

**Minutes
Committee of the Whole
November 4, 2019**

The Penn Manor School Board met at 5:00 p.m. for an Executive Session for a compensation review for Act 93 administrators. At 5:45 p.m., a public budget workshop was conducted highlighting assumptions for the 2020-2021 school year. At 6:30 p.m. the board met for an Executive Session to discuss Personnel (Leaves, Resignations, Retirement).

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 Mr. Mitchell Sweigart. Mr. David Paitsel and Ms. Donna Wert were absent. Present from the administrative staff were Dr. Michael Lechliter, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Philip Gale, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Ms. Tricia Paparo, Mr. Ken Deubler, 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 Monday, November 18, 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 October 21, 2019, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Nafziger and seconded 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 board development opportunities were reviewed and board reports were shared. Mr. Straub reported that the LCCTC JOC meeting was held on October 24. This is the last official meeting before the end of his and Dr. Lechliter's term. The LCCTC honored Penn Manor student, Shea Lafferty (welding), as student of the month for Mt. Joy. Mrs. Nafziger reported that the School Counseling Advisory Board held their fall meeting and had a larger turnout with good community discussions. Mr. Sweigart shared that PMC3 met to review the overall process and establish a timeline for the spring semester grants.

Mr. John Bonawitz and Mrs. Lauren Fenner from Brown Shultz Sheridan and Fritz provided an overview of the district's annual financial statements for the year ended June 30, 2019. The district was given a clean opinion. Approval for placement of this item on the November 4, 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, yes; and Ms. Wert, absent.

Dr. Leichter gave an update on the goals developed by the Board of School Directors as part of his yearly evaluation process. The leadership team shared the presentation recently made at the final colloquium for the national Institute of School Leadership (NISL) PA Superintendent Academy as part of the update.

Mr. Johnston reviewed the opportunity for the board to commit fund balances during the budget process and during the audit process. As uncommitted funds are limited to 8% of expenditures, fund balances are examined every fall to ensure compliance. Approval for placement of this item on the November 4, 2019, board agenda was approved on a motion by Mr. Straub and seconded by Dr. Frerichs. 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, yes; and Ms. Wert, absent.

Mr. Johnston provided an early update on the 2020-2021 budget as per the budget calendar.

The Committee of the Whole adjourned at 8:07 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
November 4, 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 8:08 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, November 18, 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 Mr. Mitchell Sweigart. Mr. David Paitsel and Ms. Donna Wert 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. Tricia Paparo, Mr. Ken Deubler, 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 October 21, 2019 meeting. Hearing none, on a motion by Mr. Fullerton, a second by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reported that the high school's annual Education Day was held earlier in the day. For the first time, it featured a workplace row for companies to come and talk to students and parents. The Samaritan Counseling Center will be adding 7th grade screenings for the 2020-2021 school year. Dr. Gale reported that the Safe Schools Grant was submitted.

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. Committed Fund Balance - The Resolution for Commitment of June 30, 2019 Fund Balance

- B. Acceptance of Local Auditor's 2018-19 Report as presented.

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2A-B: It was moved by Mr. Fullerton 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, absent.

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

- A. Commencement Date – May 28, 2020
- B. Western Governors University - Affiliation Agreement

Explanation: A student at Western Governors University will be placed at Penn Manor per the agreement for the 2019-2020 school year.

- C. IDEA Section 619 Use of Funds Agreement – for the use of Federal Funds from the 2019-2020 allocation pertaining to the Individuals with Disabilities Education Act Section 619.

Explanation: Expected funds total \$4,862

- D. Change Orders - Penn Manor High School Renovation Project

General Contractor - Lobar, Inc

Change Order 8 - Add \$261,923.28

PCO #21 - Add \$ 6,489.86 Rock Removal #3

PCO #28 - Add \$157,125.42 Rock Removal #4

PCO #31 - Add \$ 98,328.00 Rock Removal #5

Change Order 9 - Add \$44,196.36

PCO #26 - Add \$ 1,376.19 Water line removal with asbestos

PCO #30 - Add \$ 5,655.29 Casework for temp. nurse's area

PCO #29 - Add \$ 16,223.08 Mosc. steel changes

PCO #25 - Add \$ 2,564.32 Area B unsuitable materials at footer

PCO #23 - Add \$ 9,432.84 Temp library finishes

PCO #37 - Add \$ 8,944.64 Added water valve at west complex

Electrical Contractor - Boro Construction, Inc

Change Order 3 - Add \$32,988.78

PCO #13 - Add \$ 25,409.25 Temp power for admin area

PCO #15 - Add \$ 7,579.53 Stadium light back feed

Technology Contractor - Pagoda Electric, Inc

Change Order 2 - Add \$8,558.00

PCO #22 - Add \$ 8,558.00 MDF room cabinets

- E. Awarding of a 5 year Farm Lease per RFP results to Charles Farms, Inc. for the period beginning January 1, 2020 and ending on December 31, 2024.

Explanation: The district recently advertised a request for proposals for the lease of approximately 36 acres of district owned farmland. Two responses were received with Charles Farms, Inc. providing the highest proposal of \$523.88 per acre.

- F. Agreement with Delaware County IU (DCIU) for onsite computer science workshops.

Explanation: DCIU will provide two onsite workshops for teachers in grades 4-12. PAsmart grant funds will be used for 100% of the workshop costs.

- G. 3 Year Field Conditioning Services Agreement for High School Artificial Turf Field with Turf, Track & Court, LLC.

Explanation: The artificial surface was installed in 2009. The conditioning services agreement includes annual field inspections, conditioning, seam repair and sticky substance removal.

- H. 3 Year G-Max Testing Agreement for High School Artificial Turf Field with Turf, Track & Court, LLC.

Explanation: The agreement provides for the required professional services to provide G-max testing results, field analysis and corresponding conditions reports for your synthetic turf athletic fields. Testing and reporting will be conducted in accordance with ASTM standards.

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

It was moved by Dr. Frerichs 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, yes; and Donna Wert, absent.

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 following individuals according to the terms listed:

Professional Employees:

Employee J20 - Family Medical - October 16, 2019 – October 30, 2019

Employee J21 - Family Medical - February 26, 2020 – end of school year

Classified Employees:

Employee J22 - Leave of Absence - October 24, 2019 – November 24, 2019

Employee J23 - Intermittent Family Medical - Sept. 30, 2019 – Sept. 29, 2020

- C. Winter Coaches as listed
- D. Elementary School Tutors for the 2019-2020 school year at a rate of \$34.00 per hour.
Mark Schettler
Deb Falk
- E. Resignation of the individuals listed per the effective date:
Beth Young, Food Service, Manor Middle, effective 10/31/19

Lori Barley, Classified Building Substitute, effective 10/24/19

- F. Retirement of the individual listed per the effective date:
Paul Harnish, 12 month Custodian, Central Manor, effective 12/20/19

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

The meeting was adjourned at 8:18 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary