*

- L. Recommendation of Head Coaches for the Spring Semester of the 2018-2019 school year.

Boys' Tennis	-	Greg Hammond
Boys' Volleyball	-	Chris Telesco
Softball	-	Dave Stokes
Baseball	-	Streeter Stuart
Track & Field	-	TBD
Boys' Lacrosse	-	Zac Charles
Girls' Lacrosse	-	Caroline Lovett

- M. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2018-2019 school year (available upon request)
- N. Support Staff Salaries for the 2018-2019 school year (available upon request)
- O. Open Campus Director Agreement - Dr. Debbie J. Lugar for the period of July 1, 2018 to June 30, 2019
- P. Registrar Job Description - Revised job description for the district Registrar/Child Accounting position.
- Q. 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.

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A,C-Q:** It was moved by Mr. Fullerton and seconded by Mr. Paitsel 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, absent; and Donna Wert, absent.

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

The meeting was adjourned at 8:26 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary