

**Minutes
Committee of the Whole
February 6, 2017**

The Penn Manor School Board met at 5:00 p.m. for a public workshop – Market Street Sports.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for an update on Labor Negotiations, discussion of Personnel (leaves); Student Matter (judicial review).

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: 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. Dr. Richard Frerichs was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Dell Jackson, Mr. Ralph Simpson, Ms. Melissa Borgoyne, Ms. Wendy Lutz-Terry, Mr. Jarred Fitzkee, 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, February 21, 2017, at 7:00 p.m. in the Board Room of the Manor Middle School.

The flag salute was led by four 7th grade students, Max Bushong, Colton Garber, Devyn Mauger and Kristin Huyser, from Marticville Middle School. Afterwards, the students with the help of Mrs. Shelby Foster, Mr. Brett Sheaffer, and Dr. Scott Keddie introduced the board to Google Expedition goggles and assisted as they took a virtual tour of Greece.

Mr. Long asked the committee if there were any additions or corrections to the Minutes of the January 17, 2017, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman and second by Mr. Fullerton, 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. Straub gave an update on LCCTC's recent finance committee meeting.

Mrs. Rhonda Lord, Kegel Kelin Almy & Lord LLP, and Mrs. Lauren Stadel, RBC Wealth Management, presented information on debt required to complete the high school renovation project. A parameters resolution needs to be adopted for the purposes of financing the cost of the renovation project. Approval for placement of this item on the February 21, 2017, board agenda was approved on a motion by Mr. Lyon and seconded by Mr. Paitsel. The following vote was taken on this motion: Dr. Frerichs, absent; 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.

Penn Manor library teachers, Mr. Jeff Taylor, Ms. Nancy Nadig, Ms. Kathy Ashworth, and Ms. Lori Paules reviewed updates to the library program and had students demonstrate new makerspace-inspired projects.

Mr. Johnston presented background information on the district's delinquent real estate tax collections.

Mr. Johnston presented background information on the district's tax rebate program. Approval for placement of this item on the February 6, 2017, board agenda was approved on a motion by Mr. Lyon and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitzel, yes; Mr. Rintz, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston reviewed the 2016-2017 budget results through the first six months of the fiscal year.

Dr. Shaffer reviewed the College Board's AP Capstone courses, AP Seminar and AP Research, which complement and enhance discipline-specific AP courses. Approval for placement of this item on the February 6, 2017, board agenda was approved on a motion by Ms. Wert and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitzel, yes; Mr. Rintz, yes; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:20 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
February 6, 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 8:21 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, February 21, 2017, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: 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. Dr. Richard Frerichs was absent. Present from the administrative staff were Dr. Michael Lechlitter, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Dell Jackson, Mr. Ralph Simpson, Ms. Melissa Borgoyne, Ms. Wendy Lutz-Terry, Mr. Jarred Fitzkee, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, Mr. Brian Wallace.

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 January 17, 2017 meeting. Hearing none, on a motion by Mr. Lyon, a second by Ms. Wert and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter 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 administrative staff is recommending approval of the following: (ROLL CALL)

A. Property Tax Rebate Program Resolution (see pages 4-9)

Explanation: The Penn Manor Tax Rebate Program has been in effect since the 2006-07 school year. This program is budgeted to supply real estate tax rebate payments totaling \$75,000 to low income residents that are approved for the state rebate program.

B. Capital Projects Budget for 2017-2018

Explanation: As presented in January, the Capital Projects Budget is an outline for capital expenditures expected in the following year.

C. High School Proposed New Courses

Explanation: The College Board's AP Capstone is an innovative college-level program

based on two new courses, AP Seminar and AP Research that complement and enhance discipline-specific AP courses.

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

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, absent; 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.

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

- A. Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 10).

Explanation: Unpaid Real Estate Tax balances are turned over to Lancaster County Tax Claim bureau for collection by the 15th of January.

- B. Conestoga Elementary School Renovation Project – PlanCon Part G (Project Accounting Based on Bids) to the Pennsylvania Department of Education for the Conestoga Elementary School renovation project (project number 3847) as per the attached (see pages 11-32).

Explanation: Part G, Project Accounting Based on Bids, is concerned with the actual construction bids. A project's eligibility for reimbursement is ultimately determined at PlanCon Part G.

- C. Judicial Review Committee Action as cited. (enclosure)
- D. Re-Appointment of Dr. Cheryl Shaffer – The superintendent is recommending the re-appointment of Dr. Cheryl Shaffer as Assistant Superintendent for Secondary Education for a three-year term from July 1, 2017 to June 30, 2020.

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

It was moved by Mr. Straub and seconded by Mr. Paitzel to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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.

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 page 33)
- B. Leave to the individuals according to the terms listed:

Classified Employees:

Employee F36 - Family Medical - December 20, 2016 – January 18, 2017 [half-days]

- C. Parent Literacy Workshops – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2016-2017 school year.

Ashley Stringer	Melissa Mulder
Chris Harzinski	Lori Longenecker
Patti Duff	Valerie Lutter
Danielle Kreider	Kathy Rowley
Eric Howe	Brittany Geiter
Maggie Kyper	Antonella Kirchner
Tracy Stevens	Jennifer Sieger
Diane Bitts	Christina Whirt

Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

- D. Resignation of the individuals listed per the effective date:
Ronald Reis, Jr., full time custodian Manor/Hambright, effective 2/10/17
- E. Twilight School Instructors for the 2016-2017 school year at a rate of \$32.00 per hour
Courtney Heiser
Sarah Stover
- F. Athletic Worker for 2016-2017 school year
Colleen Sohl
Thomas Bechtel
- G. Head Varsity Girls Soccer Coach
Jacob Marino

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G: It was moved by Mrs. Friedman and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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. Conestoga Elementary Project Change Orders - (see pages 2-3)

Change Order 1 - Add \$3,587.39 Myco Mechanical, Inc. (Plumbing)

Explanation: To relocate existing roof drains to clear newly constructed firewalls. (unforeseen condition)

Change Order 1 – Add \$12,921.21 Perrotto Builder's Ltd. (General Contractor)

Explanation: To provide site fencing per Township request, to provide a steel angle per shop review, to change tube steel size per RFI, to raise existing masonry wall due to unforeseen conditions.

B. Transportation Contract with Faithful Transportation, LLC – (see pages 4-18)

Explanation: To provide transportation and bus aide services for special needs students for the remainder of the current school year at the current daily rate of \$214.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A-B: It was moved by Mr. Fullerton and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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 8:28 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary