

**Minutes  
Committee of the Whole  
January 22, 2019**

The Penn Manor School Board met at 5:30 p.m. for a public workshop highlighting the Family & Consumer Science Department. At 6:20 p.m. there was an Executive Session to discuss Student Matter (Tuition Students) and Personnel (Resignations, Retirements) and Purchase of Real Estate.

The Penn Manor School Board met as a Committee of the Whole at 7:00 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. Judy Duke, Eshleman Elementary Teachers – Jeff Heiney, Tara Wilson and Wendy Terry, Mr. Dwayne Sellers, Susan and David Ellenberg, 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, February 4, 2019, in the Board Room of the Manor Middle School at 7:00 p.m.

Students from Eshleman Elementary led the flag salute - Morgan Salsbury, Theadora Jones, Molly Drennen, Ian Marcos Mejia Nazario, Elliott Jones, Jeniel Jimenez-Valdez, Zaavi Hardy, Dylan Drennen, Damian Aguilar, Evdoxia Firoglanis, Zuzu Hardy, and Christos Firoglanis. They were accompanied by Eshleman Principal Krista Cox.

Mr. Long asked if there were any additions or corrections to the Minutes of the January 7, 2019, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Nafziger, and second by Mr. Paitsel, 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. Mr. Fullerton will be forwarding notes from the most recent IU13 board meeting. Mrs. Nafziger reported that PMEF will be awarding Strong & Health Grants in March and are currently accepting scholarship applications. Mr. Straub reported that the Athletic Wall of Honor held on January 18 was a very nice event.

Dr. Leichliter reported that the district has been approached by LEMSA about entering into a partnership to provide a substation at Marticville Middle School. Board directors verbally agreed to have the district discuss options with LEMSA.

Citizen's comment – Mr. Dwayne Sellers, Martic Township Supervisor, shared that the township supports this partnership.

Mrs. Duke presented information on the district's Delinquent Real Estate Tax Collections. Approval for placement of this item on the January 22, 2019 board agenda was approved on a motion by Mr. Fullerton and seconded by Dr. Frerichs. 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.

Mrs. Duke presented information on the district's tax rebate program highlighting the effect of raising the earnings threshold for 2019-2020. Approval for placement of this item on the February 4, 2019, board agenda was approved on a motion by Mr. Straub 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 presented the 2019-2020 preliminary budget for adoption by the board. Approval for placement of this item on the January 22, 2019. Approval for placement of this item on the January 22, 2019, board agenda was approved on a motion by Mr. Sweigart and seconded by Dr. Frerichs. 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 Capital Projects plan for 2019-2020. Approval for placement of this item on the February 4, 2019, board agenda was approved on a motion by Ms. Wert and 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.

Dr. Lechlitter reviewed the proposed school calendar for 2019-2020. Approval for placement of this item on the February 4, 2019, board agenda was approved on a motion by Mr. Sweigart and 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 Committee of the Whole adjourned at 8:05 p.m.

---

Mr. J. Kenneth Long, President

---

Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**January 22, 2019**

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 7:55 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, February 4, 2019, 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, Mrs. Judy Duke, Eshleman Elementary Teachers –Tara Wilson and Wendy Terry, Susan and David Ellenberg, Ms. Emily Gertenbach, LNP correspondent, Mr. Brian Wallace, and Cindy Rhoades, Board Secretary.

Mr. Long asked if there were any Citizen’s Comments. Mrs. Susan Ellenberg, 119 Colonial Road, Lancaster, stated that she is involved in a local church that provides assistance to economically disadvantaged students in the district. She expressed her surprise at the number of students in this circumstance and also praised the Penn Manor staff for their efforts assisting these students.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the January 7, 2019 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Fullerton, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent’s report. He also complimented the Athletic Wall of Honor and its recipients. He reported that Letort Elementary was one of thirteen schools in the state to be nominated as a Blue Ribbon School by the US Department of Education. In honor of School Director Recognition Month, Dr. Leichliter presented each school director with a certificate as well as book that will be placed in their honor in an elementary library.

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

General Fund	\$ 6,423,059.46
Food Service Fund	\$ 125,636.22
PMSD Capital Reserve Fund	\$ 953,330.53
PSDLAF Cap Reserve Fund	\$ 26,610.00
Student Activity Fund	\$ 26,337.84

The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitzel, 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.     ReACH (Recovering Academic Credit Hours) Proposal
- B.     Approval of LCCTC 2019-2020 Proposed Budget Resolution
- C.     Approval of 2019-2020 Proposed Preliminary Budget

*Explanation: To approve the proposed preliminary 2019-2020 budget and allow the district to seek approval from the Pennsylvania Department of Education for the possible use of Act 1 referendum exceptions. A preliminary budget will be presented in May 2019 and the final budget will be presented in June 2019.*

- D.     Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes

*Explanation: Unpaid real estate tax balances are turned over to Lancaster County Tax Claim Bureau for collection by the 15th of January.*

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

**ITEM 2A-D:** It was moved by Mrs. Nafziger and seconded by Ms. Wert 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.     High School Renovation Project – Plancon Part G – The administration is recommending approval and submission of Plancon Part G, Project Accounting Based on Bids, for the High School Renovation Project (PDE project number 3904).

*Explanation: Plancon Part G, Project Accounting Based on Bids, is concerned with the actual construction bids. A project's eligibility for reimbursement is ultimately determined at Plancon Part G. The district must receive PDE approval for Part G prior to entering contracts and starting construction.*

- B.     Awarding of Bid Approval and Notice to Proceed for the Penn Manor High School Renovation Project to the lowest responsive and responsible bidders as listed below. (PDE project number 3904).

General Construction  
Lobar Inc.  
\$53,960,000 base bid

- +733,000 add alternate GC-2 New District Administrative Offices
  - +\$128,000 add alternate GC-4 Moisture Vapor Reducing Admixture
  - +\$108,000 add alternate GC-5 Laminated Safety Glass
  - +\$8,700 add alternate GC-8 Group Toilet Partitions to 72”
- \$54,937,700 net bid amount

#### HVAC

Myco Mechanical, Inc.

\$11,944,000 base bid

- +230,000 add alternate HC-2 New District Administrative Office
- \$12,174,000 net bid amount

#### Plumbing

Jay R. Reynolds, Inc.

\$3,294,100 base bid

- +20,800 add alternate PC-2 New District Administrative Office
  - -\$55,000 deduct alternate PC-3 Manual Mixing Valve
  - +\$22,000 add alternate PC-4 Instantaneous Water Heaters
- \$3,281,900 net bid amount

#### Electrical

Boro Construction

\$8,477,000 base bid

- +\$50,000 add alternate EC-1 Unclassified Rock Excavation
- +96,000 add alternate EC-2 New District Administrative Offices
- +\$25,000 add alternate EC-3 Auxiliary Gym Sound System
- -\$165,000 deduct alternate EC-4 Change 200A and Above Feeders/Conduit to Aluminum
- -\$84,000 deduct alternate EC-5 Change Outdoor Pad Transformer Conductors to Aluminum

\$8,399,000 net bid amount

#### Technology

Pagoda Inc.

\$2,042,743 base bid

- +49,500 add alternate TC-2 New District Administrative Offices
- \$2,092,243 net bid amount

#### Fire Protection

S.A. Comunale Co., Inc.

\$1,759,428 base bid

- +118,180 add alternate FPC-2 New District Administrative Offices
- \$1,877,608 net bid amount

#### C. Eastern University Cooperative Student Teaching Agreement

*Explanation: Nursing students will be placed at Penn Manor from Eastern University for school health clinical experience.*

D. Commercial Services Agreement with Armstrong Relocation of PA

*Explanation: Services agreement for relocation of furniture, equipment and instructional supplies for the first phase of the high school renovation project. The agreement covers the initial moving plan for the Art wing, Ag shops, and six classrooms as listed on the proposal.*

E. Request for Proposal for Food Service Program Monitoring and Consultant Services

*Explanation: The existing agreement with School Operation Services runs through the end of June 2019. Per the requirements of the Uniform Grants Guidance and PDE's Division of Food and Nutrition, the district is required to conduct periodic requests for proposals for this service. Plans call for the RFP to be posted for the month of March with results to be brought to the board in April.*

F. Tuition-Free Seniors for the second semester of the 2018-2019 School Year

Collin Lively  
Shea Robison

*Explanation: In accordance with Board Policy #202*

G. Change Order - Penn Manor Pre-Engineered Metal Building

*Change Order 1 – Add \$1,615.93 Electrical Contractor - Pagoda Electrical Inc.  
Change Order 1 – Add \$10,615.00 General Contractor - Purcell Construction Co.*

H. License Agreement with Millersville University

*Explanation: The license agreement allows construction contractors access to a small area near Millersville University's track team javelin area which will allow construction of a low retaining wall during the high school renovation project.*

I. Proposal for 14-Unit, 14-Classroom Modular Rental for Phase 1 of the High School Renovation Project with WillScot Construction Services.

*Explanation: Modular Classroom rental for the 1st phase of the High School Renovation project.*

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

It was moved by Mr. Fullerton and seconded by Mr. Straub 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 THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3B:**

It was moved by Mr. Paitsel and seconded by Ms. Wert 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, no; 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. Resignation of the individuals listed per the effective date:  
 Michael Helm, Head Custodian, Hambright, effective 2/1/19  
 Julia Reiner, Receptionist, High School, effective 2/8/19  
 Desiree Rivera, Ready to Learn Aide, Level 1, Pequea, effective 12/21/18  
 Judy Irwin, Food Service, High School, effective 1/15/19
- C. Retirement of the individuals listed per the effective date:  
 Lori Scanlin, Food Service, Manor Middle, effective 2/28/19
- D. Spring Musical Co-curricular positions to the individuals listed for the 2018-2019 school year:

Musical Lighting Supervisor	John Matussek	\$ 300
Musical Lighting Supervisor	Nicholas Bonsell	\$ 300
Musical Sound Supervisor	John Matussek	\$ 300
Musical Sound Supervisor	Nicholas Bonsell	\$ 300
Musical Sets (Painting & Design)	John Matussek	\$ 300
Musical Sets (Painting & Design)	Nicholas Bonsell	\$ 300

*Explanation: The above Co-curricular Spring Musical Positions were not filled previously. The responsibilities will be split between the Musical Director and the Technical Director.*

- E. Stipend of \$2,608.03 for Kyle Lainhoff to compensate for prep period

*Explanation: Kyle Lainhoff has agreed to work with a student with special needs through her prep period on 45 days in the second semester.*

- F. Act 86 Locally-issued Day-to-Day Substitute Permit for the 2018-19 school year:  
 Rebekah Kroll  
 Mitchell Buell  
 Karisa Turner

- G. Motion to excuse Diane Kreider's return to employment from her sabbatical leave for restoration of health due to continued illness and approve her resignation from employment, effective January 18, 2019.

- H. Stipend for Additional Instructional Duties – The administrative staff is recommending additional payment to the following teachers for additional instructional duties during the second semester as per the terms of the collective bargaining agreement:

Kimberly E. Tercha, high school math teacher, \$69.40 per day to compensate for the loss of preparation time.

Jodie C. Henderson, high school math teacher, \$84.64 per day to compensate for the loss of preparation time.

Jennifer L. Kroesen, high school math teacher, \$80.93 per day 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 immediately.*

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

The meeting was adjourned at 8:22 p.m.

---

Mr. J. Kenneth Long, President

---

Cindy Rhoades, Board Secretary