

**Minutes
Committee of the Whole
November 19, 2018**

The Penn Manor School Board met at 5:15 p.m. for a public workshop on the budget and a Board self-assessment review. At 6:30 p.m. there was an Executive Session to discuss Student Matters (Judicial Review, Special Education Student) and Personnel (Leaves).

The Penn Manor School Board met as a Committee of the Whole at 7:14 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. 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, Mr. Jason Mattern, Mrs. Judy Duke, Mr. John Bonawitz, Mrs. Catie Tejada, 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, December 3, 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 November 5, 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.

Max Forrey gave the high school student report for the month.

Mr. Long asked for any Citizen's Comments. There were none.

The upcoming board opportunities were reviewed. Dr. Frerichs reported that the Penn Manor Comet Co-Curricular Committee approved the final draft of the bylaws. A school board director will be on the committee that disperses the funds. Mrs. Nafziger reported that PMEF is currently delivering \$55,000 in venture grants to teachers in the district.

Mr. John Bonawitz from Brown Shultz Sheridan and Fritz provided an overview of the district's annual financial statements for the year ended June 30, 2018. He reported that the district received a clean opinion on the audit. Mr. Johnston thanked Mrs. Duke and the business office for their efforts. Approval for placement of this item on the November 19, 2018, board agenda was approved on a motion by Mr. Fullerton and 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 planned cycle for requesting proposals (RFP) for contracted services.

Athletic Director, Mr. Mattern, gave an update on his work to date and goals for the future. Comet Man was introduced to the board and showed off his new look.

Mr. Long and Dr. Leichliter provided a summary of procedures for the upcoming board organization meeting.

Mr. Straub and Dr. Leichliter provided a summary of financial discussions taking place at the Joint Operating Committee and Professional Advisory Committee of the Lancaster County Career & Technology Center.

Mr. Johnston presented the Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions. 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. 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, 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 8:41 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
November 19, 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 8:42 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, December 3, 2018, following the Committee of the Whole Meeting 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. Catie Tejada, 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 5, 2018 meeting. Hearing none, on a motion by Mr. Straub, a second by Mrs. Nafziger, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reported that a sinkhole has opened at Manor Middle School.

Mr. Johnston presented for payment the October 2018 bills. It was moved by Mrs. Nafziger and seconded by Mr. Sweigart to approve to authorize payment of bills:

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|---------------------------|-----------------|
| General Fund | \$ 3,378,315.71 |
| Food Service Fund | \$ 159,610.01 |
| PMSD Capital Reserve Fund | \$ 192,178.84 |
| PSDLAF Cap Reserve Fund | \$ 815,976.42 |
| Student Activity Fund | \$ 21,858.96 |

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 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. Acceptance of Local Auditor's 2017-18 Report as presented.

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2A: It was moved by Mr. Fullerton 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 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Judicial Review Committee Action
- B. Election of Solicitor and Bond Counsel – Kegel Kelin Almy & Lord LLP – The law firm of Kegel Kelin Almy & Lord LLP be appointed as solicitor and bond counsel for the school district for the calendar year 2019.
- C. Election of Special Counsel for Special Education – McNees Wallace & Nurick LLC – The law firm of McNees Wallace & Nurick LLC be appointed as special counsel for the school district for the calendar year 2019. Services will be limited to special education matters.
- D. Election of Special Counsel for Labor – Fox Rothschild LLP – The law firm of Fox Rothschild LLP be appointed as special counsel for the school district for the calendar year 2019. Services will be limited to labor matters.
- E. Election of Special Counsel for Workers' Compensation – The law firm of Devine Law Services be appointed as special counsel for the school district for the calendar year 2019. Services will be limited to Workers Compensation.

Explanation: Devine Law Services is the appointed counsel for the LLPSIP Workers Compensation Pool.

- F. Martic Lead and Copper Feasibility Study

Explanation: Miller & Sons proposal will cover the completion of the 2016 Lead & Copper Control Study wet testing at Martic Elementary School to comply with DEP permit requirements.

- G. Tax Exonerations
- H. Preventative Maintenance Agreement – service agreement with Commercial Kitchen Repair Service to perform scheduled maintenance and cleaning for refrigeration equipment.
- I. Ticket Spicket digital ticketing customer agreement to allow electronic sales of athletic and co-curricular events.
- J. Professional Services agreement with PSBA to conduct a compensation analysis and market assessment review

- K. Proposal from The Brenneman Company for Parking Lot Maintenance

Explanation: To install hot, rubberized crack filler in major structural crack in the parking lots at Martic Elementary School and Marticville Middle School.

- L. Lancaster-Lebanon I.U. #13 Joint Authority – The administrative staff is recommending that Wardell J. Jackson be appointed the Penn Manor School District representative to the Lancaster-Lebanon I.U. #13 Joint Authority effective January 1, 2019 for a five year term concluding on December 31, 2023.

- M. MOU with the Special Olympics for the Unified Track program

Explanation: Special Olympics sponsored interscholastic track program that involves students with disabilities and general education students.

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

It was moved by Ms. Wert and seconded by Mr. Paitsel 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. 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 H28 - Family Medical - October 25, 2018 – November 27, 2018
- C. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2018-19 school year:
Carla DiStasio
Laura Hess
- D. Approval of assistant superintendent employment contract - Dr. Philip B. Gale for the period of July 1, 2019 to June 30, 2024.
- E. Scheduling of interpreters for parent and teacher meetings and conferences at the rate of \$33 per hour:
Kate Cox
- F. 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 NewTeacher Induction Plan in the Comprehensive Plan.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-F: It was moved by Mr. Sweigart 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.

The meeting was adjourned at 8:55 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary