

**Minutes
Committee of the Whole
March 4, 2019**

The Penn Manor School Board met at 5:30 p.m. for an Executive Session to discuss Personnel (Evaluation of the Superintendent), Purchase of Real Estate, Personnel (Resignations), Student Matters (Judicial Review, Tuition-Free Senior, Special Education student update).

The Penn Manor School Board met as a Committee of the Whole at 7:00 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. Theresa Kreider, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: Dr. Philip Gale, Mr. Dell Jackson, Martic Elementary Teachers – Mr. Steve Sellers, Mrs. Kerry Bushong, Mrs. Melissa Mulder, Mr. Matt Ihle, 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, March 18, 2019, in the Boardroom of the Manor Middle School at 7:00 p.m.

Trent Hess, Trinity Yeager, Jacob Henry, Ella Mulder, Asher Zug, Isabelle Devonshire, Gideon Stewart, Jayden Myers and James Yeager, students from Martic Elementary School, led the flag salute. They were accompanied by Martic Elementary Principal, Dr. Jen Sugra, 2nd grade teacher, Mrs. Kerry Bushong and her student teacher, Mr. Matt Ihle. The students shared what they have learned about the United States and what they like about Martic Elementary.

Mr. Long asked if there were any additions or corrections to the Minutes of the February 19, 2019, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton, and second by Mr. Straub, 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. Straub provided a report from the Lancaster County CTC JOC meeting. He reported that 83% of the seats are filled for the 2019-2020 school year. The most popular programs are welding and veterinary assistant. Ms. Wert reported on the Lancaster County Academy meeting. Columbia SD and Pequea Valley SD have pulled out of the program. This may cause the price per slot to increase.

Dr. Leichliter reported on the high school neighbor meeting held on February 26, 2019 in the high school library. Approximately 40 residents attended the meeting.

Mr. Long and Dr. Leichliter reviewed the proposed school board meeting dates for 2019-2020. Approval for placement of this item on the March 18, 2019, board agenda was approved on a motion by Mrs. Nafziger and seconded by Mr. Sweigart. 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 and Dr. Lechlitter discussed the planning for the annual one-day summer School Board Retreat. Through a survey of all school directors, it was determined that the retreat will be held on Wednesday, June 12, 2019. The meeting is open to the public and will be advertised.

Dr. Egan provided an update on enrollment at district elementary schools and made recommendations for 2019-2020 staffing.

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
March 4, 2019

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 7:55 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, March 18, 2019, 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. Theresa Kreider, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: Dr. Philip Gale, Mr. Dell Jackson, Martic Elementary Teachers – Mr. Steve Sellers, Mrs. Kerry Bushong, Mrs. Melissa Mulder, Mr. Matt Iehle, 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 February 19, 2019 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 proposed making April 18 an Act 80 day for staff but giving students in grades 9-12 the day off so that the movers would not interfere with classes during the first stage of the high school move. Dr. Leichliter also reported that interviews for the new high school principal will begin on March 6.

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. Sherpa Fiber Leased Lit Fiber Services Agreement

Explanation: Agreement with Sherpa Fiber to install and maintain a 10G leased lit fiber Wide Area Network per the attached terms. Non-recurring and recurring costs will be discounted by 60% via the E-Rate program. This agreement has been reviewed and recommended by school district legal counsel.

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2A: 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, 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
- B. Acceptance of STS Aides/Para and Personal Care Assistants for the 2019-20 school term
- Explanation: While the aides are employed by Substitute Teacher Service, a listing is provided for the board's consideration and acceptance.*
- C. Acceptance of STS Substitute Teachers for the 2019-20 school term
- Explanation: While the substitute teachers are employed by Substitute Teacher Service, a listing is provided for the board's consideration and acceptance.*
- D. Agricultural Advisory Committee – approval of committee members
- Explanation: Chapter 339 on Vocational Education of the Pennsylvania School Code mandates the use of advisory committees. State auditors verify that the local School Board annually approves the composition of the committee.*
- E. Tax Exoneration
- F. PlanCon Part H, Project Financing - Conestoga Elementary School Project - submission to the Pennsylvania Department of Education for project number 3874.
- Explanation: Part H, Project Financing, addresses the financing used for a project. Upon approval, a temporary reimbursement % is usually assigned. However, the PlanCon Part J has already been submitted opening the way for approval of a final reimbursement % for the Conestoga project.*
- G. Change Order - Tennis Court Project
- Change Order 5 – General Contractor - Construction Masters Services LLC
Add \$4,493.45 Additional electrical labor and material
Add \$1,216.25 Install additional frost board to complete roofing system
Add \$3,726.00 Installation of revised stainless steel countertop in concession stand*
- H. Amendment to the existing Memorandum of Understanding with Millersville University for use of the lower level of the parking deck from August 2019 through July 2022.
- Explanation: The original agreement was approved on March 5, 2018 and called for the University to construct the stairs from the lower level with district reimbursement. This amendment calls for the district to be responsible for the construction of the stairs.*

- I. Tuition-Free Senior for the second semester of the 2018-2019 School Year
Evan Lyon

Explanation: In accordance with Board Policy #202

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A, C-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, yes; and Donna Wert, yes.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3B:

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, abstained; 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:
Theresa Nimo, AST, Marticville MS, Effective March 1, 2019
Julie Reiner, 10 month Receptionist, High School, effective 2/22/19
- C. 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 New Teacher Induction Plan in the Comprehensive Plan.

- D. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2018-19 school year:
Pearl Hess
Michael Garrett
- E. Reclassification of Softball Coach for the 2019 season

Explanation: Jason Curtis was previously approved as an Assistant Coach for the Girls' Softball program. He would like to step down from the paid position and instead be classified as a volunteer for this season.

- F. Assistant Softball Coach for the 2019 season

Explanation: Lance Bauer will be replacing Jason Curtis as an Assistant Coach for the Girls' Softball program at the same rate of \$3,470.

- G. Volunteer Coach for 2018-19:
 Kyle Lainhoff, Track and Field

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

The meeting was adjourned at 8:02 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary