

**Minutes  
Committee of the Whole  
September 4, 2018**

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

The Penn Manor School Board met as a Committee of the Whole at 7:05 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: Ms. Mindy Rottmund, Mrs. Kimberly Weit, Dr. Philip Gale, Millersville University students Ms. Lorien Gilbert, Ms. Debbie Aiken, Ms. Ashley Zook, Mr. Alexander Duong, Ms. Amy Dreibelbis, and Mr. Adam Kennedy, 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, September 17, 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 20, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs and second by Mr. Fullerton, 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. Ms. Wert gave an update on the Lancaster County Academy JOC meeting. She informed the board that the LCA will be celebrating its 25<sup>th</sup> anniversary in June 2018. Mr. Straub gave an update on the LCCTC JOC meeting. This was the first meeting that the new Administrative Director, Dr. Savin, attended.

Dr. Egan and Dr. Shaffer had the following new teachers introduce themselves to the board – Glenn Wolfe, Sara Santos-Jagroo, Jenna Ioannidis, Matt Kersic, Karlie Feaster, Courtney Wagner, Amanda Davis, Jeb Thompson, Maria Anderson, Danielle Croft, Ashley Zook, Angelika Koerner, Kyle Lainhoff, Christine Donahue, Rachel Oler, Courtney Bussard, Tyler Loyd and Chloe Hartung.

The Leadership Team (Dr. Leichliter, Mr. Johnston, Dr. Egan, Dr. Shaffer, Dr. Kreider and Mr. Reisinger) individually reviewed the opening of the school year.

Dr. Leichliter reviewed the milestones for superintendent goals created during the annual board retreat in June. Approval for placement of this item on the September 4, 2018, board agenda was approved on a motion by Mrs. Nafziger, seconded by Ms. Wert. 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.

Mr. Johnston reviewed the proposed calendar for developing, discussing, and approving the budget for the 2019-2020 school year.

Dr. Leichter reviewed changes made to board policies 006, 103.1, 104, 108, 150, 210.1, 246, 302, 311, 336.1, 704, 808, 810, 810.1, 810.3, 818, 819, 906, and 918 as recommended by the Pennsylvania School Boards Association policy service. Approval for placement of this item on the September 4, 2018, board agenda was approved on a motion by Mr. Paitsel, seconded by Ms. Wert. 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.

Dr. Leichter reviewed the process and timeline to appoint a new Assistant Superintendent for Secondary Education effective July 1, 2019. He also reviewed the job description for the position.

Mr. Long reviewed the slate of candidates for PSBA President-elect, Vice President, and Insurance Trust members. Approval for placement of this item on the September 4, 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, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Mr. Long discussed giving the administration authorization to proceed with termination of the 2019 Interest Rate Swap and issuance of the bond to fund the initial phase of the high school renovation/construction project. Approval for placement of this item on the September 4, 2018, board agenda was approved on a motion by Dr. Frerichs, seconded by Ms. Wert. 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 8:29 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 4, 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 8:30 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, September 17, 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: Ms. Mindy Rottmund, Mrs. Kimberly Weit, Dr. Philip Gale, Millersville University students Ms. Lorien Gilbert, Ms. Debbie Aiken, Ms. Ashley Zook, Mr. Alexander Duong, Ms. Amy Dreibelbis, and Mr. Adam Kennedy, 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 20, 2018 meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He highlighted the media coverage of several students.

**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.            First Reading of Revised School Board Policies - *006, 103.1, 104, 108, 150, 210.1, 246, 302, 311, 336.1, 704, 808, 810, 810.1, 810.3, 818, 819, 906, and 918*
- B.            Approval of Superintendent Goal Milestones
- C.            Voting for PSBA Officers
  - President-elect – Eric Wolfgang
  - Vice President – Art Levinowitz
  - Insurance Trustees - William LaCoff, Richard Frerichs, Nathan Mains
- D.            Authorization of the Financing Team to terminate 2019 Interest Rate Swap and to issue bonds for initial funding of the High School Renovation/Construction Project.

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

It was moved by Mrs. Nafziger 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, 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. Newforma Proposal for web-based project management

*Explanation: As part of the High School Renovation/Construction Project, the district will utilize web-based project management software for the Pre-Engineered Building Project as well as the High School renovation.*

- B. Textbook Approval

*Explanation: Approval of the textbook, Chemistry, Principles and Reactions, 8th Edition, published by Cengage Learning (Masterson, W. and Hurley, C.) Learning, in the amount of \$4,834.50.*

- C. Appointment of Fox Rothschild as Special Counsel for Open Campus PA

*Explanation: Hempfield and Penn Manor need to file a continuation of the registered trademark for Open Campus PA. The law firm who originally did the work is no longer affiliated with a member district of Open Campus PA. Fox Rothschild has the expertise to perform this function and already does work for both Hempfield and Penn Manor.*

- D. Motion to end professional services agreement with Singh Operational Services, Inc. no later than September 30, 2018.

- E. Professional services agreement with Miller & Sons Salt & Water Conditioning, Inc. for Water Testing to begin on October 1, 2018.

- F. Professional services agreement with Clean Water, Inc. for Wastewater Treatment Monitoring to begin on October 1, 2018.

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

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, 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:  
 Melissa Campanaro, Library Aide, High School, effective 7/19/18  
 Maureen Helfrich, Title I Assistant, Hambright, effective 8/16/18
- C. Retirement of the individual listed per the effective date:  
 George Brian Frantz, 12 month Custodian, High School, effective 10/31/18
- D. Leaves to the individuals according to the terms listed:  
**Professional Employees:**  
*Employee H4* - Family Medical - August 14, 2018 – September 12, 2018  
 Leave of Absence - September 13, 2018 - April 2, 2019  
 Family Medical - April 3, 2019 – June 5, 2019  
**[Revised dates from August 20<sup>th</sup> Board Meeting]**  
*Employee H15* - Family Medical - August 14, 2018 – November 13, 2018
- Classified Employees:**  
*Employee H16* - Leave of Absence - August 20, 2018 – September 17, 2018
- E. Job Description - Executive Administrative Secretary to the Business Manager
- F. Pennsylvania Constables to provide security for the school district during the 2018-2019 school year for athletic and co-curricular activities at the rate of \$34.30 per hour.  
 Mike Phenneger  
 Brad Weinoldt  
 Tom Graver  
 Jeff Jackson
- G. 2018-2019 Fall Play – Co-curricular Positions
- H. Department Coordinator Stipends for the 2018-2019 school year  
*Explanation: This is the yearly approval of coordinators and stipends in September*
- I. Mentor 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.*
- J. 2018-2019 High School Co-curricular Positions

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4B-J:** It was moved by Mr. Sweigart 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.

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

The meeting was adjourned at 8:45 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary