

**Minutes
Committee of the Whole
August 7, 2017**

The Penn Manor School Board met in an Executive Session at 6:40 p.m. for Personnel (Leaves, Resignations).

The Penn Manor School Board met as a Committee of the Whole at 7:00 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, and Dr. Jerry Egan. Also in attendance for the meeting: Mr. Mike DelPriore, Mrs. Rhonda Lord, Mr. John Fry, Mr. Brad Remig, Mrs. Lauren Stadel, Mrs. Nicki Nafziger, Ms. Sheryl Pursel, Ms. Holly Maisano, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, 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 Monday, August 21, 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 July 17, 2017, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon and second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked for any Citizen's Comments. Mrs. Samantha Simone, 184 Fox Hollow Road, Pequea, PA addressed the board. She continues to request a bus stop on Fox Hollow Road despite the board's previous decisions.

The upcoming board opportunities were reviewed.

Mr. John Fry and Mr. Brad Remig from PFM Swap Advisors LLC previewed the process for a cash settled forward swap and presented an Interest Rate Management Plan for consideration. Approval for placement of the cash settled forward swap and Interest Rate Management Plan on the August 21, 2017, board agenda was approved on a motion by Mr. Fullerton and second by Dr. Frerichs. 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.

Mr. Long reviewed names of interested board directors who wish to serve as delegates for the upcoming October Pennsylvania School Boards Association (PSBA) delegate assembly in Hershey, PA. Approval for placement of this item on the August 21, 2017, board agenda was approved on a motion by Dr. Frerichs and second by Mrs. Friedman. 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 reviewed changes made to board policies 203, 204, 209.2, 246, 626 attachments, and 808 as recommended by the Pennsylvania School Boards Association (PSBA) policy service. Approval for placement of this item on the August 7, 2017, board agenda was approved on a motion by Mrs. Friedman 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 reviewed information relating to Sheetz' application to sell alcohol on its premises. As the store is within 300 feet of Comet Field, officials from Millersville Borough have notified the district. The School Board has no position on the license and directed Dr. Leichliter to share the Board's trust and support of the conclusions of the Millersville Borough Council.

The Committee of the Whole adjourned at 8:35 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
August 7, 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 8:34 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, August 21, 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, and Dr. Jerry Egan. Also in attendance for the meeting: Ms. Sheryl Pursel, Mr. Mike DelPriore, Mrs. Nicki Nafziger, 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 July 17, 2017 meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Paitsel and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

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. **First Reading of Revised School Board Policies**

Explanation: First reading of changes made to board policies 203, 204, 209.2, 246, 626 attachments, and 808 as recommended by the Pennsylvania School Boards Association (PSBA) policy service.

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

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; 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. School District Physician – Timothy Weaver, M.D. of Manor Family Health as the School District's Physician for the 2017-2018 school year at the rate of \$4,000

Explanation: Dr. Weaver has agreed to continue his service. There will be no rate increase this year.

- B. Neiman Refrigeration Proposal as cited (page 5)

Explanation: The split system will provide a cooling system for the technology room at Hambright Elementary School that can be used without accessing the main chiller system.

- C. Deihm & Sons Proposal as cited (page 6-8)

Explanation: To coordinate field work and to review existing CAD products, plans and records associated with the Tennis Court Relocation Project to include preparation of base mapping in support of the field survey work.

- D. Tax Exonerations as cited. (see page 9)

- E. School District Affiliation Agreement - with Indiana University of Pennsylvania

Explanation: Educator and clinician preparation students will be placed at Penn Manor from Indiana University of Pennsylvania for internship, practicum and clinical experience.

- F. Student Assistance Program Contract with Pennsylvania Counseling Services for the 2017-2018 school year (see enclosure).

- G. Lancaster General Hospital Drug Screening Contract for the 2017-2018 school year (see pages 10-15)

Explanation: Pricing and terms are the same as the previous contract.

- H. Commercial Kitchen Repair Service for repairs to the walk in cooler at Eshleman Elementary School as cited (see page 16)

Explanation: For the replacement of the evaporator coil.

- I. Commercial Kitchen Repair Service for repairs to the door of the walk in cooler at Eshleman Elementary School as cited (see page 17)

Explanation: For the installation of an inside release clasp on the cooler door.

- J. IU13 Safety & Security Cohort Agreement (see pages 18-23)

Explanation: IU13 is starting a new cohort to provide enhanced safety programming for districts. Services include a subscriber-only portal containing training information, supporting documents, and access to training videos. In addition, the yearly fee includes

a vulnerability study for one school building per year and access to the services of Officer Baker for personalized district trainings at a reduced fee.

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

It was moved by Ms. Wert and seconded by Mr. Paitsel 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 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 (pages 24-26)

B. Resignation of the individuals listed per the effective date:
 Kevin M. Bower, 3rd Grade, Hambright, effective August 20, 2017
 Erick M. Dutchess, Biology, High School, effective August 20, 2017
 Charleton D. King, Physics, High School, effective August 20, 2017
 Jordann Stekervetz, ERA, Central Manor, effective 6/7/17
 Leeann Shearer, ERA, Central Manor, effective 6/7/17
 Shannon Fox, ERA, Central Manor, effective 6/7/17
 Debra DeBerdine, Title I Assistant, Hambright, effective 6/7/17
 Bobbi Jo Bland, Building Substitute, effective 6/7/17

C. Leave to the individuals according to the terms listed:
 Classified Employees:
 Employee G4 – Family Medical – June 3, 2017 – June 30, 2017
 Employee G5 – Family Medical - July 31, 2017 – October 3, 2017

D. Mentors for the 2017-2018 school year as listed (see page 27).

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 EStrategic Plan.

E. 2017-2018 Fall Coaching Positions as listed (see page 28)

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

F. 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 2017-2018 school year.

88 scheduled summer weight room hours at \$25.26 per hour
 114 scheduled fall weight room hours at \$25.26 per hour

120 scheduled winter weight room hours at \$25.26 per hour
 134 scheduled spring weight room hours at \$25.26 per hour

- G. Team Training Hours to provide up to 100 hours of weight room athletic team training for the 2017-2018 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 \$25.26 per hour

- H. Speed Training Hours to provide up to 30 hours of speed training for the 2017-2018 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 \$25.26 per hour

- I. Head Varsity Girls Lacrosse Coach – Caroline Lovett

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-I: It was moved by Mr. Fullerton 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, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 8:41 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary