

**Minutes
Committee of the Whole
September 16, 2019**

The Penn Manor School Board met at 5:45 p.m. for an Executive Session to discuss Legal (Special Education Student Matter) and Personnel (Assistant Superintendent Terms of Employment and Leaves).

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. Jerry Egan, Dr. Philip Gale, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. John Matusek, Mr. Brian Wallace, Ms. Rochelle Shenk, LNP correspondent, Millersville University students – Jennifer Mosley and Kaitlyn Richartz, 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, October 7, 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 September 3, 2019, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton and seconded by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked for any Citizen's Comments. There were none. Dr. Leichliter shared a letter from a concerned citizen regarding having a therapy dog in the school due to possible allergy issues.

Board reports were given. Mr. Fullerton reported on the recent IU13 board meeting. Dr. Frerichs reported that the PSBA Legislative Advisory Committee is reviewing several bills.

Dr. Gale and Dr. Kreider introduced Keila Torres, secondary social worker, and Rachel Bixler, behavior consultant, to the board.

Dr. Kreider updated the board on special education programming and current enrollments for various exceptionalities.

Dr. Gale provided an update on the Attollo Recruit program that Children Deserve A Chance Foundation will be leading again this year with high school students.

Dr. Leichliter and Mr. Johnston reviewed the current status of the high school construction project.

Mr. Johnston reviewed preliminary numbers for revenues and expenses from the 2018-19 audit and discussed fund balance implications and proposed transfers to the capital reserve fund.

The Board discussed the possibility of expanding the TeenHope program to include all 7th grade students. All members present felt that this would be beneficial to the students. Dr. Leichter will meet with representatives of the Samaritan Counseling Center to secure a proposal.

The Committee of the Whole adjourned at 8:00 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
September 16, 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 8:01 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, October 7, 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. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. David Paitsel was absent. 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: Mr. John Matussek, Mr. Brian Wallace, Ms. Rochelle Shenk, LNP correspondent, Millersville University students – Jennifer Mosley and Kaitlyn Richartz, 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 September 3, 2019 meeting. Hearing none, on a motion by Mrs. Nafziger, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent’s report. He reported that Warfel Construction hosted over 40 students and parents for their Careers in Construction event at the high school on September 14. Dr. Leichliter congratulated 2019 graduate Arilyn Tegtmeier-Oatman for earning the Eastern State Star in Agriscience at the Big E in Massachusetts.

Mr. Johnston presented for payment the August 2019 bills. It was moved by Mr. Sweigart and seconded by Ms. Wert to approve to authorize payment of bills:

General Fund	\$ 3,186,088.67
Food Service Fund	\$ 1,508.54
PMSD Capital Reserve Fund	\$ 146,377.00
PSDLAF Cap Reserve Fund	\$ 620,590.41
Student Activity Fund	\$ 24,297.91

The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitsel, absent; 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. Second and Final Reading of Revised Board Policies as presented.

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2A: 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, absent; 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. High School Renovation Project – PlanCon Part G (Project Accounting Based on Bids) to the Pennsylvania Department of Education for the High School renovation project (project number 3904).

Explanation: A project's eligibility for reimbursement is ultimately determined at PlanCon Part The original forms were submitted to PDE in January 2019. The actual project reimbursement will be determined at the approval of PlanCon J.

- B. Contracted Agriculture Students for the 2019-2020 school year
Isabella Peters (School District of Lancaster)
Danielle Oatman (Columbia School District)

- C. Lease Agreement for 4 Classrooms for Phase 2 of the High School Renovation Project with WillScot Construction Services.

Explanation: Modular Classroom rental for the second phase of the High School Renovation project.

- D. PlanCon Part H, Project Financing - Conestoga Elementary School Project - Approval by the Pennsylvania Department of Education for project number 3874.

Explanation: As required by PDE, the document needs to be entered into the minutes of a public school board meeting. Part H, Project Financing, addresses the financing used for a project. Since PlanCon Part H has been approved, the temporary reimbursement rate of 18.37% has been assigned and the appropriate forms have been submitted. PlanCon Part J was submitted for this project in November of 2018 opening the way for approval of a final reimbursement % for the Conestoga project.

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

It was moved by Mr. Sweigart 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, absent; 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 2019-2020 school year
- B. Leave to the individuals according to the terms listed:
Professional Employee:
Employee J8 - Family Medical - November 22, 2019 – January 13, 2020
Employee J9 - Family Medical - November 22, 2019 – February 20, 2020

Classified Employees:
Employee J10 - Family Medical - August 21, 2019 – September 27, 2019
[Starting 8/26/19 working one day a week]
Employee J11- Family Medical - September 12, 2019 – October 24, 2019
- C. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2019-20 school year
Emily Mader
Julie Gunter
- D. Stipend - \$1,500 stipend for Michelle Henry to certify speech/language logs for medical access billing/reimbursement for 2019-20

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-D: It was moved by Mr. Fullerton 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, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

The meeting was adjourned at 8:11 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary