

**Minutes  
Committee of the Whole  
June 6, 2016**

The Penn Manor School Board met in an Executive Session at 5:45 p.m. for the discussion of Evaluation of the Superintendent; Personnel: Employee Discipline; Review of voting agenda Items 3C (Resignations), 3D (Retirements), and 3G (Leaves); Student Matter: Update on Special Education Due Process; Review of Item 2A and Item 2B on the voting agenda.

The Penn Manor School Board met as a Committee of the Whole at 6:57 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 Freidman, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Joseph Fullerton was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Theresa Kreider, and Mr. Charlie Reisinger. Also in attendance for the meeting: High school students Shawn Stone and CeCe Minnick, Martic Elementary teachers – Sue Frese, Kerry Bushong, Chris Harzinski, Tammee Iddings, Candy Steiner, Melissa Mulder, Mark Andrew, Kelly Eby and Wayne Martin, High School teachers – Liz Bender, Erick Dutchess, and Cynthia Lonergan, Mr. Denny Coleman, Dr. Philip Gale, Mr. Larry Levato, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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 Monday, June 20, 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 May 16, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman and second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked if there were any Citizen's Comments. Cynthia Lonergan, representing the high school faculty, addressed the board regarding the high school master plan. District residents, Dan Keefer, Rachel Myers, and Jim Kirk individually addressed the board regarding the high school master plan.

The upcoming board development opportunities were reviewed. Mr. Straub gave an update on the LCCTC and plans to help ease over enrollments for the 2016-2017 school year.

Jeff Roth introduced Chris Vital, Penn Manor's bowling coach, and the members of the 2016 Penn Manor bowling team. The team was recognized by the board for winning the 2016 State Bowling Championship earlier this spring. The team members had earlier received their Championship jacket and their State Championship will be added to the sign at Comet Field. The team received a resolution from the school board.

Dr. Edwards and Mrs. Janice Adams introduced Manor Middle School 8<sup>th</sup> grade students Kaylee Jackson and Isabella Price-Dubble to be recognized for earning first place in Technology Problem Solving at the Pennsylvania State Technology Students Association competition and qualifying for the National TSA competition in Nashville, TN. The students received a resolution from the school board.

Dr. Leichliter, Mr. Johnston, and Mr. Levato presented a review of the High School Master Plan Presentation to the board. As a follow-up to the informal board director poll during the May 16, 2016, Committee of the Whole meeting, the administration presented more detail on the \$87,000,000 renovation option (Option 3) in order to facilitate additional discussion among the board. Approval for placement of High School Master Plan, Option 3 on the June 20, 2016 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Paitsel. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, absent; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Shaffer and Dr. Egan provided an overview of the end of the year professional development as well as plans for the Monday, August 22, 2016 district opening day.

Mr. Johnston provided an update on recent developments for the final 2016-2017 budget scheduled for adoption on June 20, 2016.

The Committee of the Whole adjourned at 8:27 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**  
**June 6, 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 8:58 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, June 20, 2016, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Freidman, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitzel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Joseph Fullerton was absent. Present from the administrative staff were Dr. Michael Lechlitter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Theresa Kreider, and Mr. Charlie Reisinger. Also in attendance for the meeting: Martic Elementary teachers – Sue Frese, Kerry Bushong, Chris Harzinski, Tammee Iddings, Candy Steiner, Melissa Mulder, Mark Andrew, Kelly Eby and Wayne Martin, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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 May 16, 2016 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Lyon, 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 Administrative Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Judicial Review Committee Actions as cited (enclosure)
- B. 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, 2016. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- C. Sapphire Software ASP Subscription Agreement between Penn Manor School District and K12 Systems, Inc. for administrative software and application hosting. (see pages 4-21)

*Explanation: K12 Systems, Inc. has provided administrative software for the district student information system, teacher grade book, parent portal, and special education*

*suite since 2006. This agreement includes software support maintenance and application hosting services effective July 1, 2016 through June 30, 2022.*

- D. Ratification of IU Bid Awards as cited for 2016-2017 (see page 22)  
Cafeteria Paper and Small Wares  
Technology Education Supplies
- E. Agreement with family of special education student (enclosure)
- F. Acceptance of Eschbach Drivers and Substitutes listed for the 2016-2017 school term.  
Sue Gregg  
David Spangler  
Shayla Henry
- G. Pequea Elementary Project Change Orders - (see pages 23-26)  
Change Order 3 - Add \$177,278.07 Lobar, Inc (General Construction)  
Change Order 3 - Add \$2,462.98 McCarty & Son, Inc. (Electrical)

*Explanation: Change Orders occur as part of the Pequea Renovation process. Changes are detailed in the attachments.*

- H. Letort Elementary Water Line Project – (see page 27)

*Explanation: Awarding of Bid Approval and Notice to Proceed for Letort Elementary Water Project to B N Excavating, Inc. in the amount of \$41,225 as per the bid tabulation. Payment to be made from the Capital Reserve Fund.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2 A-H:** It was moved by Ms. Wert 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, absent; 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 pages 28-30)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see page 31)
- C. Resignation of the individuals listed per the effective date:  
Cynthia Eisenhauer – Special Education Teacher, Manor Middle, effective 8/22/2016  
Paulo Repreza-Oliva – Systems Technician, effective 6/10/2016  
Ann Helwig – Kindergarten Teacher, Hambright, effective 6/8/2016  
Kari Stainbacher – 4<sup>th</sup> Grade Teachers, Hambright, effective 8/21/2016

Melissa Eichelberger – Enrollment Related Aide at Central Manor, effective 6/8/2016

- D. Retirement of the individuals listed per the effective date:  
     Nancy Dombach – Playground Aide, Central Manor, effective 6/8/2016  
     Jack Hess – District Delivery Truck Driver, effective 9/9/2016
- E. Clerk of the Works Stipend – Denny Coleman, Director of Building and Grounds to perform additional duties as Clerk of the Works for the Conestoga Elementary School Project for a base stipend of \$17,500. A bonus payment of \$2,500 will be made at the end of the construction project if the substantial completion project timeline is met.
- F. Stipend – Dr. Scott Keddle, administrative professional, a payment of an administrative stipend of \$1,000.00 for serving as substitute principal at Marticville Middle School from 5/11/16 to 6/8/16.
- G. Leaves to the individuals according to the terms listed:  
     Professional:  
     *Employee E50* - Intermittent Family Medical - May 26, 2016 – up to 12 weeks  
     Classified:  
     *Employee E51*- Family Medical - May 9, 2016 – June 10, 2016 [approximately]

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3A, C-G:** It was moved by Mr. Straub and seconded by Dr. Frerichs to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, absent; 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 3B:** It was moved by Mrs. Friedman 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, absent; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, abstained; and Donna Wert, yes.

The meeting was adjourned at 8:35 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary