

**Minutes
Committee of the Whole
August 20, 2018**

The Penn Manor School Board met at 6:40 p.m. for an Executive Session to discuss Personnel (Leaves, Resignations, Retirements).

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, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mrs. Nickole Nafziger was absent. Present from the administrative staff were Dr. Michael Lechlitter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: Mrs. Judy Duke, Ms. Rhonda Lord, Mr. Chip Mathias, Mrs. Lauren Stadel, Mr. Ken Phillips, Mrs. Kelsey Leed, Mr. Larry Levato, Boy Scouts, Isaac and Simon Maier, Ms. Emily Gertenbach, LNP correspondent, Mr. 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, September 4, 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 August 6, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs and second by Mr. Straub, 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. Dr. Frerichs passed out the PSBA Slate of Candidates for review and gave a report on the August 13, 2018 Facilities Committee Meeting. The tennis courts at Manor MS are on schedule to be completed in the fall. The baseball field at Manor MS has been updated by the booster group, and 66 E. Cottage Avenue had the trees and brush removed.

Mr. Ken Phillips and Mrs. Lauren Stadel of RBC Capital Markets discussed the current bond market and reviewed the value of the district's interest rate swap.

Mr. Larry Levato of Crabtree Rohrbaugh reviewed PlanCon Parts D & E and gave an update on the progress with construction documents for the high school project. Mrs. Kelsey Leed of Crabtree Rohrbaugh gave the board a virtual tour of the project. Approval for placement of PlanCon Parts D & E on the August 20, 2018, board agenda was approved on a motion by Ms. Wert, seconded by Mr. Sweigart. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Long, yes; Mrs. Nafziger, absent; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Dr. Egan and Dr. Shaffer gave a summary of the new teachers for the 2018-2019 school year.

Dr. Leichter presented contracts with local businesses – CommunityAid, Orthopedic Associates of Lancaster, Shultz Transportation and UPMC Pinnacle - received as part of the district's agreement with Market Street Sports. Approval for placement of this item on the August 20, 2018, board agenda was approved on a motion by Mr. Fullerton seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Long, yes; Mrs. Nafziger, absent; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:21 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
August 20, 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 8:22 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, September 4, 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, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mrs. Nickole Nafziger was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: Mrs. Judy Duke, Mr. Chip Mathias, Boy Scouts, Isaac and Simon Maier, Ms. Emily Gertenbach, LNP correspondent, Mr. 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 August 6, 2018 meeting. Hearing none, on a motion by Mr. Sweigart, a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reviewed the successful opening day for teachers and thanked the board for their attendance.

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

General Fund	\$	3,060,921.34
Food Service Fund	\$	22,838.85
PMSD Capital Reserve Fund	\$	354,392.00
PSDLAF Cap Reserve Fund	\$	7,149.42
Student Activity Fund	\$	10,062.54

The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Nickole Nafziger, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, 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. PSBA 2018 Delegate Assembly – The committee is recommending the following as voting delegates for the PSBA 2018 Delegate Assembly

1. Richard Frerichs
2. Carlton Rintz
3. Christopher Straub

B. High School Renovation Project Plancon D

Explanation: PlanCon D, Project Accounting Based on Estimates for approval. Act 34 hearing was held on 7/16/2018 and no public comments were received following the hearing.

C. High School Renovation Project Plancon E

Explanation: PlanCon E, Design Development for approval.

D. Market Street Agreements

1. CommunityAid
2. Orthopedic Associates of Lancaster
3. UPMC Pinnacle
4. Shultz Transportation

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

It was moved by Ms. Wert 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, 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. Motion to end professional services agreement with Singh Operational Services, Inc. on or before September 9, 2018.
- B. Approval and Advertising of the Bus Routes for the 2018-2019 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.

Explanation: Routes are compiled annually by the Transportation Coordinator in anticipation of expected bus routing requirements.

- C. Acceptance of Bus Drivers for the 2018-2019 school term

Explanation: While the bus drivers are employed by the busing contractors, a listing is provided for the board's consideration and acceptance

- D. 2018-2019 School Term Field Trip Rates

Explanation: Rates for field trips are re-calculated annually based upon changes in the CPI.

- E. Middle School and High School Code of Student Conduct for 2018-2019
- F. Acceptance of STS Aides/Para and Personal Care Assistants for the 2018-2019 school term
Explanation: While the aides are employed by Substitute Teacher Service, a listing is provided for the board's consideration and acceptance.
- G. Acceptance of STS Substitute Teachers for the 2018-2019 school term
Explanation: While the substitute teachers are employed by Substitute Teacher Service, a listing is provided for the board's consideration and acceptance.
- H. Acceptance of Gift from The Ressler Mill Foundation for 400 copies of dictionaries to be used for 3rd grade classrooms.
- I. Pennsylvania Educators' Clearinghouse Contract of Service for the 2018-2019 school year.
Explanation: The user fee of \$2,700.00 has not changed from last year.
- J. IU13/Autism Solutions as needed at an hourly rate of \$125.00.
Explanation: Service provided includes Autism diagnostic evaluations, written reports, attend meetings as requested. This agreement is from July 1, 2018 to June 30, 2019.
- K. PlanCon J Consulting Services for Conestoga Elementary with John Casey at the cost of \$2,500.
Explanation: Consulting services include completion of the necessary paperwork required to obtain the final reimbursement for the Conestoga Elementary School project.
- L. Gym Floor Repair at Pequea Elementary by Miller Flooring Company at the cost of \$5,338.
Explanation: To repair water damage to gym floor and to install set of volleyball sleeves.
- M. Martic Elementary Playground Resurfacing by River Valley Recreation at the cost of \$99,999.
Explanation: To relocate play structure and to install a rubberized play surface to be paid from the Capital Reserve account.
- N. Independent contractor agreement with Billings Bilingual for translation of special education documents.

- O. R & K Mechanical Services, LLC to remove and install a water heater at Martic Elementary School at a cost of \$10,925.

Explanation: To furnish and install a water heater and remove and dispose of the existing heater.

- P. The Fence Experts to replace and extend the fence at Conestoga Elementary School at a cost of \$7,582.

Explanation: By choosing options 1 (\$5,690) and 3 (\$1,892), the fence between the parking area and the homes on West Elm Street will be replaced and extended.

- Q. Renew Mediscan Contract for 2018-2019

Explanation: Mediscan provides nursing services for a student with an IEP.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-E; G-

Q: It was moved by Mr. Paitsel 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, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3F:

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, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, abstained; 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. Professional and Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2018-2019 school year
- B. Resignation of the individual listed per the effective date:
Elizabeth Gring, Manor Middle, Food Service, August 7, 2018
- C. Retirement of the individual listed per the effective date:
Dr. Cheryl Shaffer, Assistant Superintendent for Secondary Education, June 30, 2019
Shelley Hodson, Executive Secretary, September 28, 2018
- D. Leave to the individuals according to the terms listed:
Professional Employees:
Employee H4 - Family Medical - August 14, 2018 – June 5, 2019
Employee H5 - Family Medical - August 15, 2018 – October 1, 2018
Employee H6 - Intermittent Family Medical - August 20, 2018 – Dec. 31, 2018
Employee H7 - Intermittent Family Medical - August 23, 2018 – Dec. 31, 2018

Classified Employees:

Employee H8 - Family Medical - June 19, 2018 – July 10, 2018
 Intermittent Family Medical - July 11, 2018 – June 18, 2019
Employee H9 - Family Medical - August 23, 2018 – November 12, 2018
Employee H10 - Leave of Absence - August 9, 2018 – September 20, 2018
Employee H11 - Family Medical - August 27, 2018 – October 8, 2018
Employee H12 - Family Medical - July 30, 2018 – August 12, 2018
Employee H13 - Leave of Absence - September 7, 2018 – October 18, 2018
Employee H14 - Leave of Absence - July 26, 2018 – September 30, 2018

E. 2018-2019 Middle School Team Leaders as listed below

Marticville Middle School Team Leaders:

Deb Goodhart - Green Team
 Chris McKnight - Blue Team
 Brad Aungst - Gold Team
 Steve Evans - Cultural Arts
 Lisa Bitler - Learning Support

Manor Middle School Team Leaders:

Maricia Kligge - Blue 8
 Jennifer Ennis - Green 8
 Carrie Aukamp - Blue 7
 Connie Jackson - Green 7
 Curt Elledge - Learning Support
 Erin Kreck - Cultural Arts

Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals.

F. 2018-2019 Middle School Co-curricular Positions

Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.

G. Saturday School/Detention for the 2018-2019 school year at a rate of \$33.00 per hour

Tony Carrodo	Brian Osmolinski
Doug Kramer	Jim McGlynn
Jen Kroesen	Dave Ohl
Heather Paquette	Edward Paquette
Patrick Eichelberger	Steve Weidner

H. RESET School Instructors for the 2018-2019 school year at a rate of \$33.00 per hour

Rhoda Snyder	Jen Kroesen
Courtney Heiser	Doug Kramer
Drew Tarkanick	Heather Paquette
Karen Hallett	Curt Elledge

Kyle Bulicz	Hanna Crowther
Elizabeth Sheerer	Sarah Stover
Edward Paquette	Patrick Eichelberger

- I. Middle School Tutors for the 2018-2019 school year at a rate of \$33.00 per hour.
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|----------------|-------------------|
| Curt Snelbaker | Colleen Sohl |
| Connie Jackson | Amy Niemkiewicz |
| Maricia Kligge | Courtney Costello |
| Lisa Bitler | Jenn Ennis |
- J. Middle School Detention for the 2018-2019 school year at a rate of \$33.00 per hour.
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| Jon Bittenbender | Brad Aungst |
| Curt Snelbaker | Lisa Bitler |
- K. Middle School Weight Room Coverage for the after school middle school weight room for the 2018-19 school year at the rate of \$26.10 per hour, 1 hour per day, 2 days per week
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| Steve Kramer | Steve Evans |
| Ginny Neiss | |
- L. Nurse Substitute Caller Stipend for contacting/arranging substitute services for health rooms for the 2018-2019 school year for a stipend of \$3,100.
- Tanya Echterling
- M. Mentors for the 2018-2019 school year
- Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the Comprehensive Plan.*
- N. 2018-2019 Marching Band Positions
- O. 2018-2019 Athletic Workers
- P. Upon recommendation of the Superintendent, appointment of Dr. Philip Gale as School Safety and Security Coordinator in accordance with Act 44 of 2018.
- Q. Unpaid Leave of Absence for Title I Aide Karen Bierly
- Explanation: Ms. Bierly will be working for STS as a Penn Manor substitute teacher for part of the 2018-2019 school year.*
- R. 2018-2019 Music Program Co-Curricular Stipends

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-R: It was moved by Mr. Paitsel 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, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

The meeting was adjourned at 8:42 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary