

**Minutes**  
**Board Organization / Committee of the Whole**  
**December 3, 2018**

The Penn Manor School Board met at 6:45 p.m. for an Executive Session to discuss Student Matters (Judicial Review) and Personnel (Leaves, Resignations).

The Organization 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 7:04 p.m. 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: Dr. Philip Gale, Mrs. Lori Graham (Conestoga ES), Mr. Sean Domenic, Ms. Emily Gertenbach, LNP correspondent, Mr. Brian Wallace, and Cindy Rhoades, Board Secretary.

Dr. Frerichs, the most senior board member not running for Board President, served as Temporary President for the organization portion of the Board meeting.

Mr. Straub made a motion nominating Mr. J. Kenneth Long as President of the Board. The motion was seconded by Mr. Rintz. There were no other nominations for the office of President. A motion was made by Mr. Rintz and seconded by Mrs. Nafziger to close the nominations. The nominations were closed by a unanimous voice vote. Mr. Long was appointed President by a unanimous voice vote.

Ms. Wert made a motion nominating Mr. Carlton Rintz as Vice-President of the Board. The motion was seconded by Dr. Frerichs. There were no other nominations for the office of Vice-President. A motion was made by Mr. Sweigart and seconded by Mr. Straub to close the nominations. The nominations were closed by a unanimous voice vote. Mr. Rintz was appointed Vice-President by a unanimous voice vote.

The list of newly constituted board membership was presented for any necessary changes.

The Organization Meeting adjourned at 7:09 p.m. to the Committee of the Whole Meeting.

Mr. Long announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, January 7, 2019 at 7:00 p.m. in the Boardroom of the Manor Middle School. A special Committee of the Whole Meeting will be held on Monday, December 17, 2018 at 7:00 p.m. for the purpose of reviewing bids for the high school renovation project.

Mr. Long asked if there were any additions or corrections to the Minutes of the November 19, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Sweigart and a second by Dr. Frerichs, 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 the board an update on the newly formed Health & Wellness Committee meeting.

Dr. Egan and Dr. Shaffer presented information on the Pennsylvania Value Added Assessment System (PVAAS) and discussed the differences between proficiency data versus growth data.

Mr. Long requested that board members contact him with their interest in committee assignments for 2019. Appointments will be made at the January 7, 2019 meeting.

Dr. Gale updated the board on the annual course selection process and reviewed proposed new course offerings for 2019-2020, as well as proposed changes in high school math courses sequence. Approval for placement of this item on the January 7, 2019, board agenda was approved on a motion by Mrs. Nafziger and 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.

Dr. Leichter reviewed the Comet Co-Curricular Committee bylaws with the board. The committee has been working since August to develop the bylaws for the new organization that will process funds to booster groups from a portion of the proceeds of the Market Street Sports contracts. The draft bylaws were shared with the School Board in October. Approval for placement of this item on the December 3, 2018 board agenda was approved on a motion by Mr. Paitsel and seconded by Mrs. Nafziger. 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 8:11 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**  
**December 3, 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 8:12 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, January 7, 2019, 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: Dr. Philip Gale, Mrs. Lori Graham (Conestoga ES), Mr. Sean Domenic, 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 November 19, 2018 meeting. Hearing none, on a motion by Mr. Sweigart, a second by Mrs. Nafziger, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He shared that high school teacher, Maria Vita, will be honored as a Teacher of the Year finalist this coming weekend.

**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. Penn Manor School District agrees to a three-year commitment for continuing membership in the Lancaster County Academy.
- B. Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions

*Explanation: As previously discussed, the administration is recommending examining possible Act 1 referendum exceptions due to future uncertainty in state and local funding. This resolution authorizes the district to seek the exceptions – the decision to use them would come in late spring during discussions and approval of the final budget.*

- C. Penn Manor Comet Co-Curricular Committee Bylaws

*Explanation: A committee has been working since August to develop bylaws for the new organization that will process funds to booster groups from a portion of the proceeds of*

*the Market Street Sports contracts. The draft bylaws were shared with the School Board in October. The administration is recommending approval of the final version of the bylaws which have been reviewed by the district solicitor.*

**MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA**

**ITEM 2A-C:** 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, 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. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Fund Account  
 PMSD Payroll Account  
 PMSD Food Service Fund Account  
 PMSD Capital Reserve Accounts  
 PMSD Section 125 Accounts  
 PMSD Construction Fund Accounts  
 PMSD Student Activity Fund Account  
 PMSD Student Activity Athletic Fund Account

*Explanation: To formally authorize two board members and the business manager to represent the district as designated signers for the above checking accounts.*

- B. Mileage Rate Approval of the standard mileage rate for business use of an automobile as determined by the IRS effective January 1, 2019.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.*

- C. Judicial Review Committee Action

- D. Continuation of Agreement with Children Deserve a Chance Foundation for ATTOLLO Program at Penn Manor High School

*Explanation: Penn Manor School District has partnered with the Children Deserve a Chance Foundation for student programming since the 2015-2016 school year. Continuation of the agreement with Children Deserve a Chance Foundation for 2018-2019 for up to 25 Penn Manor High School students to participate in ATTOLLO programming during the fall 2018 semester at a cost of \$350 per student.*

- E. Transportation Contracts for the 2018-2019 school year:

Eschbach Bus Service (181 Days) - \$2,446,815.11  
 Eschbach Fuel Surcharge – \$63,914.60  
 Shultz Transportation (181 Days) – \$921,320.67  
 Shultz Fuel Surcharge - \$29,642.59

*Explanation: The current transportation contracts runs through June, 2020 for Eschbach Bus Service and June, 2025 for Shultz Transportation. The contract figures for the fourth year has been calculated based upon updated routing and student information.*

F. Sinkhole Consulting and Inspection Services with Earth Engineering, Inc.

*Explanation: EEI will provide qualified personnel to inspect and document the pressure grouting remediation being conducted at Manor Middle School.*

G. Pressure Grouting Services by Eastern Gunite Company, Inc.

*Explanation: Eastern Gunite will provide qualified personnel to perform the pressure grouting remediation being conducted at Manor Middle School.*

H. Tax Exonerations

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

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, 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. Professional Staff and Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2018-2019 school year
- B. Leave to the individual according to the terms listed:  
 Professional Employee:  
*Employee H29 - Intermittent Military Family Medical - October 29, 2018 - October 31, 2018, November 15, 2018 - November 16, 2018, January 24, 2019 - January 25, 2019, February 22, 2019, March 11, 2019 - March 15, 2019, May 16, 2019.*
- C. Tenure for the individuals listed as they have completed the requirement of three years of satisfactory teaching performance within the school district.

*Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).*

- D. Resignation of the individuals listed per the effective date:  
Christine Martin, Nurse - LPN Substitute, effective 11/6/18
- E. Spring Musical Co-curricular positions to the individuals listed for the 2018-2019 school year:
- |                                   |                   |          |
|-----------------------------------|-------------------|----------|
| Musical Director                  | John Matusek      | \$ 3,010 |
| Musical Assistant Director        | Melissa Mintzer   | \$ 3,000 |
| Vocal Director                    | Lauren Ciemiewicz | \$ 2,000 |
| Pit Orchestra Director            | Demetrius Archer  | \$ 2,000 |
| Technical Director                | Nicholas Bonsell  | \$ 3,000 |
| Musical Lighting Supervisor       | TBD               | \$ 600   |
| Musical Sound Supervisor          | TBD               | \$ 600   |
| Musical Sets (Painting & Design)  | TBD               | \$ 600   |
| Musical Choreographer             | Travis Love       | \$ 1,500 |
| Musical Make-up & Costumer        | Patricia Detter   | \$ 1,500 |
| Production Assistant              | Madison Beatty    | \$ 500   |
| Musical Rehearsal Accompanist     | Zachary Smith     | \$ 500   |
| Musical Audition/Show Accompanist | Sarah Repkoe      | \$ 500   |

*Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.*

- F. Head Coaches Recommended for Renewal for the Fall 2019 Season:
- Boys Soccer - Paul Taylor
  - Cheerleading – Janna Ames
  - Cross Country – Robert Ulmer
  - Field Hockey - Matt Soto
  - Football – John Brubaker
  - Girls’ Soccer – Jacob Marino
  - Girls’ Tennis - Alison Fetter
  - Girls’ Volleyball - Tim Joyce
  - Golf – Tom Reustle
- G. Stipend for Additional Instructional Duties – The administrative staff is recommending additional payment to the following teachers for additional instructional duties from December 3, 2018 through January 17, 2019 of the 2018-2019 school year as per the terms of the collective bargaining agreement:
- Gary L. Luft, high school math teacher, \$ 2,378.01 to compensate for the loss of preparation time.
  - Anthony S. Carrodo, high school math teacher, \$1,915.05 to compensate for the loss of preparation time.
  - Michael T. Fowler, high school math teacher, \$1,805.10 to compensate for the loss of preparation time.

*Explanation: After advertising the position, a qualified math certified substitute teacher is not available to fill the existing vacancy.*

H. Coaches for the Winter 2019 Season:

Boys Basketball, Varsity Asst. - Bob Graybill	\$3,920
Boys Basketball, 8th Grade - Bryan Weaver	\$2,000
Boys Basketball, 7th Grade - Mathew Harris	\$3,750

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-H:** It was moved by Dr. Frerichs 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.

The meeting was adjourned at 8:21 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary