

**Minutes  
Committee of the Whole  
May 2, 2016**

The Penn Manor School Board met in a public budget workshop beginning at 5:00 p.m.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of Personnel: Evaluation of the Superintendent – feedback from Superintendent on review process; Review of voting agenda item 4C (Leaves) and 4D (Resignations); Student Matter – 3C (Tuition Free Senior) on the voting agenda.

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 Freidman, 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, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, and Mr. Charlie Reisinger. Also in attendance for the meeting: Ms. Patrice O'Brien, Ms. Connie Kinser, Mrs. Sarah Repkoe, Ms. Colleen Dorsey, Lancaster Newspaper reporter, Mr. Brian Wallace, and Mrs. Cindy Rhoades, Board Secretary. High school music students attending included Allison Ulaky, William Torres., Luke Richardson, Julianne Leddy, Caleb Breidenbaugh, and Brett Rebman. Music teachers present included Mr. Skip Reddig, Mrs. Sara Masten, Mrs. Lauren Ciemiewicz, and Mr. Andrew Johnson.

Mr. Long announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, May 16, 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 April 18, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs and second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked if there were any Citizen's Comments. There were none.

The upcoming board development opportunities were reviewed. Ms. Wert updated the board on the Lancaster County Academy. Dr. Frerichs gave an update on the PIAA and reviewed the PSERS board vote. Mr. Straub updated the board on the CTC meeting held at the Barnstormers game.

Mr. Reddig introduced Penn Manor music teachers who have worked with the high school music students who were each named a 2016 PMEA All-State Musician - Allison Ulaky on oboe, and William Torres, Jr., Luke Richardson, and Julianne Leddy for vocal jazz. Percussionists Caleb Breidenbaugh and Brett Rebman treated the board to a unique percussion demonstration.

Dr. Leichliter and Mr. Reisinger updated the board on the status of the Open Campus program and demonstrated an online teaching building blocks course developed by Ms. Lugar.

Ms. Wert presented the proposed 2016-2017 budget for the Lancaster County Academy. Approval for placement of this item on the May 16, 2016 board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Paitsel. 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. Leichter reviewed PSBA updates to policies 626 (Federal Fiscal Compliance), 616.2 (Travel Reimbursement), 808 (Food Service), and 827 (Conflict of Interest). The revisions are all related to new requirements for inclusion in district policy in order to receive federal funds. Dr. Leichter received these four updates last week. As there is a routine federal Title I audit in May, a recommendation was made to dispense with a first reading. Approval for placement of this item on the May 2, 2016 board agenda was approved on a motion by Mr. Straub and seconded 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.

Mr. Johnston reviewed new procurement procedures that require Food Service Monitoring/ Consulting services to be selected through an RFP process. The RFP would be for a one year agreement with an option for two one-year extensions. Approval for placement of this item on the May 2, 2016 board agenda was approved on a motion by Ms. Wert and seconded 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. Johnston presented the 2016-2017 proposed final budget as reviewed in the board workshop. The prepared budget will then be advertised for final board approval in June. Approval for placement of this item on the May 16, 2016 board agenda was approved on a motion by Mr. Fullerton and seconded 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.

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**  
**May 2, 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 8:28 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, May 16, 2016, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Freidman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitzel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, and Mr. Charlie Reisinger. Also in attendance for the meeting: Ms. Patrice O'Brien, Ms. Connie Kinser, Mrs. Sarah Repkoe, 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 April 18, 2016 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.

**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. Conestoga Elementary School PlanCon F - Approval and submission of PlanCon Part F (Construction Documents) to the Pennsylvania Department of Education for the Conestoga Elementary School new project (PDE Project Number 3874).
- B. Awarding of Bid Approval and Notice to Proceed for Conestoga Elementary School Renovations to the lowest responsive and responsible bidder as listed below. Payment to be made from the 2016 Construction Fund.

General Construction – Perrotto Builders - \$5,940,000  
 HVAC – Farfield Company - \$2,026,000  
 Electrical – Hirneisen Electric, Inc. - \$1,174,000  
 Plumbing – Myco Mechanical - \$694,000  
 Technology – Gettle Corporation - \$296,917

C. First and Final Reading of Revised School Board Policies - Dr. Leichliter

- #626 – Federal Fiscal Compliance
- #626.1 - Travel Reimbursement – Federal Programs
- #808 - Food Services
- #827- Conflict of Interest

*Explanation: Dispense with first reading and adopt the following new or revised Board Policies as recommended by the Pennsylvania School Boards Association (PSBA) policy service.*

D. RFP for Food Service Program Monitoring/Consultant Services (see pages 5-15)

*Explanation: New procurement procedures require that Food Service Monitoring/Consulting services be selected through an RFP process. The RFP would be for a one year agreement with an option for two one-year extensions.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A-D:** It was moved by Ms. Wert and seconded by Mrs. Friedman 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. Appointment of Board Treasurer – Appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2016 through June 30, 2017.

*Explanation: Required by School Code.*

- B. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2016 through June 30, 2017.

*Explanation: Required by School Code.*

- C. Tuition Free Senior for the remainder of the 2015-2016 school year.  
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- D. Right-of-Way Agreement with PPL Electric Utilities Corporation per attached (page 16)

*Explanation: PPL needs the right-of-way as described on the attached documents as part of the Pequea Renovation project in order to relocate the pole at the corner of Bauer Avenue.*

- E. Special Education Legal Consortium Membership at the cost of \$1,087 for the term of July 1, 2016 through June 30, 2017.

*Explanation: This is the sixth year we will participate as part of the IU13 cost savings measure. The cost has not changed from last year.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-E:** It was moved by Mr. Straub 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 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 17)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see page 18)
- C. Leaves to the individuals according to the terms listed  
     Professional  
     Employee E38 - Family Medical - August 15, 2016 – September 26, 2016  
     Employee E39 - Family Medical - April 19, 2016 – June 8, 2016  
     Classified  
     Employee E40 - Family Medical - April 12, 2016 – July 5, 2016  
     Employee E41 - Family Medical - March 21, 2016 – March 30, 2016
- D. Resignation of the individual listed below with the effective date:  
     Holly Morgan, Teacher, Pequea—effective 6/8/16  
     Amy Stigelman, Teacher, Pequea—effective 4/29/16
- E. Professional Leaves – of the individuals listed, for the 2016-2017 school year, for the purpose of study pending appropriate documentation of courses. They will be taking the required number of credits in accordance with the district Compensated Professional Leave Policy #338.1 (see page 19).

*Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant professional development leaves of absence to professional employees who meet specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #338.1, and Article XXVIII of the negotiated agreement.*

- F. Pennsylvania Constable - Gary Spangenburg to provide security for the school district during the 2015-2016 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-F:** It was moved by Mr. Paitsel 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 8:37 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary