

**Minutes
Committee of the Whole
July 16, 2018**

Following the Act 34 meeting for the high school renovation, the Penn Manor School Board met at 7:20 p.m. for an Executive Session to discuss Student Matters (Special Education and Tuition Students) and Personnel (Leaves, Resignations, Retirement).

The Penn Manor School Board met as a Committee of the Whole at 7:35 p.m. in the Board Room 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: Mr. Dell Jackson, Dr. Philip Gale, Mr. Larry Levato, Mr. Jason Fellenbaum, Mrs. Krista Groff, Dr. Stuart Savin, Ms. Diana Entrekin, Ms. Bria Van Cleve, Ms. Amanda Schaedler, 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, August 6, 2018, in the Board Room 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 June 18, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs and second by Mrs. Nafziger, 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. Mrs. Nafziger gave a report on PMEF and highlighted the upcoming annual dinner on September 16, 2018. Mr. Straub gave a report on the LCCTC. Mr. Long reported that he had examined the superintendent's expenses for the 2017-2018 school year and everything was in order.

Mr. Dell Jackson, the school board's representative on the IU13 Joint Authority, reported that he attended his first meeting.

Dr. Leichliter and Mr. Straub introduced Mr. Stuart Savin who began his duties as the new Administrative Director of the Lancaster County Career and Technology Center on July 1, 2018.

Dr. Leichliter and Mr. Johnston requested approval to bid and advertise the temporary building that will house the high school Agriculture Department and then be converted to auxiliary gym space during the high school renovation. Approval for placement of this item on the July 16, 2018, board agenda was approved on a motion by Mr. Fullerton, 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.

Dr. Gale gave an update on the high school AP Computer Science course and presented the possibility of having this class count as a math or science credit.

Mr. Reisinger gave an update on technology in the district and introduced new technology staff.

Mr. Long and Mr. Rintz presented information on the Board goals for the Superintendent in 2018-2019. Approval for placement of this item on the July 16, 2018, board agenda was approved on a motion by Mr. Sweigart, 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.

Dr. Leichliter presented the first contract with a local business received as part of the district's agreement with Market Street Sports. Approval for placement of this item on the July 16, 2018, board agenda was approved on a motion by Mr. Paitsel 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, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:43 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
July 16, 2018

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room at Manor Middle School. The meeting was called to order by Board President Mr. J. Kenneth Long at 8:43 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, August 6, 2018, following the Committee of the Whole Meeting at Manor Middle School

The following directors were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mrs. Nickole Nafziger, Mr. David Paitzel, 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: Mr. Dell Jackson, Dr. Philip Gale, Mr. Jason Fellenbaum, Ms. Amanda Schaedler, 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 June 18, 2018 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. Opening day for teachers will be held on Monday, August 20, 2018.

Mr. Johnston presented for payment the June 2018 bills. It was moved by Ms. Wert and seconded by Mrs. Nafziger to approve to authorize payment of bills:

General Fund	\$ 12,129,696.33
Food Service Fund	\$ 125,185.42
PMSD Capital Reserve Fund	\$ 1,042,900.32
PSDLAF Cap Reserve Fund	\$ 3,574.71
Student Activity Fund	\$ 10,726.23

The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitzel, 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 committee is recommending approval of the following: (ROLL CALL)

A. Re-Election of Dr. Michael G. Leichliter – The Board of Directors is recommending the re-election of Dr. Michael G. Leichliter as Superintendent of the Penn Manor School

District effective July 1, 2019 for a five (5) year term.

Explanation: 24 P.S. §10-1078 states that a School District Superintendent be commissioned by the Secretary of Education with the process defined by the Pennsylvania Department of Education in its Basic Education Circular on Commissions. After Dr. Leichter completes this portion of the process the School Board will begin to work on a new contract with Dr. Leichter and present that at a board meeting in the spring of the 2018-2019 school year.

- B. Board Goals for the Superintendent for 2018-2019
- C. Approval to Bid and Advertise - High School Project Temporary Building
- D. Market Street Agreement
 - Lancaster Toyota Agreement

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A-D:

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.

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

- A. New Story Tuition Agreement for the 2018-2019 school year

Explanation: To provide services for students during the 2018-2019 school year at a daily rate of \$205 for one student, \$260 for two students, \$299 for two students, and \$375 for three students.

- B. The Vista School Agreement for the 2018-2019 school year

Explanation: To provide services for one student during the 2018-2019 school year.

- C. Contracted Agriculture Students for the 2018-2019 school year
 - Isabella Peters (School District of Lancaster)
 - Danielle Oatman (Columbia School District)

- D. Tuition Student for the 2018-2019 school year
 - Approval of Callie Clonch as per Policy 202 related to high school seniors

- E. Approval for the Richard L. Hibshman Driving School to administer behind the wheel driver training instruction to students in the Penn Manor School District.

Explanation: The Pennsylvania Department of Transportation requires that private driving schools have an agreement with local school districts in order to offer the behind the wheel

exam. There is no cost to the district for this program. Penn Manor provides the classroom portion for driver safety education in the 10th grade physical education classroom. Parents who wish to complete the driver education program with behind the wheel instruction must seek out and pay a private driving school for this portion of the driver certification program.

- F. Tree Removal by Dull's Professional Property Services at Time & Material not to exceed \$20,000

Explanation: The property at 66 East Cottage Avenue has large growth trees that need to be removed as part of the high school renovation project. Mr. Dull will be removing several trees on the property in preparation for the installation of fencing separating the project site and the neighboring property.

- G. Bond Without Surety with Millersville Borough for High School Project

Explanation: Through this agreement with Millersville Borough, the district commits to provide financial security to guarantee the completion of the renovation project as a condition of approval under the Storm Water Management Ordinance and the Subdivision and Land Development Ordinance under the Municipal Planning Code.

- H. Transportation Contract for Western PA School for the Deaf

Explanation: One child will need transportation to the Western PA School for the Deaf for the 2018-2019 school year.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-H: It was moved by Mr. Fullerton 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.

Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Professional and Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2018-2019 school year

- B. Leave to the individuals according to the terms listed:

Professional

Employee H1 - Family Medical - August 23, 2018 – November 14, 2018

- Child Rearing - November 15, 2018 – End of Semester 1

Employee H2 - Intermittent Family Medical - September 1, 2018 – October 31, 2018

- C. Board Secretary Services – The administrative staff is recommending approval for Cindy Rhoades to receive \$3,406 for her services as Board Secretary for the 2018-2019 school year.
- D. Resignation of the individuals listed per the effective date:
 - Lesley Fetter, Food Service, High School, effective 7/5/18
 - Donna Shadders, Food Service, Manor MS, effective 6/25/18
 - Freddie Maisonet, 12 month Custodian, High School, effective 6/28/18
- E. Retirement of the individuals listed per the effective date:
 - Phyllis Martin, 12 month Guidance Secretary, High School, effective 9/28/18
 - Michelle Rankin, Food Service, Marticville MS, (revised date) effective 6/7/18
- F. Job description for Elementary School Teacher of the Gifted
- G. Job description for High School Guidance Secretary

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G: It was moved by Mr. Sweigart 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.

The meeting was adjourned at 8:57 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary