

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

The Penn Manor School Board met at 6:00 p.m. for an Executive Session to discuss Personnel (Resignations, Terms of Employment and Leaves) and Student Matters (Judicial Review and Tuition).

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 Lechlitter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Jerry Egan. Also in attendance for the meeting: Mr. Mike DelPriore, Ms. Maureen Klingaman, Ms. Mindy Rottmund, Ms. Maryann Saylor, Ms. Donna Brady, Ms. Michelle Wagner, Mr. Jeff Kreider, Mrs. Nicki Nafziger, Dr. Philip Gale, Mr. Larry Levato, Ms. Kelsey Leed, Mr. Jeff Roth, Mr. Eric Urban, Mr. Ralph Simpson, Mr. Walt Wiltschek, LNP 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 Monday, November 20, 2017, at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Long asked if there were any additions or corrections to the Minutes of the October 16, 2017, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon 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 opportunities were reviewed. Mr. Straub updated the board on the latest LCCTC meeting. Ms. Wert shared that the Lancaster County Academy received a clean audit. Mr. Fullerton shared that the school district received a clean audit and commended Mr. Johnston and Mrs. Duke for their efforts. Dr. Frerichs recommended that the board directors read HB178.

Dr. Shaffer introduced Ms. Casey Quinto who will be teaching English at Manor Middle School.

Mr. Jeff Roth introduced Mr. Eric Urban as the new head varsity swim coach. Mr. Urban has been involved in swimming as a participant and a coach for many years. He has also served as an assistant track and field coach. Mr. Urban teaches social studies at the high school.

Dr. Lechlitter reviewed the Sales Agreement and Resolution Authorizing Property Acquisition by Condemnation or Purchase for the property at 66 E. Cottage Avenue, Millersville, PA. Approval for placement of this item on the November 6, 2017, board agenda was approved on a

motion by Mr. Lyon 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. Levato and Ms. Leed from Crabtree, Rohrbaugh & Associates reviewed the current high school renovation plans.

Dr. Gale provided an update on AP Seminar, other Advanced Placement courses, and the ATTOLLO program.

Dr. Leichter gave his quarterly update on the superintendent goals developed by the Board of School Directors as part of his yearly evaluation process.

Mr. Johnston reviewed the preliminary numbers from the 2016-2017 audit and discussed fund balance implications.

Mr. Johnston recommended approval to commit funds for future textbook purchases, debt service stabilization, PSERs retirement rate stabilization, and future capital projects. Approval for placement of this item on the November 6, 2017 board agenda was approved on a motion by Mr. Straub and seconded by Ms. Wert. 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 provided an update on the 2018-2019 budget as per the budget calendar.

Mr. Johnston will have a presentation on Filing for Act 1 Exceptions at the November 20, 2017 meeting.

The Committee of the Whole adjourned at 8:54 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**  
**November 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 8:54 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, November 20, 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 Lechlitter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Jerry Egan. Also in attendance for the meeting: Mr. Mike DelPriore, Ms. Maureen Klingaman, Ms. Mindy Rottmund, Ms. Maryann Saylor, Ms. Donna Brady, Ms. Michelle Wagner, Mrs. Nicki Nafziger, Mr. Walt Wiltschek, LNP correspondent, 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 October 16, 2017 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.

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

**Item 2.**        **Consent Agenda for Committee of the Whole Meeting** – The committee is recommending approval of the following: (ROLL CALL)

- A.     Committed Fund Balance - The Resolution for Commitment of June 30, 2017 Fund Balance (see page 4)
- B.     Resolution Authorizing Property Acquisition by Condemnation or Purchase (see page 5)
- C.     Sales Agreement for Purchase of 66 E. Cottage Avenue, Millersville, PA (see pages 6-12)

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

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.

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

- A.    Judicial Review Committee Action as cited (enclosure)
- B.    Tax Exoneration as cited (see page 13)
- C.    Tuition Student  
Approval of Adam Harman as per Policy 202 related to high school seniors
- D.    Approval and submission of PlanCon Part K Project Refinancing of 2013A and 2014 Bonds, to the Pennsylvania Department of Education (see pages 14-16).

*Explanation: Plancon Part K is necessary when a reimbursable bond issue is refunded. The recent 2017 General Obligation Bond, Series of 2017 refunded the GOB Series of 2013A and 2014.*

- E.    Approval to submit PlanCon Part J Hambright Elementary School Project 3677 to the Pennsylvania Department of Education (see pages 17-27)

*Explanation: Final accounting for the project is complete and Plancon J is required for the state to issue a final reimbursable percentage.*

- F.    Approval to submit PlanCon Part J Pequea Elementary School Project 3810 to the Pennsylvania Department of Education (see pages 28-35)

*Explanation: Final accounting for the project is complete and Plancon J is required for the state to issue a final reimbursable percentage.*

- G.    JETS Club

*Explanation: The high school administration is recommending the creation of an account for the JETS club in the Student Activity Fund. The advisor of the proposed club will be Kyle Bulicz.*

- H.    Change Orders - Conestoga Elementary School (see page 36)

Change Order 2 – Deduct \$26,962 The Farfield Company  
Deduct \$31,350    Unit Price Allowance  
Add \$1,717    Add Sewage Pump Alarm  
Add \$2,671    Add ADA Buttons at front entrance

- I.    Trane Service Field Quotation - \$5,766 to brush condenser tubes on the High School chiller (see page 37)
- J.    Job Description – Maintenance – Generalist (see pages 38-39)

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-J:** 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, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, 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 2017-2018 school year (see page 40).
- B.    Leave to the following individuals according to the terms listed:
  - Professional Employees:
    - Employee G20* - Family Medical - September 11, 2017 – December 3, 2017  
[Revised from July 17, 2017 board agenda]
    - Employee G21* - Family Medical - March 12, 2018 – May 4, 2018
    - Employee G22* – Family Medical - November 13, 2017 – February 9, 2018  
[Revised from September 5, 2017 board agenda]
    - Employee G23* - Family Medical - October 30, 2017 – December 3, 2017;  
Child Rearing - December 4, 2017 – end of the 2017-2018 school year  
[Revised from October 16, 2017 board agenda]
    - Employee G24* - Family Medical - September 25, 2017 – December 17, 2017
- C.    Winter Coaches as listed (see page 41)
- D.    Resignation of the individuals listed per the effective date:
  - James Campbell, Maintenance, District, effective 11/9/17
  - Jennifer Rivera, Health Room Assistant - LPN, Pequea, effective 10/30/17
  - Charlotte Ney, Classified Building Sub, District, effective 10/9/17
- E.    Middle School Tutors for the 2017-2018 school year at a rate of \$33.00 per hour.
  - Maricia Kligge
  - Connie Jackson

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-E:** It was moved by Mr. Straub 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.

The meeting was adjourned at 9:00 p.m.