

**Minutes
Committee of the Whole
August 19, 2019**

The Penn Manor School Board met at 6:40 p.m. for an Executive Session to discuss Personnel (Unpaid Leave, Resignations).

The Penn Manor School Board met as a Committee of the Whole at 7:07 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. Jerry Egan, Dr. Philip Gale, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Ms. Ruth Crawford Fisher, Mr. Brian Wallace, Ms. Emily Gertenbach, LNP correspondent, 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, September 3, 2019, in the boardroom of the Manor Middle School at 7:00 p.m.

Mr. Long asked if there were any additions or corrections to the Minutes of the August 5, 2019, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Sweigart and seconded by Mrs. Nafziger and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked for any Citizen's Comments. Ms. Ruth Crawford Fisher of River Road, Pequea shared that integrity is an important quality for school board members.

Board reports were given. Mr. Straub reported that the LCCTC held a mini retreat to discuss contract negotiations and that the LCCTC will be looking for a new Business Manager. Mrs. Nafziger reminded board members of the PMEF annual dinner in September. Ms. Wert reported that the current executive director of the LCA is resigning. Mr. Sweigart shared that PMC³ distributed the grant checks.

Dr. Egan and Dr. Gale gave a summary of the new teachers for the 2019-2020 school year.

Dr. Leichliter reviewed the proposed dates for the Board Workshops for the 2019-2020 school year.

Mr. Johnston reviewed the two proposed budget calendars for developing, discussing and approving the budget for the 2020-2021 school year. Approval for placement of this item on the September 3, 2019, board agenda was approved on a motion by Mr. Fullerton 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. Reisinger gave a summary of the new notification system, revised technology job descriptions and updates to the one-to-one laptop program. Approval for placement of the revised job descriptions on the August 19, 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.

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
August 19, 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 7:54 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, September 3, 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. Jerry Egan, Dr. Philip Gale, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Ms. Ruth Crawford Fisher, Mr. Brian Wallace, Ms. Emily Gertenbach, LNP correspondent, 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 August 5, 2019 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. Today was opening day for all staff and Dr. Leichliter reported that the speakers were well-received.

Mr. Johnston presented for payment the July 2019 bills. It was moved by Mr. Sweigart and seconded by Mrs. Nafziger to approve to authorize payment of bills:

General Fund	\$	3,200,216.63
Food Service Fund	\$	27,893.64
PMSD Capital Reserve Fund	\$	180,206.24
PSDLAF Cap Reserve Fund	\$	23,508.94
2018 Construction Fund	\$	2,269,029.01
Student Activity Fund	\$	8,772.00

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 1. **Review of School Board Meeting Agenda** – Mr. Long

Item 2. **Consent Agenda for Committee of the Whole Meeting** – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. PSBA 2019 Delegate Assembly – The committee is recommending the following as voting delegates for the PSBA 2019 Delegate Assembly
 - 1. Nickole Nafziger
 - 2. Chris Straub
 - 3. Richard Frereichs
- B. Professional Development Contract with Children Deserve a Chance Foundation
- C. ESL Pilot Program
- D. Systems Specialist and Technology Training Consultant Job Descriptions

Explanation: Approval of revisions to the Technology Training Position and Systems Specialist description.

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM 2A-D: 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. Approval and Advertising of the Bus Routes for the 2019-2020 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.

Explanation: Routes are compiled annually by the Transportation Coordinator in anticipation of expected bus routing requirements.

- B. Acceptance of Eschbach and Shultz Bus Drivers for the 2019-2020 school term

Explanation: While the bus drivers are employed by the busing contractors, a listing is provided for the board's consideration and acceptance

- C. 2019-2020 School Term Field Trip Rates

Explanation: Field trip rates are re-calculated annually based upon changes in the CPI.

- D. 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.

- E. Acceptance of STS Substitute Teachers for the 2019-2020 school term

Explanation: While the substitute teachers are employed by Substitute Teacher Service, a listing is provided for the board's consideration and acceptance.

- F. Acceptance of Gift from The Ressler Mill Foundation for 425 copies of dictionaries to be used for 3rd- grade classrooms.
- G. Winner's Circle Agreement of Services for 2019-2020

Explanation: To provide services for students during the 2019-2020 school year as requested.

- H. Renewal of \$1,400 membership in the IU13 Safety & Security Cohort for the 2019-2020 school year.
- I. Approval of the submission of the 2019-2020 Consolidated Application for Federal Program Grants for a total of 1,065,877. Title I, Part A - Improving Basic Programs Grant \$842,053; Title II, Part A – Supporting Effective Instruction Grant \$156,916; and Title IV, Part A, Student Support and Academic Enrichment Grant \$66,908.
- J. Lancaster-Lebanon Intermediate Unit 13 agreement to provide Title 1 Services for Penn Manor resident students who are academically qualified, but attend non-public schools for school year 2019-2020.
- K. Lancaster-Lebanon Intermediate Unit 13 agreement to provide Title 11A professional development services to two non-public schools for the benefit of Penn Manor resident students who attend non-public schools for school year 2019-2020.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A-C and E-K:

It was moved by Mr. Sweigart and seconded by Dr. Frerichs 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 2D:

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, 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. Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2019-2020 school year
- B. Resignation of the individual listed per the effective date:
Alissa Hockley, ESL at Eshleman Elementary, effective 8-18-2019

John Capik, LTS Art at HS, effective 8/9/19
 Amy Smith, Title I Assistant, Manor MS, effective 6/5/19
 Karen Bierly, Title I Assistant, Manor MS, effective 6/5/19
 Kristen Graver, Ready to Learn Aide, Level 2, Central Manor, effective 6/5/19
 Veronica Wenger, Health Room Nurse, Central Manor, effective 6/5/19
 Amy Troup, Health Room Nurse, High School, effective 8/12/19
 Shannon Howe, Playground Aide, Central Manor, effective 6/5/19
 Kathleen Sproul, Ready to Learn Aide, Level 1, Eshleman, effective 6/5/19
 Jennifer Rhineer, Ready to Learn Aide, Level 1, Pequea, effective 6/5/19
 Susan Hummell, Classified Building Substitute, effective 8/13/19
 Jerraca Hernandez, Food Service, Manor MS, effective 6/6/19
 Jennifer Diegel, Food Service, Manor MS, effective 6/6/19
 Riley Cellitti, Food Service, High School, effective 6/6/19
 Richard Hess, District Delivery Truck Driver, effective 8/23/19

C. Unpaid Leave of Absence for Library Aide Danielle Bardo

Explanation: Ms. Bardo will be working for STS as a Penn Manor substitute teacher for 8/21/19 - 9/13/19

D. 2019-2020 Middle School Team Leaders as listed below

Marticville Middle School Team Leaders:

Deb Goodhart - Green Team
 Chris McKnight - Blue Team
 Brad Aungst - Gold Team
 Steve Evans - Cultural Arts
 Lisa Bitler - Learning Support

Manor Middle School Team Leaders:

Maricia Kligge - Blue 8
 Jennifer Ennis - Green 8
 Carrie Aukamp - Blue 7
 Connie Jackson - Green 7
 Curt Elledge - Learning Support
 Erin Kreck - Cultural Arts

Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals.

E. 2019-2020 Middle School Co-curricular Positions

Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.

F. Middle School Tutors for the 2019-2020 school year at a rate of \$34.00 per hour.

Curt Snelbaker	Colleen Sohl
Connie Jackson	Amy Niemkiewicz
Maricia Kligge	Courtney Costello

Lisa Bitler Jenn Ennis

- G. Middle School Detention for the 2019-2020 school year at a rate of \$34.00 per hour.
 Jon Bittenbender Brad Aungst
 Curt Snelbaker Lisa Bitler
- H. Middle School Weight Room Coverage for the after school middle school weight room for the 2019-20 school year a rate of \$26.90 per hour, 1 hour per day, 2 days per week
 Steve Kramer Steve Evans
 Ginny Neiss
- I. Nurse Substitute Caller Stipend for contacting/arranging substitute services for health rooms for the 2019-2020 school year for a stipend of \$3,200.
 Tanya Echterling
- J. 2019-2020 Athletic Workers
- K. 2019-2020 Music Program Co-Curricular Stipends
- L. 2019-2020 Volunteer Coaches
- M. Dental Hygiene Services provided by Tris Shenigo at the rate of \$28.00 per hour, not to exceed 221 hours for the 2019-2020 school year
- N. Mentors for the 2019-2020 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.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-N: It was moved by Ms. Wert 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.

Dr. Leichliter was approached by the Girls' Volleyball Boosters who requested to hold a 50/50 drawing at games as a fundraiser. The boosters would get an appropriate small games of chance license. Board policy gives the Superintendent permission to approve exceptions like this one. Mr. Long asked directors if there were concerns and there were none.

The meeting was adjourned at 8:12 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary