

**Minutes
Committee of the Whole
August 21, 2017**

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for Personnel (Retirement, Resignations, Rescindment, Terms of Employment) and Purchase of Real Estate.

The Penn Manor School Board met as a Committee of the Whole at 7:11 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 Friedman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Lechlitter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Jerry Egan. Also in attendance for the meeting: Mrs. Rhonda Lord, Mr. John Fry, Mr. Brad Remig, Mrs. Lauren Stadel, Mr. Dan Burton, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, Mr. Brian Wallace, and Mrs. 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 Tuesday, September 5, 2017, 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 7, 2017, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman and second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked for any Citizen's Comments. Mrs. Julie Stover, 115 Kilgannon Road, Lancaster, PA addressed the board with her concerns about the 1:1 laptop program at the middle school. She feels that more security is needed to keep students safe while using the internet and also that parents and students need more education on internet safety.

The upcoming board opportunities were reviewed. Dr. Frerichs alerted the board to upcoming legislation that will impact schools.

Mr. Jeff Roth introduced Ms. Caroline Lovett as the new head girls' lacrosse coach. Ms. Lovett is a 2011 Penn Manor graduate and was recently hired as a 4th grade teacher in the district. Ms. Lovett played lacrosse for Penn Manor and Washington College and coached a competitive club lacrosse team in Maryland.

Mrs. Rhonda Lord reviewed the Interest Rate Management Plan resolution that was placed on this evening's voting meeting agenda at the previous meeting.

Mr. Johnston reviewed the latest proposal from Columbia Water for an easement on school district property near the corner of Donnerville and Charlestown Roads for the purpose of erecting a chlorine booster station. Approval for placement of this item on the September 5, 2017, board agenda was approved on a motion by Mr. Fullerton and second by Ms. Wert. The

following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Leichliter and Mr. Johnston reported that the Conestoga Elementary School renovation is at the punch list phase. They shared photos of the renovated school.

Dr. Egan and Dr. Shaffer gave a summary of the new teachers for the 2017-2018 school year.

Dr. Egan reviewed the elementary enrollment, highlighting pockets of classes that have seen a significant increase.

Mr. Long reminded the board members that they will vote for the following PSBA offices from the slate of candidates shared with them – President-elect, Vice President, Treasurer and Central At-Large Representative. The majority vote by the board will determine which candidates receive the board's official vote. Approval for placement of this item on the September 5, 2017, board agenda was approved on a motion by Mr. Paitsel and second by Mr. Lyon. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:16 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
August 21, 2017

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 8:16 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, September 5, 2017, following the Committee of the Whole Meeting at Manor Middle School

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Jerry Egan. Also in attendance for the meeting: Mrs. Rhonda Lord, Mr. John Fry, Mr. Brad Remig, Mrs. Lauren Stadel, Mr. Dan Burton, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, Mr. Brian Wallace, 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 7, 2017 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.

Mr. Johnston presented for payment the July 2017 bills. It was moved by Mrs. Friedman and seconded by Mr. Straub to approve to authorize payment of bills:

General Fund	\$	2,767,522.22
Food Service Fund	\$	17,281.22
Capital Reserve Fund	\$	408,111.67
2015 Construction Fund	\$	6,395.60
2016 Construction Fund	\$	262,556.84
Student Activity Fund	\$	7,779.08

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

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

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

- A. PSBA 2017 Delegate Assembly – The committee is recommending the following as voting delegates for the PSBA 2017 Delegate Assembly
 - 1. Chris Straub
 - 2. Richard Frerichs
 - 3. Carlton Rintz
- B. Interest Rate Management Plan and Resolution for Cash Settled Forward Swap

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

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; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

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

- A. Second and Final Reading of Revised Board Policies as presented:
 - 203 – Immunizations and Communicable Diseases
 - 204 – Attendance
 - 209.2 – Diabetes Management
 - 246 – School Wellness
 - 626 attachments – Procurement Attachment and PDE Guidance
 - 808 – Food Services
- B. Approval and Advertising of the Bus Routes for the 2017-2018 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 2017-2018 school term (see pages 6-8)

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

- D. 2017-2018 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 2017-2018 (see enclosures)

- F. Acceptance of STS Aides/Para and Personal Care Assistants for the 2017-2018 school term (see page 10-11)

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 2017-2018 school term (see pages 12-15)

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 400 copies of dictionaries to be used for 3rd grade classrooms.

- I. Pennsylvania Educators' Clearinghouse Contract of Service for the 2017-2018 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, 2017 to June 30, 2018.

- L. Tax Exoneration (page 16)

- M. 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.

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

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; Johnna Friedman, yes – abstained from 3G; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes – abstained from 3F; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes – abstained from 3F; 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 2017-2018 school year. (see pages 17-20)
- B. Resignation of the individuals listed per the effective date:
 Elizabeth Bender, Math Teacher, High School - effective 8/20/17
 Clarinda Dourdis, Speech Therapist, Central Manor/Eshleman – effective 8/20/17
 Mary Rohrer, Aide, Central Manor, effective 6/7/17
 Marsha Kline, Aide, Hambright, effective 6/7/17
 Caitlin Saez, Aide, Central Manor, effective 6/7/17
 Kamden Brandt, Custodian, MVMS, effective 9/1/17

- C. Retirement of the individual listed per the effective date:
 Cece O'Day, English Teacher, High School – effective 10/10/17

- D. 2017-2018 Middle School Team Leaders as listed below

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

Marticville Middle School Team Leaders:

Deb Goodhart - Green 7
 Ken Webster - Blue 7/8
 Brad Aungst - Gold 8
 Steve Evans - Cultural Arts
 Lisa Bitler - Learning Support

Manor Middle School Team Leaders:

Maricia Kligge - Blue 8
 Jennifer Ennis - Green 8
 Carrie Aukamp - Blue 7
 Connie Jackson - Green 7
 Curt Elledge - Learning Support
 Erin Kreck - Cultural Arts

- E. 2017-2018 Co-curricular Positions (see pages 21-23)

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

- F. Saturday School/Detention for the 2017-2018 school year at a rate of \$33.00 per hour
- | | |
|----------------------|------------------|
| Tony Carrodo | Brian Osmolinski |
| Doug Kramer | Jim McGlynn |
| Jen Kroesen | Dave Ohl |
| Heather Paquette | Jeremy Nesmith |
| Patrick Eichelberger | Steve Weidner |

- G. Twilight School Instructors for the 2017-2018 school year at a rate of \$33.00 per hour

Rhoda Snyder	Theresa Nimo
Courtney Heiser	Doug Kramer
Drew Wilson	Heather Paquette
Karen Hallett	Curt Elledge
Kyle Bulicz	Hanna Crowther
Elizabeth Sheerer	Sarah Stover
Connie Jackson	Patrick Eichelberger

- H. Nurse Substitute Caller Stipend for contacting/arranging substitute services for health rooms for the 2017-2018 school year for a stipend of \$2,500.

Tanya Echterling

- I. Mentors for the 2017-2018 school year (see page 24).

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. 2017-18 Marching Band Positions (see page 25)

- K. 2017-18 Music Program Co-Curricular Stipends (see page 26)

- L. 2017-18 Athletic Workers (see page 27)

- M. 2017-2018 Football Fall Coaching Positions (see page 28)

Explanation: The attachment shows the football coaches and positions for the 2017-2018 fall season. The breakdown with the individual salaries was compiled by the Athletic Department in conjunction with the football coach.

- N. Rescind the appointment

Shayne Klopp - Assistant Football Coach effective August 14, 2017

- O. Volunteer Coach

Joshua Hess, Girls Volleyball

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

Item 5. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. River Rock Academy for one special education student to receive services at a rate of \$195 per day.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A:

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

The meeting was adjourned at 8:33 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary