

**Minutes  
Committee of the Whole  
September 17, 2018**

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

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. in the Boardroom 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. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mr. Joseph Fullerton was absent. Present from the administrative staff were Dr. Michael Lechlitter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Ms. Mindy Rottmund, Mr. Bill Zapata, Dr. Philip Gale, Mr. Larry Levato, Dr. Jason D'Amico, Ms. Jan Mindish, Mrs. Becca Carver, Mrs. Theresa Chiodi, 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, October 1, 2018, in the Boardroom 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 September 4, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Paitsel, 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. Nafziger reported that the PMEF dinner was a success and everyone had a great time. Mr. Straub reviewed LCCTC enrollment for the 2018-2019 school year.

Dr. Egan and Dr. Shaffer had the following new teachers introduce themselves to the board – Taylor Miller, Brittany Patterson and Beth Neumann.

Dr. Mindish and Mrs. Carver from the Penn Manor Alumni Association presented the restored portrait of A. Norman Ranck to the school district. The portrait of Sanders P. McComsey will be restored in the near future.

Dr. D'Amico updated the board on the Penn Manor Comet Co-Curricular Committee. This task force was formed to help with the distribution of the proceeds from Market Street Sports. The bylaws are near completion. Dr. D'Amico presented the current draft of the bylaws. Dr. Lechlitter requested permission to submit an application to the Pennsylvania Department of State to incorporate this new organization. This must occur before any other process is complete. Approval for placement of the application to incorporate on the September 17, 2018, board agenda was approved on a motion by Ms. Wert, seconded by Mr. Straub. 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, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Mrs. Chiodi provided an update on the work of the Human Resources Department in relation to the hiring of support and professional staff members.

Dr. Lechlitter presented a contract from Nationwide Insurance received as part of the district's agreement with Market Street Sports. Approval for placement of this item on the September 17, 2018, board agenda was approved on a motion by Mr. Sweigart, 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, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Mr. Johnston reviewed the preliminary audit numbers from the 2017-2018 audit and discussed fund balance implication and proposed transfers to the capital reserve fund.

Mr. Johnston, Mr. Reisinger and Mr. Levato reviewed the bid results for the pre-engineered metal frame building and the status of the Internet/fiber link between Millersville University and Penn Manor High School. Approval for placement of this item on the September 17, 2018, board agenda was approved on a motion by Mr. Sweigart, seconded by Ms. Wert. 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, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:13 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**  
**September 17, 2018**

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Boardroom at Manor Middle School. The meeting was called to order by Board President Mr. J. Kenneth Long at 8:13 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, October 1, 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. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mr. Joseph Fullerton was 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: Ms. Mindy Rottmund, Mr. Bill Zapata, Dr. Philip Gale, Mr. Larry Levato, 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 September 4, 2018 meeting. Hearing none, on a motion by Mr. Straub, 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 August 2018 bills. It was moved by Dr. Frerichs and seconded by Mrs. Nafziger to approve to authorize payment of bills:

General Fund	\$ 4,096,783.83
Food Service Fund	\$ 19,244.53
PMSD Capital Reserve Fund	\$ 566,845.70
PSDLAF Cap Reserve Fund	\$ 10,724.13
Student Activity Fund	\$ 25,664.74

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

**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.     Market Street Agreements
  - a.     Nationwide Insurance

- B. Penn Manor Comet Co-Curricular Committee - permission to submit an application to the Pennsylvania Department of State to incorporate this new organization
- C. Bid awards for the pre-engineered metal frame building for the High School Project
  - General Construction - Purcell Construction, \$688,900
  - Plumbing Construction - SSM Industries, Inc., \$16,700
  - Electrical Construction - Pagoda Electrical, Inc., \$125,743
- D. Second and Final Reading of Revised Board Policies as presented
- E. High School Project - Proposals from Corl Communication in the amounts of \$9,965.60 and \$3,824.64 to reroute KINBER fiber optic cabling between Penn Manor High School and Millersville University, and a temporary single mode fiber link between existing PMHS network closets.

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

It was moved by Dr. Frerichs and seconded by Mr. Sweigart 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, 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. Tax Exonerations
- B. Authorization for the administration and School Physician to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.

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

It was moved by Mr. Sweigart 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, 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. 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:  
Judah Buckwalter, Boys Assistant JH Soccer Coach, effective 8/1/18
- C. Leave to the individuals according to the terms listed:

**Professional Employee:***Employee H17 - Family Medical - September 24, 2018 – October 5, 2018*

- D. Dental Hygiene Services provided by Tris Shenigo at the rate of \$28.00 per hour, not to exceed 221 hours for the 2018-2019 school year
- E. Assistant JH Coach for Boys Soccer – Jeb Thompson - \$3,540
- F. Department Coordinator Pay - Julie Yost, Special Education, \$400 added for coordinators that have supervisory certificates
- G. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2018-19 school year  
Marie Leatherman  
Alyssa Coonan  
Rachel Ansel
- H. Stipend - \$1,500 stipend for Michelle Henry to certify speech/language logs for medical access billing/reimbursement for 2018-19
- I. 2018-19 High School Co-Curricular - Jeffrey Eshleman, Chess Team Advisor, \$1,400
- J. 2018-19 Marticville MS Co-Curricular  
Deb Goodhart, Team Leader, Semester 1, 50%, \$1,233.50  
Brett Sheaffer, Team Leader, Semester 2, 50%, \$1,000

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-J:** 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, absent; 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 8:30 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary