

**Minutes
Committee of the Whole
June 5, 2017**

The Penn Manor School Board met in an Executive Session at 6:40 p.m. for Personnel (leaves, resignations) and Student Matter (contracted agriculture student, special education agreement with family).

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 Leichliter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Martic Elementary teachers Ms. Candy Steiner, Mr. Mark Andrew, Mr. Steve Sellers, and Mr. Kevin Kelley, Mr. Larry Levato, Mr. Chip Mathias, Mrs. Theresa Chiodi, Mrs. Nicki Nafziger, Mr. Mike DelPriore, Mrs. Samantha Simone, Mr. Brian Frantz, Ms. Donna Ressler, Mr. Brian Wallace, 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, June 19, 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 May 15, 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. Mr. Brian Frantz, 2001 Temple Avenue Lancaster, PA passed out a letter to each board member requesting that they reconsider the salary structure used by the district for support staff. Mr. Frantz is employed by the district. Mrs. Samantha Simone, 184 Fox Hollow Road, Pequea, PA addressed the board and requested that they revisit her request for a bus stop on Fox Hollow Road.

The upcoming board development opportunities were reviewed. Mr. Straub gave an update on the CTC Joint Operating and Finance Committee meetings. Ms. Wert reminded the board that the Lancaster County Academy graduation is June 10. Penn Manor will have 2 or 3 students graduating. Mrs. Friedman gave an update from the May 19 Facilities Committee meeting. Options for using the barns at the Fisher Farm were reviewed. The relocation of the tennis courts to Manor Middle School from the high school was discussed and will need to be decided in the next few weeks. A decision on whether or not to include a locker for every student in the design of the high school was reviewed. Conestoga Elementary School's substantial completion date is July 16, 2017.

Ms. Alisha Gerhart, TSA co-advisor, introduced high school students, Bryce Eberly and Trey Erisman. Bryce and Trey were recognized for earning first place in Technology Problem

Solving at the Pennsylvania State Technology Student Association competition and qualifying for the National TSA competition. The students received a resolution from the school board.

Mrs. Carolyn Finegan introduced bus driver, Tracy Musser, who was recognized for her innovative project, PM Bus Library. Mrs. Musser received a resolution from the school board.

Mr. Todd Mealy was recognized for recently publishing his fourth book entitled “This is the Rat Speaking” about the black power movement in the 1960s at Franklin & Marshall College. He received a resolution from the school board.

Mr. Charlie Reisinger was recognized for being honored at the Red Hat Summit with the Impact of the Individual Award. Mr. Reisinger received a resolution from the school board.

Dr. Shaffer and Dr. Egan provided an overview of the end-of-year professional development as well as plans for the district opening day on Monday, August 21, 2017.

Mrs. Chiodi and Mr. Reisinger discussed two new software projects for 2017-2018, Applitrack for recruiting and hiring, and Veritime for digital time tracking and attendance. Approval for placement of this item on the June 19, 2017, board agenda was approved on a motion by Mr. Lyon and seconded by Mr. Fullerton. The following vote was taken on this motion: Dr. Frerichs, yes; 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 provided an update on recent developments for the final 2017-2018 budget scheduled for adoption on June 19, 2017.

The Committee of the Whole adjourned at 8:38 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
June 5, 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 8:39 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, June 19, 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, Dr. Jerry Egan, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Martic Elementary teachers Ms. Candy Steiner, Mr. Mark Andrew, Mr. Steve Sellers, and Mr. Kevin Kelley, Mr. Larry Levato, Mr. Chip Mathias, Mrs. Theresa Chiodi, Mrs. Nicki Nafziger, Mr. Mike DelPriore, Ms. Donna Ressler, 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. Ms. Donna Ressler, a Penn Manor alum, addressed the board requesting that seniors entering the military after graduation be permitted to wear either military sashes or red, white and blue cords at commencement.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the May 15, 2017 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reported on the success of our spring sports teams and reminded the board that tomorrow evening is graduation.

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

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

- A. Food Service Agreement with LCCTC between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2017. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- B. National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2017 to June 30, 2018.

