

**Minutes
Committee of the Whole
May 6, 2019**

The Penn Manor School Board met at 5:30 p.m. for a public workshop – Agriculture Department Curriculum. At 6:15 p.m. there was an Executive Session to discuss Personnel – Superintendent Response to Board’s Evaluation and Personnel - Review of Leaves, Resignations and Retirements.

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. Jerry Egan, Dr. Theresa Kreider, and Mr. Charlie Reisinger. Also in attendance for the meeting: Dr. Philip Gale, Mr. Ken Phillips, Mr. Doug Eby, Ms. Kathy Grenier, Mrs. Rae Newhouse, 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, May 20, 2019, in the Boardroom of the Manor Middle School at 7:00 p.m.

Callie Tuel, Reagan Soboleski, Natalie Burrows, Emma McComsey, Lauren Daigle, and Isabelle Thatcher, members of the Aavidum Club from Manor Middle School, led the flag salute. The students shared a presentation on the Aavidum program and how it has had a positive impact on the school. They were accompanied by Manor Middle School Principal Dr. Dana Edwards, Acting Assistant Principal Mrs. Lisa Suydam and Aavidum Club advisor Mrs. Kathy Kirk.

Mr. Long asked if there were any additions or corrections to the Minutes of the April 15, 2019, 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. Mr. Straub shared information from the LCCTC meeting held on April 25. There are currently approximately ten Penn Manor students who have not been assigned their first or second choice of program for next year. Ms. Wert reported that the Lancaster County Academy met at HACC and toured the new facility for the LCA. Graduation is set for June 8 and currently two Penn Manor students will be graduating. Dr. Frerichs reported that the state budget should be completed by June 30.

Mr. Ken Phillips from RBC Capital Markets addressed a resolution that would allow refinancing of the 2012 and 2016 bond issues as well as the termination of the 2019 Interest Swap. Mr. Phillips also addressed the parameters resolution in place. Approval for placement

of this item on the May 6, 2019, board agenda was approved on a motion by Mr. Fullerton 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.

Mr. Eby provided an update on the latest state requirements to the AEDY programs and the impact on the ReSET program.

Ms. Wert reviewed the proposed 2019-2020 Lancaster County Academy proposed budget. Approval for placement of this item on the May 20, 2019, board agenda was approved on a motion by Ms. Wert 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, yes; and Ms. Wert, yes.

Dr. Kreider gave an update on the most recent statewide special education data from the PA Department of Education. She also presented a new job description for a Behavior Consultant. Approval for placement of this item on the May 6, 2019, board agenda was approved on a motion by Mr. Fullerton and seconded by Mrs. Nafziger. The following vote was taken on this motion: Dr. Frerichs, absent (left the meeting at 8:05 p.m.); 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 proposed final budget. The prepared budget will be advertised for final board approval in June. A public budget workshop will be held on Monday, May 20, 2019 prior to the Committee of the Whole meeting. Approval for placement of this item on the May 6, 2019, board agenda was approved on a motion by Mr. Paitsel and seconded by Mr. Fullerton. The following vote was taken on this motion: Dr. Frerichs, absent; Mr. Fullerton, yes; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, no; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:57 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 6, 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 8:58 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, May 20, 2019, following the Committee of the Whole Meeting at Manor Middle School

The following directors were present: 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. Dr. Richard Frerichs was absent. Present from the administrative staff were Dr. Michael Lechlitter, 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. Rae Newhouse, 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 April 15, 2019 meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Fullerton, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter provided the Superintendent's report. He reported that eight Penn Manor students placed in the top 10, including two who qualified for national competition, at the recent Technology Student Association (TSA) State Conference at Seven Springs Resort.

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. Adoption of the 2019-2020 Penn Manor School District Proposed Final Budget
 - 1. Adoption of a proposed final budget for 2019-2020 listing expenditures in the amount of \$90,299,461
 - 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 17, 2019 for consideration of the final budget

- B. Authorization of the Financing Team to terminate 2019 Interest Rate Swap and to issue bonds for funding of the High School Renovation/Construction Project.

C. Bond Refinancing Resolution for Series 2012 & 2016

Explanation: The resolution will authorize the refunding of Series of 2012 and the Series of 2016 bonds in order to take advantage of market rate savings.

~~D. Parameters Resolution for High School Renovation Project~~

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2A-C: 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, absent; 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. Appointment of Board Treasurer – Appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2019 through June 30, 2020.

Explanation: Required by School Code.

- B. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2019 through June 30, 2020.

Explanation: Required by School Code.

- C. Appointment of Board Secretary – Appoint Cindy L. Rhoades as secretary to the Board of School Directors for a new two-year term effective July 1, 2019 through June 30, 2021.

Explanation: The Board Secretary is appointed for a four-year term as required by the Pennsylvania School Code and Penn Manor School Board Policy however, we are off-cycle and this two year term will allow us to resume the statewide cycle for the position.

- D. SapphireK12 Notification System – Software setup and subscription agreement in the amount of \$14,400.

Explanation: The Sapphire Notification System will provide call, email, and SMS notification services for weather related closures, district emergencies, and attendance notices. The system uses the universal contact information that resides in the SapphireK12 student management system. It replaces call service software currently provided by SchoolMessenger.

- E. West Chester University - Affiliation Agreement

Explanation: Students at West Chester University will be placed at Penn Manor per the

agreement from 2019-2022.

- F. Tax Exoneration
- G. Production Express - Equipment Rental and Setup in the amount of \$2,630.

Explanation: Agreement for commencement video production services at F&M on 06/04/2019.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-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, absent; 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. 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. Leaves to the individuals according to the terms listed
 - Professional:
Employee H57 - Family Medical - February 19, 2019 – March 31, 2019
Leave of Absence - April 1, 2019 – May 8, 2019
 - Classified:
Employee H58 - Family Medical - May 16, 2019 – August 8, 2019
- C. Retirement of the individual listed below with the effective date:
Nancy Morrell - Health Room Assistant, High School, effective 6/5/19
- D. Resignation of the individuals listed below with the effective date:
Amy Walborn, Building Aide, Central Manor, effective 5/28/19
Gina Kostelich, Technology Help Desk Coordinator, effective 6/28/19
Antonella Kirchner, Kdg Teacher, Hambright, effective 6/6/2019
- E. Co-Curricular Position:
Andrew Johnson, Entertainment PM - \$360.00
- F. Job Description - Behavior Consultant

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-F: It was moved by Mr. Straub and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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.

ADDENDUM:

Item 5. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Resignation of the individual listed below:

Jason Mattern – Athletic Director, effective 6/17/2019, as per agreement.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A: 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, absent; 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 9:03 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary