

**Minutes
Committee of the Whole
May 21, 2018**

The Penn Manor School Board met at 6:10 p.m. for an Executive Session to discuss Superintendent's Evaluation, Personnel (Leaves, Resignations) and Student Matter.

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 Vice President Mr. Carlton Rintz. The following directors were present: Mr. Joseph Fullerton, Mr. David Paitzel, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mr. J. Kenneth Long, Dr. Richard Frerichs, and Mrs. Nickole Nafziger 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: Grace Painter, Tom Wainman, Carly McPherson, Shelby Foster, Judy Keller, Alisha Gerhart, Brian Wallace, Walt Wiltschek, LNP correspondent, and Cindy Rhoades, Board Secretary.

The flag salute was led by 6th grade students from Letort Elementary School. The students, Suren Clark, Jireh Ellis, Sydney Hoar, BJ Jones, Grant Rost, Cole Troop, and Johnathan Witmer, along with school principal, Mrs. Carly McPherson, showed a student produced video highlighting the teachers at Letort Elementary.

Mr. Rintz announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, June 4, 2018, in the Board Room of the Manor Middle School at 7:00 p.m.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the May 7, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Sweigart and second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

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

Elise Borys gave the high school student report. The board publicly thanked seniors Cole Heckaman and Cade Braas for their service to the school board as student reporters during the 2017-2018 school year. Neither student was able to attend the meeting.

The upcoming board opportunities were reviewed.

Ms. Alisha Gerhart introduced Marticville Middle School student Jaden Smith who earned first place in the Children's Stories category at the Pennsylvania State Technology Student Association competition and will go on to compete at the National Technology Student Association competition. The board presented Jaden with a resolution honoring his accomplishments. The resolution was read by Mr. Straub and presented to him by Mr. Fullerton.

Mr. Reisinger, Mrs. Foster, and Mrs. Keller along with high school students Emily Aukamp, Isaiah Stoltzfus, and Elizabeth Broderick provided an update of recent student projects with Google Expeditions and the new Tour Builder software program.

Dr. Shaffer reviewed the 3 year Comprehensive Plan. The plan must be posted for 30 days. After final adoption by the School Board, the plan will be submitted to the PA Department of Education prior to September 30, 2018. Approval for placement of this item on the July 16, 2018, board agenda was approved on a motion by Mr. Fullerton and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, absent; Mr. Fullerton, yes; Mr. Long, absent; Mrs. Nafziger, absent; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Dr. Leichter gave an update on the PDE Superintendent's Academy. He discussed the first year of the Superintendent Academy instituted by the Secretary of Education.

The Committee of the Whole adjourned at 8:28 p.m.

Mr. Carlton L. Rintz, Vice President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 21, 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 Vice President Mr. Carlton Rintz at 8:29 p.m.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, June 4, 2018, following the Committee of the Whole Meeting at Manor Middle School

The following directors were present: Mr. Joseph Fullerton, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mr. J. Kenneth Long, Dr. Richard Frerichs, and Mrs. Nickole Nafziger 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: Grace Painter, Tom Wainman, Brian Wallace, Walt Wiltschek, LNP correspondent, and Cindy Rhoades, Board Secretary.

Mr. Rintz asked if there were any Citizen's Comments. There were none.

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the May 7, 2018 meeting. Hearing none, on a motion by Mr. Sweigart, a second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He shared that both recipients of the prestigious A. Landis Brackbill Scholar-Athlete Award were Penn Manor students – Nick Fafel and Alyssa Schriver.

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

General Fund	\$	3,365,728.00
Food Service Fund	\$	112,199.92
PMSD Capital Reserve Fund	\$	395,467.18
PSDLA Capital Reserve	\$	3,574.71
Student Activity Fund	\$	44,143.85

The following call vote was taken on this motion. Richard Frerichs, absent; Joseph Fullerton, yes; J. Kenneth Long, absent; Nickole Nafziger, absent; David Paitsel, yes; Carlton Rintz, yes – abstained from check #36454; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

Item 1. **Review of School Board Meeting Agenda** – Mr. Rintz

Item 2. **Consent Agenda for Committee of the Whole Meeting** – The committee is recommending approval of the following: (ROLL CALL)

A. The Lancaster County Academy Proposed Budget for 2018-2019

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A: 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, absent; Joseph Fullerton, yes; J. Kenneth Long, absent; Nickole Nafziger, absent; David Paitsel, yes; Carlton Rintz, yes; 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. Approval of Graduates – The members of the Class of 2018 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- B. Ratification of IU Bid Award as cited for 2018-2019
IU Athletic/Trainer/Medical Supplies
- C. Special Education Contract with Intermediate Unit 13 to provide special education services, special education support services in 2018-2019 and to set hourly rates for services for interpreters, physical therapy and occupational therapy.
- D. IU13 Job Training Services contract for Job Training services provided by IU13 for the 2018- 2019 school year

Explanation: This contract is based upon preliminary unit costs of \$380.63 per day in the 2018-2019 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- E. IU13 Occupational/Physical Therapy Services provided by IU13 for the 2018-2019 school year

Explanation: This contract is based upon preliminary unit costs of \$118.00 per hour in the 2018-2019 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- F. IU13 Speech/Language Services provided by IU13 for the 2018-2019 school year

Explanation: This contract is based upon preliminary unit costs of \$118.00 per hour in the 2018-2019 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- G. Production Express

Explanation: Commencement video production services at F&M.

- H. Crabtree Rohrbaugh & Associates Agreement Amendment for the PMSD High School Renovation project for Food Service Consultant Services.

Explanation: The Crabtree Rohrbaugh & Associates base contract was approved in July of 2016. This amendment is to approve Foodservice Consultant Studio, Inc. as the food service consultant for the project.

- I. Crabtree Rohrbaugh & Associates Agreement Amendment for the PMSD High School Renovation project for Landscape and Civil Engineering Consultant Services.

Explanation: The Crabtree Rohrbaugh & Associates base contract was approved in July of 2016. This amendment is to approve Derck & Edson Associates as the landscape and civil engineering consultant for the project.

- J. 2018-2019 School Breakfast and Lunch Prices

- K. Judicial Review Committee Action

- L. HVAC Unit Replacement for Eshleman Elementary School by McClure Company

Explanation: As per the 2018-19 Capital Projects plan, McClure Company will be replacing all room heat pumps and heat recovery units over the summer before classes resume for the fall. This quote is for the equipment and installation only, controls and balancing will be additional. To be paid from Capital Reserve Fund.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-L: It was moved by Ms. Wert and seconded by Mr. Sweigart to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; Joseph Fullerton, yes; J. Kenneth Long, absent; Nickole Nafziger, absent; David Paitsel, yes; Carlton Rintz, yes; 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 G57 - Family Medical - May 12, 2018 – June 6, 2018
- D. Parent Literacy Workshops – The administrative staff is recommending the approval of the individuals listed to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2017-2018 school year.

Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

- E. Resignation of the individuals listed below
 Patricia Griffith, Building/Cafeteria Aide, Conestoga, effective 6/7/18
 Joy Beans, Title I Assistant, Central Manor, effective 6/7/18
 Sylvia Lashley, Building/Cafeteria Aide, Letort, effective 6/6/18
 Joseph Lintner, Head Custodian, Pequea, effective 5/4/18
 Carleen Sanders, Food Service Assistant, effective 5/18/18
 Jessica Swank, Playground Aide, Pequea, effective 5/11/18

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-E: 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, absent; Joseph Fullerton, yes; J. Kenneth Long, absent; Nickole Nafziger, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

The meeting was adjourned at 8:40 p.m.

Mr. Carlton L. Rintz, Vice President

Cindy Rhoades, Board Secretary