- C. Food Service Agreement with IU13 between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2017. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- D. Ratification of IU Bid Awards as cited for 2017-2018 (see page 5)
Technology Education Supplies
Cafeteria Paper and Small Wares
- E. Acceptance of Eschbach Drivers and Substitutes listed for the 2017-2018 school term.
- | | |
|--------------------|--------------------|
| Breneman, Judy | Dougherty, David |
| Graham, Lester | Kettler, Celeste |
| Matheny, Bonnie | McCardell, Patrick |
| Rice, Blenda | Ryan, Timothy |
| Whitehead, Lucille | |
- F. School District Affiliation Agreement - with Millersville University Nursing Program
- Explanation: Nursing students will be placed at Penn Manor from Millersville University for school health clinical experience.*
- G. School District Affiliation Agreement – with Millersville University Social Work Program
- Explanation: Social Work students will be placed at Penn Manor from Millersville University for school social work experience.*
- H. Contracted Agriculture Student for the 2017-2018 school year
Kyle Bushong (Hempfield School District)
- I. Textbook Approval - The committee is recommending the approval of French textbooks, T'es branch? published by EMC Publishing LLC, for the amount of \$6,544.56.
- J. Trane System Upgrade – Letort Elementary School – Proposal covering the system upgrade to Trane Tracer Enterprise System at a cost of \$28,976 to be paid from the Capital Reserve Fund.
- K. Trane Proposal – Letort Elementary School - service agreement with Trane for the building automation services and HVAC equipment at Letort Elementary School effective July 1, 2017 through June 30, 2020, at the costs listed below:
- | |
|-------------------|
| 2017-2018 \$8,649 |
| 2018-2019 \$8,995 |
| 2019-2020 \$9,355 |
- L. Trane System Upgrade – Eshleman Elementary School – Proposal covering the system upgrade to Trane Tracer Enterprise System at a cost of \$28,723 to be paid from the Capital Reserve Fund.

- M. Trane Proposal – Eshleman Elementary School - service agreement with Trane for the building automation services and HVAC equipment at Eshleman Elementary School effective July 1, 2017 through June 30, 2020, at the costs listed below:
 2017-2018 \$8,649
 2018-2019 \$8,995
 2019-2020 \$9,355
- N. DH Funk Proposal – Comet Field Retention Basin – agreement to perform excavation work per civil plan required by Lancaster Township. (see page 6)
- O. Preventative Maintenance Agreement – All school locations – service agreement with Commercial Kitchen Repair Service to perform scheduled maintenance and cleaning for refrigeration equipment as per the attached proposal. (see pages 7-8)
- P. Water System Upgrades – Central Manor – proposal from SharpWater Culligan to provide Controller Upgrades and a Valve Rebuild as per the attached proposal. (see pages 9-10)
- Q. Transportation Software Hosting Services – proposal from Edulog to provide hosting services for the transportation routing software program. (see pages 11-12)
- R. Special Education Agreement with family.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A-R: It was moved by Mr. Fullerton 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 3. **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 13)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2017-2018 school year (see page 14)
- C. Resignation of the individuals listed per the effective date:
 Tresa Kirk – Science Teacher, High School, effective 8/20/2017
 Melissa Borgoyne – 5th grade Teacher, Hambright, effective 8/20/2017
 Erika Hartz – Learning Support Teacher, Manor Middle, effective 8/20/2017
 Lee Jordan – Music Teacher, Hambright, effective 8/20/2017
 Rebecca Rodriguez, Health Room Assistant – RN, High School, effective 6/7/17
 Phyllis Pullan, Health Room Assistant – LPN, Eshleman, effective 5/25/17
 Jennifer Forney – Girls Lacrosse Coach, effective 5/18/17 (**coaching only**)

D. Leaves to the individuals according to the terms listed:

Professional:

Employee F52 - Family Medical - August 30, 2017 – November 21, 2017

- Child Rearing - November 22, 2017 – June 7, 2018

Employee F53 - Family Medical - May 1, 2017 – May 16, 2017

Employee F54 - Family Medical - August 21, 2017 – November 12, 2017

- Child Rearing - November 13, 2017 – January 11, 2018

E. 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.

Emily O'Donnell

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.

F. Approval of Assistant Cheerleading Coach for 2017-2018 school year

Kara Eshleman

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3B-F: 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.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3A: It was moved by Ms. Wert and seconded by Mr. Straub 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, abstained; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 8:54 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary