

**Minutes  
Committee of the Whole  
August 15, 2016**

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of Legal: Review of due process hearing decision and Personnel, Voting agenda item 4C-Leaves.

The Penn Manor School Board met as a Committee of the Whole at 7:07 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 members were present: Dr. Richard Frerichs, Mrs. Johnna Freidman, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, and Ms. Donna Wert. Mr. Joseph Fullerton and Mr. Christopher Straub were absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Ralph Simpson, Mr. Jeff Roth, Dr. Philip Gale, Mr. Chris Telesco, Mr. Larry Bellew, Ms. Megan Quinn, Mr. Brian Wallace, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, and Mrs. Cindy Rhoades, Board Secretary. Also in attendance were high school student athletes Kate Levato, Cameron Lovett, Dan Fry and Alex Newport.

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 6, 2016, at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Long asked the committee if there were any additions or corrections to the Minutes of the August 1, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman and second by Mr. Lyon, 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 development opportunities were reviewed.

Mr. Jeff Roth updated the board on the 2015-2016 performance for co-curricular athletic teams in relation to the Athletic Measures of Success. He introduced three coaches, Chris Telesco (boys volleyball), Megan Quinn (girls basketball) and Larry Bellew (boys basketball). These three teams each received the league sportsmanship award for their sport. Each coach introduced players they felt were good representatives of his/her team.

Dr. Gale discussed the options for areas of partnership with ATTOLLO and the Children Deserve a Chance Foundation for the 2016-2017 school year.

Mr. Reisinger unveiled the new district website that has been in development for the past four months. It will go live on Friday, August 19, 2016.

Dr. Egan and Dr. Shaffer provided a summary of the preliminary PSSA and Keystone Preliminary Results for 2015-2016 school year.

Dr. Egan and Dr. Shaffer gave a summary of the new teachers for the 2016-2017 school year.

Dr. Frerichs presented a PSBA Legislative Liaison update and requested feedback for PSBA related to House Bill 1947.

Mr. Long reviewed the voting for PSBA Officers. Board member will vote for the following PSBA offices – President-elect and Vice President. Approval for placement of this item on the August 15, 2016, board agenda was approved on a motion by Dr. Frerichs and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, absent; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, absent; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:36 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**August 15, 2016**

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 8:37 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, September 6, 2016, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, and Ms. Donna Wert. Mr. Joseph Fullerton and Mr. Christopher Straub were absent. Present from the administrative staff were Dr. Michael Lechlitter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Ralph Simpson, Mr. Brian Wallace, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, and Mrs. 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 1, 2016 meeting. Hearing none, on a motion by Mr. Lyon, a second by Mr. Paitsel, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter provided the Superintendent's report.

Mr. Johnston presented for payment the July 2016 bills. It was moved by Mr. Lyon, and seconded by Mrs. Friedman to approve to authorize payment of bills:

General Fund	\$	2,648,087.53
Cafeteria Fund	\$	16,318.40
Capital Reserve Fund	\$	94,661.29
Technology Reserve Fund	\$	10,342.70
2015 Construction Fund	\$	504,718.16
2016 Construction Fund	\$	4,816.97
Student Activity Fund	\$	2,276.96

The following call vote was taken on this motion: Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, absent; and Donna Wert, yes.

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

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

- A. PSBA 2016 Delegate Assembly – The committee is recommending the following as voting delegates for the PSBA 2016 Delegate Assembly
  - 1. Joe Fullerton
  - 2. Dave Paitsel
  - 3. Chris Straub
- B. Voting for PSBA Officers
  - President-elect – Michael Faccinetto, Bethlehem Area SD (Northampton Co.)
  - Vice President – David Hutchinson, State College Area SD (Centre Co.)

*Explanation: Board members will vote for the PSBA offices from the slate of candidates - President-elect and Vice President. Both candidates are running unopposed.*

- C. RFP for Construction Management Service

*Explanation: Approval for the administration to develop and conduct a request for proposal for Construction Management for the high school renovation project. The RFP will be developed with assistance from the district solicitor.*

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

It was moved by Dr. Frerichs and seconded by Mr. Lyon to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, absent; and Donna Wert, yes.

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

- A. Contract at Winner's Circle Center for up to 5 special education students to receive services at a rate of \$125 per day per student (see enclosure).
- B. Approval and Advertising of the Bus Routes for the 2016-2017 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.*

- C. Acceptance of Bus Drivers for the 2016-2017 school term (see pages 7-8)

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

- D. 2016-2017 School Term Field Trip Rates (see page 9)

*Explanation: Rates for field trips are re-calculated annually based upon changes in the CPI.*

- E. Middle School and High School Code of Student Conduct for 2016-2017 (see enclosures)

- F. Acceptance of STS Aides/Para and Personal Care Assistants for the 2016-2017 school term (see page 10)

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

- G. Acceptance of STS Substitute Teachers for the 2016-2017 school term (see pages 11-13)

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

- H. Acceptance of Gift from The Ressler Mill Foundation for 450 copies of dictionaries to be used for 3<sup>rd</sup> grade classrooms.

- I. Pennsylvania Educators' Clearinghouse Contract of Service for the 2016-2017 school year.

*Explanation: The user fee of \$2,700.00 has not changed from last year.*

- J. 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.*

- K. IU13/Autism Solutions as needed at an hourly rate of \$125.00.

*Explanation: Service provided includes Autism diagnostic evaluations, written reports, attend meetings as requested. This agreement is from July 1, 2016 to June 30, 2017.*

- L. Dual Enrollment with IU#8 from July 1, 2016 to June 20, 2019. Seton Hill will offer credits for coursework. (see pages 14-16)

- M. Tax Exonerations (see page 17)

- N. Special Education Agreement with School District of Lancaster for tuition for one student

- O. Director of Buildings & Grounds Job Description (see pages 18-21)
- P. Coordinator of Alternative Programming Job Description (see pages 22-23)
- Q. Clerk of the Works Agreement for the Conestoga Elementary School renovation project as per enclosure.

*Explanation: Bob Ross has agreed to act as clerk of the works for the Conestoga project. Retired after many years as Director of Buildings and Grounds for the Solanco School District, Bob has an extensive background in building/renovation projects.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-Q:** It was moved by Ms. Wert and seconded by Mr. Lyon to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, absent; and Donna Wert, yes.

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

- A. Employment and Change in Status of the individuals listed per the effective date for the 2016-2017 school year. (see pages 24-26)
- B. Resignation of the individuals listed per the effective date:  
     Ashley Duross, Color Guard for PM Marching Band, High School - effective 6/7/16  
     Laura Reinike, HR Tech Sub, effective 7/31/16  
     Ashley Stuart, LTS Elementary Learning Support, Hambright - effective 8/3/16
- C. Leaves:  
     Classified  
     Employee E63 – Family Medical - June 28, 2016 – July 16, 2016  
     Employee E64 – Family Medical - April 29, 2016 – June 7, 2016
- D. ~~Substitute Nurses within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute nurses list.~~
- E. 2016-2017 Fall Coaching Positions as listed (see page 27)

*Explanation: The attachment shows the coaches and positions by sport for the 2016-2017 fall season. The breakdown with the individual salaries was compiled by the Athletic Department in conjunction with the team coaches.*

- F. Dental Hygiene Services provided by Tina Hoefel at the rate of \$25.00 per hour, not to exceed 220 hours for the 2016-2017 school year.

*Explanation: Mrs. Hoefel will provide dental instruction and services to district students, and coordinates free dental services.*

- G. 2016-2017 Middle School Team Leaders as listed (see page 28)

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

- H. 2016-2017 Co-curricular Positions as listed (see pages 29-31)

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

- I. Saturday School/Detention for the 2016-2017 school year at a rate of \$32.00 per hour

Erick Dutchess	Brian Osmolinski
Doug Kramer	Jim McGlynn
Jen Kroesen	Dave Ohl
Heather Paquette	Jeremy Nesmith
Cynthia Loneragan	

- J. Twilight School Instructors for the 2016-2017 school year at a rate of \$32.00 per hour

Rhoda Marsteller	
Curt Snelbaker	Doug Kramer
Drew Wilson	Theresa Nimo
Karen Hallett	Curt Elledge
Tresa Kirk	Hanna Crowther
Connie Jackson	Patrick Eichelberger
Elizabeth Sheerer	Heather Paquette

- K. Nurse Substitute Caller Stipend for contacting/arranging substitute services for health rooms for the 2016-2017 school year for a stipend of \$2,500.

Tanya Echterling

- L. Seasonal Weight Room coverage provided by one of the following trainers - Jon Zajac, Elena Konas, or Tim Hite - for the weight room at the rates cited below for the 2016-2017 school year.

88 scheduled summer weight room hours at \$23.84 per hour  
 114 scheduled fall weight room hours at \$23.84 per hour  
 120 scheduled winter weight room hours at \$23.84 per hour  
 134 scheduled spring weight room hours at \$23.84 per hour

- M. Team Training Hours to provide up to 100 hours of weight room athletic team training for the 2016-2017 school year at the rate cited below. Coverage will be provided by one of the following trainers - Jon Zajac, Elena Konas, or Tim Hite.

Up to 100 weight room athletic team training hours at \$23.84 per hour

- N. Speed Training Hours to provide up to 30 hours of speed training for the 2016-2017 school year at the rate cited below. Coverage provided by one of the following trainers - Jon Zajac, Elena Konas, or Tim Hite.

Up to 30 speed training hours at \$23.84 per hour

- O. Mentors for the 2016-2017 school year as listed (see page 32).

*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.*

- P. Stipend – Dr. Scott Keddle, administrative professional, a payment of an administrative stipend of \$50 per diem for serving as substitute principal at Marticville Middle School on an intermittent basis for the first semester of the 2016 - 2017 school year.

- Q. Transfer of Coordinator of Alternative Programming Position to the Bargaining Unit

*Explanation: Per the Petition for Unit Clarification, placement of Jeremy Nesmith on the teachers' salary matrix at Step 14 on Bachelor's +24 column, \$59,994. The position will work an additional 5 contracted days (195 days), total prorated salary will be \$61,572.*

- R. Special Education Coordinator Stipend to perform designated duties between July 1 and November 1, 2016

Julie Yost	\$3,925.00
Patrick Eichelberger	\$2,793.00

- S. Head Varsity Boys Lacrosse Coach – Zachary Charles

- T. 2016-17 Marching Band Positions

Lauren Martinez	Guard Instructor	\$1,100.00
Joshua Rowley	Brass Instructor	\$ 500.00

- U. 2016-17 Music Program Co-Curricular Stipends (see page 33)

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-C and D-U:** It was moved by Mrs. Friedman and seconded by Dr. Frerichs to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, absent; and Donna Wert, yes.

The meeting was adjourned at 8:46 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary