

**Minutes  
Committee of the Whole  
October 17, 2016**

The Penn Manor School Board met in a public workshop – Alternative Revenue Planning - beginning at 5:45 p.m.

The Penn Manor School Board met in an Executive Session at 6:35 p.m. for the discussion of Personnel – Leaves, Resignations, and Retirements.

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 Paitzel, and Mr. Christopher Straub. Mr. Carlton Rintz and Ms. Donna Wert were absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Ralph Simpson, Ms. Diane Kreider, Dr. Philip Gale, Mrs. Jude Duke, Mrs. Carolyn Finegan, Mr. Chris Feger, Mrs. Lindsay Feger, Mr. Bill Simonson, 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, November 7, 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 October 3, 2016, 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.

Penn Manor High School students, Victoria Martin and Jeff Taylor, provided the student report highlighting upcoming high school events.

Mr. Long asked for any Citizen's Comments. Mr. Bill Simonson from the Central Pennsylvania Food Bank encouraged the board and administration to help promote breakfast for students qualified for free/reduced lunch.

Dr. Gale introduced Lindsay Feger who recently received the Pennsylvania Leadership Development Award from the National Council of Teachers of English. Mrs. Feger is one of five teachers nationwide to receive this honor. Mrs. Friedman read the board resolution and Mr. Lyon presented it to Mrs. Feger.

The upcoming board development opportunities were reviewed. Mr. Fullerton updated the board on the recent IU13 meeting where a four year extension to Dr. Barnhart's contract was approved. He also gave an update of the Ag Advisory Committee meeting. Mr. Straub gave a report on the PSBA delegate assembly voting meeting.

The Facilities Committee held an advertised meeting earlier in the day. Mrs. Friedman reported that the committee agreed to ask the booster clubs to maintain their property or it will need to be removed from district property. She also reported on the Fisher Farm and the recommendation to have the property evaluated for necessary maintenance. Relocation of the high school tennis courts was also addressed.

Mrs. Finegan provided the annual update on transportation services and the opening of school.

Mr. Johnston updated the board on offering flu shots to district employees. He discussed how other school districts handle this. This year, the district will offer free flu shots to employees using Wellness funds provided by our healthcare provider.

Mr. Johnston recommended transferring the unused portion of the 2015-2016 expenditure budget of \$953,076.63 to the Capital Reserve Fund. Approval for placement of this item on the October 17, 2016, board agenda was approved on a motion by Mr. Paitsel and seconded by Mr. Lyon. 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, absent; Mr. Straub, yes; and Ms. Wert, absent.

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 October 17, 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, absent; Mr. Straub, yes; and Ms. Wert, absent.

Mr. Johnston reviewed the Act 82 information that school districts are required to submit annually to PDE by October 15<sup>th</sup> regarding Interscholastic Athletic Opportunities for male and female secondary school students. The information will be posted on the district website.

Dr. Leichliter updated the board on the LERTA ordinance adopted by Millersville Borough Council. The resolution was presented to the board for consideration. Approval for placement of this item on the October 17, 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, absent; Mr. Straub, yes; and Ms. Wert, absent.

The Committee of the Whole adjourned at 8:08 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**  
**October 17, 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 8:09 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, November 7, 2016, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mrs. Johnna Friedman, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitzel, and Mr. Christopher Straub. Mr. Carlton Rintz 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: Mr. Ralph Simpson, Mrs. Diane Kreider, Mr. Bill Simonson, Mrs. Judy Duke, 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. There were none.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the October 3, 2016 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter provided the Superintendent's report. He congratulated Dr. Frerichs on receiving the Timothy M. Allwein Advocacy Award from PSBA and Mr. Reisinger on his new book, "The Open Schoolhouse." He reviewed the School Performance results from the state showing the high school rated #2 in the county and both middle schools in the top 5.

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

General Fund	\$	7,133,233.91
Food Service Fund	\$	112,450.96
Capital Reserve Fund	\$	363,618.44
2015 Construction Fund	\$	230,538.35
2016 Construction Fund	\$	646,354.09
Student Activity Fund	\$	6,829.90

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, absent; Christopher Straub, yes; and Donna Wert, absent.

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

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

- A. Committed Fund Balance - The Resolution for Commitment of June 30, 2016 Fund Balance (to be distributed)
- B. 2015-2016 General Fund Transfer - The committee is recommending approval for the transfer of \$953,076.63 to the Capital Reserve Fund.
- C. Approval to Hire a Speech/Language Specialist for the 2016-2017 school year.
- D. Approval of LERTA Resolution

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

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, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, absent; 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. Derck & Edson to provide as-built drawings for \$4,750.00 as per the attached proposal. (see pages 4-5)

*Explanation: As-built drawings are required by Lancaster Township to satisfy the closing of the Letter of Credit for the Comet Field Project.*

- B. Pequea Elementary Project Change Order - (see page 6)

Change Order 1 - Add \$12,958.37 Lobar Technologies, Inc. (Technology Construction)

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

- C. Pequea Elementary Project Change Order - (see page 7)

Change Order 4 - Add \$61,037.80 Lobar, Inc. (General Construction)

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

- D. High School Track Repair Proposal for \$9,500.00 from Nagle Athletic Surfaces. (see pages 8-9)

*Explanation: While a major renovation of the High School track is scheduled for next summer, approximately 25-30 areas need immediate attention for the coming season. Work is expected to be completed in the coming weeks.*

**MOTION ON THE COMMITTEE OF THE ADMINISTRATIVE ACTION CONSENT**

**AGENDA ITEM 3A-D:** It was moved by Dr. Frerichs 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, absent; 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 (see page 10)
- B. Leave to the individuals according the terms listed
  - Professional:
    - Employee F5 - Family Medical - October 5, 2016 – November 1, 2016*
    - Employee F6 – Family Medical - on or before February 21, 2017 – May 15, 2017*
    - Employee F7 – Family Medical - September 1, 2016 – September 23, 2016*
    - Employee F8 – Family Medical – Sept. 9, 2016 – Sept. 16, 2016; Sept. 22, 2106*
  - Classified:
    - Employee F9 – Family Medical – Sept.19, 2016; Sept. 21, 2016 – Sept. 30, 2016*
- C. Resignation of the individuals listed per the effective date:
  - Leighton Dickenson, Head Custodian, High School - effective 9/8/16
  - Patricia Duff, Cafeteria Aide .50, Martic Elementary - effective 10/11/16
  - Kimberly Garvey, Lead Elementary Science Coordinator position - effective 10/21/16 (She will remain in her teaching position)
- D. Retirement of the individual listed per the effective date:
  - Robert Campbell, Floating Custodian, Maintenance—effective 10/3/16

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-D:** It was moved by Mr. Fullerton 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, absent; Christopher Straub, yes; and Donna Wert, absent.

The meeting was adjourned at 8:22 p.m.