

**Minutes
Committee of the Whole
June 3, 2019**

The Penn Manor School Board met at 6:35 p.m. for an Executive Session to discuss Personnel (Retirements and Resignations).

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. Dell Jackson, Mrs. Tammee Iddings, 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, June 17, 2019, in the Boardroom of the Manor Middle School at 7:00 p.m. The Penn Manor School Board will hold its annual retreat on Wednesday, June 12, 2019 at 8:00 a.m. in the Audubon Room of the Gordinier Conference Center at Millersville University. This is open to the public.

Mr. Long asked if there were any additions or corrections to the Minutes of the May 20, 2019, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Nafziger, and second by Mr. Sweigart 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 May 23. All CTC buildings successfully passed the lead testing. Ms. Wert reminded the board that the Lancaster County Academy graduation is June 8.

The Board recognized Dr. Cheryl Shaffer, Assistant Superintendent for Secondary Education, for her service to the Penn Manor School District. A Board resolution was read by Mr. Rintz commending her service and contributions to the district. Mr. Long presented the resolution and engraved bowl to Dr. Shaffer. The board wished her well on her upcoming retirement.

Mr. Reisinger presented revisions to the Data Coordinator, Educational Technology Coordinator, and District Support Secretary position descriptions. Approval for placement of this item on the June 3, 2019, board agenda was approved on a motion by Dr. Frerichs 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. Long provided information on the upcoming board retreat in Gordinier Hall at Millersville University on Wednesday, June 12, 2019 at 8:00 a.m.

Mr. Johnston provided updates on recent developments for the 2019-2020 final budget scheduled for adoption on June 17, 2019.

Dr. Leichliter presented the superintendent's year-end summary of goals for 2018-2019 and reviewed proposed goals for 2019-2020.

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
June 3, 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, June 17, 2019, following the Committee of the Whole Meeting at Manor Middle School. The Penn Manor School Board will hold its annual retreat on Wednesday, June 12, 2019 at 8:00 a.m. in the Audubon Room of the Gordinier Conference Center at Millersville University. This is open to the public.

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. Dell Jackson, Mrs. Tammee Iddings, 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 May 20, 2019 meeting. Hearing none, on a motion by Mrs. Nafziger, a second by Mr. Sweigart and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reminded the board that graduation is tomorrow evening, June 4, 2019 at the F&M Alumni Fitness Center. He showed the new construction website and the real-time camera. The web address is construction@pennmanor.net

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. Data Coordinator, Educational Technology Coordinator, and District Support Secretary position description updates and revisions.

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2A: It was moved by Ms. Wert 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.

Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Food Service Agreement with LCCTC between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2019. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- B. National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2019 to June 30, 2020.
- C. Food Service Agreement with IU13 between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2019. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- D. Ratification of IU Bid Awards as cited for 2019-2020
Technology Education Supplies
- E. Acceptance of Eschbach Drivers and Substitutes listed for the 2018-2019 school term.
- F. Revised Code of Conduct for Penn Manor High School.
- G. 2019-2020 School Breakfast and Lunch Prices
- H. Crabtree Rohrbaugh & Associates Additional Services for Pre-Engineered Metal Building

Explanation: The Crabtree Rohrbaugh & Associates base contract was approved in July of 2016. Additional services were added per Section 4.1 and 11.2 of the base contract for consulting services. As the project is closed, no additional costs are anticipated.

- I. Student and Athletic Accident Insurance from American Management Advisors, Inc. at an annual premium of \$17,780 and offering voluntary accident insurance to students at a rate of \$75 per year for 24 hour per day coverage for the 2019-2020 school year

Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, color guard, student coaches, student trainers, and student managers. Also covered are all non-athletic, interscholastic or co-curricular activities.

- J. Janus Summer Programming

Explanation: Two students with IEPs will attend the summer of 2019 academic program at the Janus School. Cost- \$1350 per student. This is in lieu of extended school year services.

- K. The Vista School Agreement

Explanation: To provide services for one student during the 2019-2020 school year.

L. Traffic Signal Easement Agreements at Penn Manor High School

Explanation: A traffic signal at E. Cottage is part of the high school renovation project. Easement agreements were need between Penn Manor and three parties - Millersville Borough, James and Linda McDonnell, and Brian and Deanna Witmer.

M. PA Educator Contract of Service for the 2019-2020 school year

Explanation: The user fee of \$2,700.00 has not changed from last year.

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

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.

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. Professional Staff and Change in Status of the individuals listed per the effective date for the 2019-2020 school year
- C. Resignation of the individuals listed per the effective date:
 Pamela Noll, Kindergarten Teacher, Central Manor, effective 8/11/19 (revised date)
 Theresa Ferry, Learning Support Teacher, Pequea, effective 6/6/19
- D. Retirement of the individual listed per the effective date:
 Michael Weimer, High School Custodian, effective July 11, 2019

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-D: It was moved by Dr. Frerichs 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 8:07 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary