

**Minutes  
Committee of the Whole  
July 18, 2016**

The Penn Manor School Board met in an Executive Session at 5:00 p.m. for the discussion of Personnel: Labor Negotiations Preparations and Legal: Special Education due process.

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 Freidman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, and Mr. Christopher Straub. Dr. Richard Frerichs, Mr. Jeffrey Lyon, and Ms. Donna Wert were absent. Present from the administrative staff were Dr. Michael Lechlitter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Judy Duke, Mr. Ralph Simpson, Mr. Larry Levato, Mr. Denny Coleman, Ms. Colleen Dorsey and Dr. Ann Marie Steele, Lancaster Newspaper reporters, Millersville University graduate students, 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 1, 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 June 20, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton and second by Mrs. Friedman, 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 the latest LCCTC meeting.

Dr. Lechlitter and Mr. Johnston discussed the transition plans for the district due to the upcoming retirement of Mr. Denny Coleman, Director of Building and Grounds.

Mr. Johnston and Mr. Levato, from Crabtree, Rohrbaugh and Associates, reviewed the option of contracting with a construction management company or a clerk of the works for the high school renovation project. The pros and cons to each alternative were discussed.

Mr. Long reviewed the board goals for the superintendent for 2016-2017. Approval for placement of this item on the July 18, 2016, board agenda was approved on a motion by Mr. Paitsel and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, absent; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes and Ms. Wert, absent.

The Committee of the Whole adjourned at 8:06 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**  
**July 18, 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 8:06 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, August 1, 2016, 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. David Paitsel, Mr. Carlton Rintz, and Mr. Christopher Straub. Dr. Richard Frerichs, Mr. Jeffrey Lyon and Ms. Donna Wert 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: Mrs. Judy Duke, Mr. Ralph Simpson, Mr. Larry Levato, Millersville University graduate students, Ms. Colleen Dorsey and Dr. Ann Marie Steele, Lancaster Newspaper reporters, 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 June 20, 2016 meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter provided the Superintendent's report.

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

General Fund	\$ 11,391,204.37
Food Service Fund	\$ 115,341.48
Capital Reserve Fund	\$ 20,123.39
2015 Construction Fund	\$ 710,028.55
2016 Construction Fund	\$ 711,273.28
Student Activity Fund	\$ 34,076.74

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

**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. Board Goals for the Superintendent for 2016-2017 (see page 5)

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A:** It was moved by Mr. Paitsel and seconded by Mr. Fullerton 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, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, absent.

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

- A. Western PA School for the Deaf Transportation Contract for services to transport students to the Western PA School for the Deaf for 2016-2017. Annual cost is \$5,500 per child. (see pages 6-7)

*Explanation: Students receiving instruction at the Western PA School for the Deaf require transportation to the school's location in Pittsburgh. Students are transported by the IU13 to a WPSD location in Camp Hill. This contract is to get the students from Camp Hill to Pittsburgh and back. Transportation from the student's home to Camp Hill and back is billed through the IU13 transportation program.*

- B. Byrd's Enterprises, LLC for quarterly kitchen hood cleaning services for secondary schools. (see page 8)

*Explanation: Quarterly hood cleaning is required under our property & casualty insurance plan for secondary schools. Byrd's service proposal calls for a three year contract with four cleanings per year at Penn Manor High School, Manor Middle School and Marticville Middle School for \$1,900 per quarter to be paid from the Food Service Fund.*

- C. Building Automation System Upgrade for Martic Elementary and Marticville Middle School from Tridium R2 to Tridium AX per the attached proposal. (see pages 9-10)

*Explanation: To replace the building automation network system control engines with the latest version of software. The current version has been phased out and is not repairable/replaceable.*

- D. Catholic Charities Outpatient Counseling Service approval for referrals during the 2016-2017 school year.

- E. Crabtree Rohrbaugh & Associates Agreement for the PMSD HS Renovation project. (see page 11)

*Explanation: While the base contract was negotiated several years ago, an amendment is approved for individual projects as they are added. This amendment reflects a reduced fee of 5.75%.*

- F. Penn Manor High School Renovation Project Reimbursement Resolution (see pages 12-14)

*Explanation: This resolution allows for the proposed renovation project at Penn Manor High School to proceed with payments to be made from the capital reserve fund. Should the board decide to fund the project with a future debt issuance, the capital reserve fund would be reimbursed out of the debt proceeds. This resolution allows for flexibility in funding for the project and will not delay progress until financing options are explored.*

- G. AV Cabling for Letort and Eshleman Elementary Schools as per the attached proposal (see page 15)

*Explanation: Furnish and install Category-6 and Category-6A plenum rated cabling as Well as furnish and install projectors and projector mounts as specified.*

- H. Integrated Pest Management services from Western Pest Services (see pages 16-17)

2016-17	\$6,511.20
2017-18	\$6,511.20
2018-19	\$6,511.20
2019-20	\$6,706.54
2020-21	\$6,706.54

*Explanation: To provide integrated pest management services through the 2020-2021 School year.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-H:** It was moved by Mrs. Friedman and seconded by Mr. Paitsel 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, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, absent.

**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 (pages 18-21)
- B. Curriculum Writing – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate to perform secondary curriculum writing:

Elementary ELA - Heather Fellenbaum, Joyce Wright, Melanie Allen, Lisa Suydam, Danielle Gwyn, Lori Graham, Karen Braun, Deb Beighley, Lisa Roth Walter, Elizabeth Raff, Pam Noll, Alison Witmer, Melissa Mulder, Megan

Miller, Casie Saxton, Patti Shover, Kerry Bushong, Erik Polaski, Tara Wilson, Patti O'Brien

Elementary Math - Danielle Gwyn, Lisa Suydam, Jenna Moyer, Tanya Johnston, Beth Mitchell, Richard Bodde

Applied Engineering - Molly Miller, Barry Groff

Agriculture - Meagan Slates, Diane Glock-Cornman, Neil Fellenbaum, Jonathan Hess

Counseling - Dana Wile

English - Colleen Sohl, Chris Telesco

Foreign Language - Katharine Rodriguez, Maureen Klingaman

Middle School Math - Maricia Kligge, Catherine Zalit

High School Math - Gary Luft, Sarah Stover, Eric Eshleman

Science - Erick Dutchess, Tresa Kirk, Kyle Bulicz, Katie Beaver, Joshua Bressler, Hanna Crowther

- C. Mentors for the 2016-2017 school year as listed (see page 22).

*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.*

- D. Board Secretary Services – The administrative staff is recommending approval for Cindy Rhoades to receive \$3,110 for her services as Board Secretary for the 2016-2017 school year.
- E. Dismissal - Conversion of the unpaid suspension of Richard Brenton to a dismissal from his employment as a professional employee, effective immediately, with the employee having waived a Level III hearing and requested a Level IV hearing pursuant to the grievance procedure of the collective bargaining agreement between the Penn Manor Education Association and the School District.
- F. Resignation of the individuals listed per the effective date:  
     Dawn Janssen as Wellness Coordinator for the 2016-17 school year effective 7/31/2016. (She will remain in her teaching position)  
     Nam Hoang—Custodian, Hambright, effective 7/11/16  
     Bonnie Weidman—ERA, Central Manor, effective 6/13/16  
     Robin Jeffers—ERA, Central Manor, effective 6/8/16  
     Shondra Stoner—Clerical Substitute, effective 6/15/16  
     Matthew L. Kersic – LTS, Eshleman, effective 6/21/16
- G. Retirement of the individuals listed per the effective date:  
     Denny Coleman – Director of Building & Grounds, effective 9/30/2016, as per agreement

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G:** It was moved by Mr. Paitsel and seconded by Mr. Straub 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, absent; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, absent.

The meeting was adjourned at 8:17 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary