

**Minutes
Committee of the Whole
January 7, 2019**

The Penn Manor School Board met at 5:00 p.m. for a public workshop to review the high school renovation project, bids, financing and list of alternates. At 6:30 p.m. there was an Executive Session to discuss Student Matters (Judicial Review, Special Education Student) and Personnel (Leaves, Resignations, Stipend).

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, and Ms. Donna Wert. Mr. Mitchell Sweigart 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, Mr. Chip Mathias, Mr. Ralph Simpson, Mr. Larry Levato, Dr. Peggy Anastasio, Mr. Jeff Heiney, Mrs. Connie Jackson, Ms. Brittany Garzillo (WGAL), 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 Tuesday, January 22, 2019, in the Board Room of the Manor Middle School at 7:00 p.m.

Three students from Pequea Elementary, Will Ryan 1st grade, Sophia Shenk 2nd grade, and Jack Ryan 3rd grade, led the flag salute. They were accompanied by Pequea Principal Shirley Murray.

Mr. Long asked if there were any additions or corrections to the Minutes of the December 3, 2018 and December 17, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, 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 PMEF had awarded over \$55,000 in teacher grants by the end of 2018. Grants included musical instruments and a therapy dog.

Dr. Anastasio and Dr. Kreider reviewed the district's extended school year programming.

Dr. Leichliter reviewed the updates in his second quarterly report of the 2018-2019 school year. He requested that the School Board place the ReACH (Recovering Academic Credit Hours) proposal on the voting agenda for January 22, 2019. Approval for placement of this item on the January 22, 2019 board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Paitsel. 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, absent; and Ms. Wert, yes.

Mr. Long reviewed the list of committee assignments for the 2019 calendar year. Approval for placement of this item on the January 7, 2019, board agenda was approved on a motion by Ms. Wert 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, absent; and Ms. Wert, yes.

Mr. Straub and Dr. Lechlitter presented the proposed Lancaster County CTC budget for the 2019-2020 school year. Approval for placement of this item on the January 22, 2019, board agenda was approved on a motion by Mr. Fullerson 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, absent; and Ms. Wert, yes.

The farm leases for the Fisher and Herr farms have been approved annually to run from April 1 through March 31. Mr. Johnston led a discussion on a proposed RFP for the farmland rent.

Mr. Reisinger presented an overview of the district PAsmart grant application for computer science education.

The Committee of the Whole adjourned at 7:54 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
January 7, 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 Tuesday, January 22, 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 Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Mitchell Sweigart was absent. Present from the administrative staff were Dr. Michael Lechliter, 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. Chip Mathias, Mr. Ralph Simpson, Mr. Larry Levato, Dr. Peggy Anastasio, Mr. Jeff Heiney, Mrs. Connie Jackson, Ms. Brittany Garzillo (WGAL), 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 December 3, 2018 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mrs. Nafziger, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechliter provided the Superintendent's report. He reported that a survey would be available to the community, the board and the staff regarding requirements for the next high school principal.

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

General Fund	\$ 4,786,262.98
Food Service Fund	\$ 174,427.77
PMSD Capital Reserve Fund	\$ 61,880.00
PSDLAF Cap Reserve Fund	\$ 44,422.27
Student Activity Fund	\$ 40,144.79

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 - abstained from check #38529; Christopher Straub, yes; Mitchell Sweigart, absent; 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. New high school course offerings for the 2019-2020 school year.
- B. Lancaster County Career & Technology Center Representatives appoint Chris Straub as representative to the Lancaster County Career & Technology Center and Joe Fullerton as alternate.
- C. Lancaster County Academy Representatives appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and David Paitsel as alternate.
- D. Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- E. Penn Manor High School Renovation Project - Notice of Intent to Award Bids - The committee is recommending issuing the notice of intent to award bids to the contractors listed below for the amounts stated for the Penn Manor High School new construction/renovation project (PDE project number 3904).

General Construction

Lobar Inc.

\$53,960,000 base bid

- +\$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"

\$54,204,700 net bid amount

HVAC

Myco Mechanical, Inc.

\$11,944,000 base bid

\$11,944,000 net bid amount

Plumbing

Jay R. Reynolds, Inc.

\$3,294,100 base bid

- -\$55,000 deduct alternate PC-3 Manual Mixing Valve
- +\$22,000 add alternate PC-4 Instantaneous Water Heaters

\$3,261,100 net bid amount

Electrical

Boro Construction

\$8,477,000 base bid

- +\$50,000 add alternate EC-1 Unclassified Rock Excavation
- +\$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

\$8,303,000 net bid amount

Technology

Pagoda Inc.
 \$2,042,743 base bid
 \$2,042,743 net bid amount

Fire Protection

S.A. Comunale Co., Inc.
 \$1,759,428 base bid
 \$1,759,428 net bid amount

- F. Penn Manor High School Renovation Project: District Office Alternate Bid - The committee is recommending that the additional alternate bids totaling \$1,247,480 be added to the contract as specified in Item 2E.

General Construction

Lobar Inc.
 • +\$733,000 add alternate GC-2 New District Administrative Offices

HVAC

Myco Mechanical, Inc.
 • +\$230,000 add alternate HC-2 New District Administrative Offices

Plumbing

Jay R. Reynolds, Inc.
 • +\$20,800 add alternate PC-2 New District Administrative Offices

Electrical

Boro Construction
 • +\$96,000 add alternate EC-2 New District Administrative Offices

Technology

Pagoda Inc.
 • \$49,500 add alternate TC-2 New District Administrative Offices

Fire Protection

S.A. Comunale Co., Inc.
 • \$118,180 add alternate FPC-2 New District Administrative Offices

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2A-D: 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, yes; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, absent; and Donna Wert, yes.

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2E: It was moved by Mr. Fullerton 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, no; Christopher Straub, yes; Mitchell Sweigart, absent; and Donna Wert, yes.

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2F: It was moved by Mr. Paitsel 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, no; Christopher Straub, yes; Mitchell Sweigart, absent; 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. Procurement Cards and Authorized Users
- C. Tuition-Free Senior for the second semester of the 2018-2019 School Year – Brett Umble

Explanation: In accordance with Board Policy #202

- D. Penn Manor Education Foundation Venture Grants for 2018-2019
- E. High School Renovation Project Plancon D

Explanation: PlanCon D, Project Accounting Based on Estimates has been reviewed and approved by the Pennsylvania Department of Education and needs to be entered into the minutes.

- F. High School Renovation Project Plancon E

Explanation: PlanCon E, Design Development has been reviewed and approved by the Pennsylvania Department of Education and needs to be entered into the minutes.

- G. High School Renovation Project - Plancon Part F, Attachment C - The administration is recommending approval and submission of Plancon Part F, Attachment C, Post-Bid Opening, for the High School Renovation Project (PDE project number 3904).

Explanation: Following bid opening and the decision by the board to award and/or reject bids but prior to the district entering into construction contracts, Attachment C, Post-Bid Opening Certification, with information on bids received, alternates accepted and other pertinent information, must be submitted before final processing of Plancon Part F can take place. Plancon Part F approval for a project will not be issued until this certification is received, all bidding has been completed and board decisions have been made.

- H. Tax Exonerations
- I. Special Education Agreement with Family

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

It was moved by Ms. Wert 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, absent; 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 individuals according to the terms listed:
- Professional Employees
*Employee H30 - Family Medical - November 5, 2018 – February 3, 2019
 - Child Rearing - February 4, 2019 - end of school year 2018-19*
Employee H31 - Family Medical - April 23, 2019 – end of school year 2018-19
Employee H32 - Child Rearing - January 18, 2019 – end of school year 2018-19
Employee H33 - Family Medical - January 2, 2019 – January 17, 2019
Employee H34 - Family Medical - January 31, 2019 – April 25, 2019
Employee H35 - Family Medical - October 25, 2018 – March 14, 2019 (half day)
Employee H36 - Family Medical - April 18, 2019 – end of school year 2018-2019
- Classified Employees
Employee H37- Family Medical - January 31, 2019 – April 30, 2019
Employee H38 - Intermittent Family Medical - Dec. 17, 2018 – Dec. 16, 2019
- C. Resignation of the individuals listed per the effective date:
 Jacob Marino, Head Coach, Girls Soccer, effective 12/5/18
- D. Stipend of \$753.43 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 13 days.*
- E. Elementary Tutor for the 2018-2019 school year at a rate of \$33.00 per hour.
 Jenna Moyer
- F. Volunteer Listing for 2018-2019
- G. Act 86 Locally-issued Day-to-Day Substitute Permit for the 2018-19 school year:
 Alyssa Bomberger
 Julianne Miller
 Leah Comiskey
 Ashley Williams
- H. 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.*

- I. Tenure for the individual 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).

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-I: It was moved by Dr. Frerichs 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, absent; and Donna Wert, yes.

The meeting was adjourned at 8:04 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary