

**Minutes
Committee of the Whole
August 6, 2018**

The Penn Manor School Board met at 6:40 p.m. for an Executive Session to discuss Personnel (Leaves, Resignations, Sabbatical) and Student Matter (Special Education).

The Penn Manor School Board met as a Committee of the Whole at 7:09 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, Mr. Mitchell Sweigart and Ms. Donna Wert. 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: Dr. Philip Gale, Mrs. Carly McPherson, 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 Monday, August 20, 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 July 16, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub and second by Mrs. Nafziger, 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.

Mrs. McPherson and Dr. Egan reviewed the federal funding the district received and its allocation.

Mr. Long reviewed with board directors those who may wish to serve as a delegate for the upcoming Pennsylvania School Boards Association (PSBA) conference in October in Hershey, PA. This item was postponed so that the board directors can check their schedules and will be placed on the August 20, 2018 meeting agenda.

Dr. Leichliter reviewed the possibility of retaining two high school named locations during the high school renovation. When the present high school was dedicated on November 9, 1958 the Joint School Board named the auditorium for A. Norman Ranck, supervising principal [1950s equivalent of the district superintendent], and the library for Sanders P. McComsey, former president of the Joint School Board. When the library was moved during the 1990s renovation, the name was transferred. The administration is recommending that these permanent named spaces be transferred to the new auditorium and media center in the upcoming renovation. Approval for placement of this item on the August 6, 2018, board agenda was approved on a motion by Dr. Frerichs, seconded 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, yes; and Ms. Wert, yes.

The Leadership Team provided a summary of summer projects and upcoming events for the start of school. Dr. Kreider reported that this is an audit year for special education. Mr. Reisinger discussed changes to the server and also the 1:1 launch for grades 5 and 6. Dr. Leichliter reviewed Act 44 (School Safety and Security) timelines and requirements. He announced that Dr. Philip Gale will serve as School Safety and Security Coordinator for the district. Dr. Shaffer reported that all secondary teaching positions have been filled for the 2018-2019 school year. Dr. Egan reported that eleven elementary teaching positions have been filled. Mr. Johnston reported that summer cleaning is nearing completion and that the district will be changing from Aetna to Coresource for health insurance in the fall.

Dr. Leichliter presented contracts with local businesses – Eschbach Bus Service, J.K. Mechanical, Lapp Electrical Service, Albright & Thiry, Howard Orthodontics - received as part of the district's agreement with Market Street Sports. Approval for placement of this item on the August 6, 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, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:08 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
August 6, 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 8:08 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, August 20, 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 Paitzel, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. 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: Dr. Philip Gale, 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 July 16, 2018 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Sweigart, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He highlighted a recent article in Lancaster County Magazine that featured several school districts, including Penn Manor.

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. Approval for submission of the District Comprehensive Plan
- B. Market Street Agreements
 - 1. Eschbach Bus Service Agreement
 - 2. Lapp Electrical Service Agreement
 - 3. J.K. Mechanical Agreement
 - 4. Albright & Thiry
 - 5. Howard Orthodontics
- C. High School Permanent Named Spaces - Auditorium and Library

Explanation: The administration is recommending that these permanent named spaces be transferred to the new auditorium and media center in the upcoming renovation.

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

It was moved by Mr. Fullerton 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, yes.

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

- A. School District Physician – Timothy Weaver, M.D. of Penn State Medical Group – Manor, (formerly Manor Family Health) as the School District’s Physician for the 2018-2019 school year at the rate of \$5,000

Explanation: Dr. Weaver has agreed to continue his service.

- B. Tax Exonerations

- C. Student Assistance Program Contract with Pennsylvania Counseling Services for the 2018-2019 school year.

- D. Lancaster General Hospital Drug Screening Contract for the 2018-2019 school year

Explanation: Pricing and terms are the same as the previous contract.

- E. Capital Area Intermediate Unit for an initial consultation for student with an IEP. Initially, six hours of service will be provided at the cost of \$996.

- F. AP Computer Science as a math or science credit pilot program in 2018-2019

- G. Renewal of \$1,200 membership in the IU13 Safety & Security Cohort for the 2018-2019 school year.

- H. Three year agreement with IU 13 Securly Consortium for website filtering, billed annually at approximately \$10,615, as required by the federal Child Internet Protection Act (CIPA) and E-Rate program.

- I. Change Order - New Tennis Courts at Manor Middle School

Change Order 1 – Add \$7,500.00 Construction Masters Services for tree removal and trenching through rock.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-I:

It was moved by Ms. Wert and seconded by Dr. Frerichs 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, 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 individuals listed per the effective date:
 Rachel DeMonaco, ERA, Martic, effective 7/16/18
 Kayla Ressler, Cafeteria/ERA Aide, Central Manor, effective 7/18/18
 Dane Groff, Floating Custodian, District, effective 7/31/18
 Maverick Veith, Custodian, Martic/Pequea, effective 7/18/18
 Erica L. Kopp, Reading Teacher, Marticville MS, effective 8/20/18
 Jodi Swartz-Rankin, Learning Support Teacher, PMHS, effective 8/20/18
- C. Leave to the individuals according to the terms listed:
 Professional Employees:
Employee H3 - Family Medical - September 23, 2018 – November 16, 2018
- D. Sabbatical Change

Explanation: Employee is requesting to rescind a medical sabbatical for the 2018-2019 school year.
- E. 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.
- F. 2018-2019 Fall Coaching Positions

Explanation: The attachment shows the coaches and positions by sport for the 2018-2019 fall season. The breakdown with the individual salaries was compiled by the Athletic Department in conjunction with the team coaches.
- G. Seasonal Weight Room coverage provided by Tim Hite at the rates cited below for the 2018-2019 school year.

 88 scheduled summer weight room hours at \$26.10 per hour
 114 scheduled fall weight room hours at \$26.10 per hour
 120 scheduled winter weight room hours at \$26.10 per hour
 134 scheduled spring weight room hours at \$26.10 per hour
- H. Team Training Hours to provide up to 100 hours of weight room athletic team training for the 2018-2019 school year at the rate cited below. Coverage will be provided by Tim Hite.

 Up to 100 weight room athletic team training hours at \$26.10 per hour

- I. Speed Training Hours to provide up to 30 hours of speed training for the 2018-2019 school year at the rate cited below. Coverage provided by Tim Hite.

Up to 30 speed training hours at \$26.10 per hour

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-I: It was moved by Mr. Straub and seconded by Dr. Frerichs 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, yes.

The meeting was adjourned at 8:15 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary