

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

The Penn Manor School Board met at 6:30 p.m. for an Executive Session to discuss Student Matter (Special Education) and Personnel (Resignations, 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. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. David Paitsel and Mr. Mitchell Sweigart were 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: Ms. Mindy Rottmund, Mr. Dell Jackson, Mr. Brian Wallace, Ms. Ann Steele, 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 Monday, September 16, 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 19, 2019, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs and seconded by Mr. Fullerton and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked for any Citizen's Comments. There were none.

Board reports were given. Mr. Straub reported that the LCCTC 19-20 attendance records show that Penn Manor has the most students participating at 12%. Dr. Frerichs reported that PSBA will be celebrating its 125<sup>th</sup> anniversary next year. He also reported that the legislative team has expanded into Federal issues that impact PA schools. Mrs. Nafziger reminded board members of the PMEF annual dinner in September. She also reported that the Lucky Dog will once again help support PMEF's Strong and Healthy fund with their NFL burger.

Dr. Egan and Dr. Gale introduced 12 new elementary and secondary teachers to the board.

Karen Devine of the Pennsylvania School Boards Association (PSBA), recognized Mr. Carlton Rintz for 16 years of service as a school board director in Penn Manor and Mr. J. Kenneth Long for his 12 years of service. School board directors in the Commonwealth of Pennsylvania are volunteer positions secured through the election process every four years by the populace of the school district for which they serve.

Dr. Leichliter reviewed the milestones for goals for 2019-2020 created during the annual Board retreat in June. Approval for placement of this item on the September 3, 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, yes; Mr. Fullerton, yes; Mr. Long, yes; Mrs. Nafziger,

yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, absent; and Ms. Wert, yes.

Dr. Leichter reviewed changes made to board policies 004,103, 103.1, 104, 113.5, 150, 201, 204, 208, 209, 220, 222, 247, 249, 323, 335, 626 attachment, 707, 808, 904, and 913 as recommended by the Pennsylvania School Boards Association (PSBA) policy service. Approval for placement of the first reading of these policies on the September 3, 2019, board agenda was approved on a motion by Ms. Wert 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, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, absent; and Ms. Wert, yes.

Mr. Long reviewed the slate of candidates for PSBA President-elect, Vice President, Central At-Large, Section 7 Advisor and Insurance Trust members. Approval for placement of this item on the September 3, 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, yes; Mr. Fullerton, yes; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, absent; and Ms. Wert, yes.

The Committee of the Whole adjourned at 7:45 p.m.

---

Mr. J. Kenneth Long, President

---

Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**September 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 7:46 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, September 16, 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, and Ms. Donna Wert. Mr. David Paitsel and Mr. Mitchell Sweigart were 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: Ms. Mindy Rottmund, Mr. Dell Jackson, Mr. Brian Wallace, Ms. Ann Steele, 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 19, 2019 meeting. Hearing none, on a motion by Mrs. Nafziger, a second by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. The opening of the 2019-2020 school year has been smooth so far. He also reported that the Samaritan Counseling Center sent him a letter letting him know that their program for current 9<sup>th</sup> grade students will be fully funded this school year but they are asking for help to fund future years. The cost is \$25 per student.

**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.     2020-2021 Budget Calendar
- B.     First Reading of Revised School Board Policies - 004, 103, 103.1, 104, 113.5, 150, 201, 204, 208, 209, 220, 222, 247, 249, 323, 335, 626 attachment, 707, 808, 904 and 913.
- C.     Approval of Superintendent Goal Milestones
- D.     Voting for PSBA Officers
  - President-elect – Art Levinowitz
  - Vice President – David Hein
  - Central At-Large – Julie Preston
  - Section 7 Advisor – Tricia Steiner

Insurance Trustees – Kathy Swope, Mark Miller (vote for 2)

**MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA**

**ITEM 2A-D:** 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, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, absent; and Donna Wert, yes.

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

A. Closing of Bank Accounts

PSDLAF - Health Care Fund	\$ 0.00
PSDLAF - 2010 Construction Fund	\$ 554.93
PSDLAF - 2012 Construction Fund	\$ 18.22
PSDLAF - 2014 Construction Fund	\$ 135.46
PSDLAF - 2015 Construction Fund	\$4,885.46
PSDLAF - 2016 Construction Fund	\$ .23

*Explanation: Remaining balances from the listed accounts will be transferred into the 2018 Construction Fund to be used for the High School Construction/Renovation Project*

B. IU13 Elementary Math Support

*Explanation: IU13 will provide professional development to selected first and second grade teachers on math instruction and programming using Title IV funds.*

C. Pennsylvania Constables to provide security for the school district during the 2019-2020 school year for athletic and co-curricular activities at the rate of \$34.30 per hour.

Mike Phenneger  
Brad Weinoldt  
Tom Graver  
Jeff Jackson

D. Approval of agreements with Outside Agencies providing services to students:

CCIU  
Justice Works Youthcare  
PA Comprehensive Behavioral Health  
PA Counseling Service  
Philhaven/Wellspan  
TEAMCare Behavioral Health  
TW Ponessa

E. Approval of affiliation agreement with Millersville University/Shippensburg University Master of Social Work Program.

F. Change Orders - Penn Manor High School Pre-Engineered Building Project

Electrical Contractor - Pagoda Electrical, Inc

*Change Order 1 - Add \$1,615.93*

COR #1 - Existing light conduit repair - Add \$408.26

COR #2 - Existing ground system repair - Add \$1,927.67

COR #3 - Delete seeding/straw - Deduct \$720.00

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-C**

**and E-F:** 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 Paitzel, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, absent; and Donna Wert, yes.

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3D:**

It was moved by Ms. Wert and seconded by Mrs. Nafziger to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, abstained; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitzel, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, absent; 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 2019-2020 school year
- B. Resignation of the individual listed per the effective date:  
Linda Brown, Enrollment Related Aide, Pequea, effective 6/5/19
- C. Retirement of the individual listed per the effective date:  
Rebecca Cotich, 10 Month Building Secretary, Manor MS, effective 8/30/19
- D. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2019-20 school year:  
Caitlynn Cozzone  
Lauren Myers  
Diana Yowler  
Trevor Christ
- E. 2019-2020 High School Co-curricular Positions

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

- F. 2019-2020 High School Department Coordinator Stipends
- G. Tenure Status - The administrative staff is recommending the following individual be granted tenure as she has completed three years of satisfactory teaching performance within the school district:  
Janna M. Ames

- H. Compensation for Kyle Lainhoff to compensate for prep period

*Explanation: Kyle Lainhoff has agreed to work with a student with special needs through her prep period during the 2019-20 school year at a rate of \$60.91 per prep period.*

- I. 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.*

- J. 2019-2020 Fall Play – Co-curricular Positions

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

The meeting was adjourned at 8:03 p.m.

---

Mr. J. Kenneth Long, President

---

Cindy Rhoades, Board Secretary