

**Minutes
Committee of the Whole
November 5, 2018**

The Penn Manor School Board met at 6:15 p.m. for an Executive Session to discuss Personnel (Leaves, Resignations, and Employee terms of employment).

The Penn Manor School Board met as a Committee of the Whole at 7:05 p.m. in the Boardroom at Manor Middle School. The meeting was called to order by Board President Mr. J. Kenneth Long. The following directors were present: Dr. Richard Frerichs, Mr. J. Kenneth Long, Mrs. Nickole Nafziger, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. Joseph Fullerton was absent. Present from the administrative staff were Dr. Michael Lechlitter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, Dr. Theresa Kreider, and Mr. Charlie Reisinger. Also in attendance for the meeting: Dr. Philip Gale, Mrs. Susan Wallace, Marticville Middle teachers – Heidi Long, Patricia Paparo – Mrs. Carly McPherson, Mr. Larry Levato, Mr. Doug Eby, Mr. Edward Paquette, Mr. Brian Wallace, and 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 19, 2018, in the Boardroom of the Manor Middle School at 7:00 p.m.

Mr. Long asked if there were any additions or corrections to the Minutes of the October 15, 2018, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Sweigart, and second by Mrs. Nafziger, 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. Ms. Wert reported that the Lancaster County Academy received a clean audit. Mr. Straub reported that the LCCTC is pursuing the hiring of a Human Resources Professional. He also advised the board that the LCCTC is considering retaining a part of school district funds for needed repairs to the facilities.

Ms. Wert reported that the Lancaster County Academy Board has approved moving operations from Park City onto HACC's campus effective July 1, 2019. Since HACC is asking for a three-year commitment, all member districts are being asked to make a three-year commitment for continuing membership. Approval for placement of this item on the November 19, 2018, board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Sweigart. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, absent; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Dr. Lechlitter gave his periodic update on the Superintendent Goals developed by the Board of School Directors as part of his yearly evaluation process. As part of this update, Mr. Eby and Mr. Paquette presented information on the district's alternative education programming.

Dr. Leichter, Dr. Shaffer, Dr. Egan, Dr. Kreider and Mr. Reisinger provided an overview of student enrollment data.

Mr. Johnston reviewed the opportunity for the board to commit fund balances during the budget process and during the audit process. As uncommitted funds are limited to 8% of expenditures, fund balance are examined every fall to ensure compliance. Mr. Johnston recommended approval to commit funds for future textbook and software purchases, healthcare stabilization, PSERs retirement rate stabilization, and planned future facilities projects. Approval for placement of this item on the November 5, 2018 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; Mr. Fullerton, absent; Mr. Long, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Mr. Johnston provided an update on the 2019-2020 budget as per the budget calendar.

Mr. Johnston discussed the potential Act 1 exceptions that could be sought by the district.

The Committee of the Whole adjourned at 8:42 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
November 5, 2018

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Boardroom at Manor Middle School. The meeting was called to order by Board President Mr. J. Kenneth Long at 8:43 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, November 19, 2018, following the Committee of the Whole Meeting at Manor Middle School

The meeting was called to order by Board President Mr. J. Kenneth Long. The following directors were present: Dr. Richard Frerichs, Mr. J. Kenneth Long, Mrs. Nickole Nafziger, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. Joseph Fullerton was absent. Present from the administrative staff were Dr. Michael Lechlitter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, Dr. Theresa Kreider, and Mr. Charlie Reisinger. Also in attendance for the meeting: Dr. Philip Gale, Mrs. Susan Wallace, Marticville Middle teachers – Heidi Long, Patricia Paparo – Mrs. Carly McPherson, Mr. Larry Levato, Mr. Brian Wallace, and 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 15, 2018 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Sweigart, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter provided the Superintendent's report. He reported that there was an excellent turnout for Education Day at the high school earlier today. He reminded the board that the fall play, Noises Off!, will be held on November 16 and 17 with a senior citizen's performance on November 15.

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, 2018 Fund Balance
- B. Election of Dr. Philip B. Gale– The Board of School Directors is recommending the election of Dr. Philip B. Gale as Assistant Superintendent for Secondary Education of the Penn Manor School District effective July 1, 2019 for a five (5) year term.

Explanation: 24 P.S. §10-1078 states that a School District Superintendent or Assistant Superintendent be commissioned by the Secretary of Education with the process defined by the Pennsylvania Department of Education in its [Basic Education Circular on Commissions](#). After Dr. Gale completes this portion of the process the School Board will

begin to work on an initial contract with Dr. Gale and present that at a board meeting later in the 2018-2019 school year.

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2A-B: It was moved by Mr. Sweigart and seconded by Mrs. Nafziger to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

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

- A. Job Description - Head Start Program Assistant Manager

Explanation: Providing meals for the Head Start requires specific reporting requirements. Funding for this position will come from billing the Head Start program.

- B. Job Description - Business Office Secretary - 10 month Student Services

Explanation: This position will provide clerical support to both the Director and Assistant Director of Pupil Services.

- C. Approval to submit PlanCon Part J Conestoga Elementary School Project 3847 to the Pennsylvania Department of Education

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

- D. Approval to submit PlanCon Part F Penn Manor High School Project 3904 to the Pennsylvania Department of Education

Explanation: Part F, Construction Documents, provides for further refinement of the architectural aspects of the project and documentation that other state and local agency requirements have been met or will be met before entering into construction contracts. Departmental approval of PlanCon Part F authorizes a district to receive bids and enter into construction contracts.

- E. Change Order - New Tennis Courts at Manor Middle School

Change Order 2 – Add \$668.00 Construction Masters Services for additional asphalt.

- F. Commencement Date – June 4, 2019

- G. Contract with Franklin & Marshall College for the 2019 Penn Manor High School Commencement

Explanation: Commencement will be held at F&M for the eighth consecutive year. Total costs will again be shared with Hempfield School District who will be holding their commencement on the night prior to Penn Manor's graduation.

H. East Cottage Avenue Signal Submission Agreement to PDE

Explanation: This agreement between the Penn Manor School District and Millersville Borough has been reviewed by the School District Solicitor and is being recommended by the administration for approval.

I. Testing & Inspections to be performed by Quality Assurance Plus as part of the High School Pre-Engineered Building Project.

Explanation: As in previous projects, Quality Assurance Plus will be conducting the testing, inspecting and monitoring various aspects of the project.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-I:

It was moved by Ms. Wert and seconded by Mr. Sweigart to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Professional Staff and Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2018-2019 school year

B. Leave to the following individuals according to the terms listed:

Professional Employees:

Employee H24 - Family Medical - September 18, 2018 – October 14, 2018

Employee H25 - Family Medical - November 12, 2018 – February 10, 2019

Leave of absence - February 11, 2019 - March 28, 2019

Employee H26 - Family Medical - March 15, 2019 - April 25, 2019

Employee H27 - Child rearing - January 19, 2019 - June 30, 2019

C. Winter Coaches as listed

D. Resignation of the individuals listed per the effective date:

Kayla Sheppard, Assistant Cheerleading Coach, effective end of Winter season

Amy Risser, Playground/Building Aide, Central Manor, effective 11/6/18

E. Middle School Tutors for the 2018-2019 school year at a rate of \$33.00 per hour.

F. Tenure for the individual listed as she completed the requirement of three years of satisfactory teaching performance within the school district effective 9-7-2018.

Kristina Fulton

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

- G. Stipend – Dr. Scott Keddie, administrative professional, a payment of an administrative stipend of \$50 per diem for serving as acting principal at Pequea Elementary School for the second semester of the 2018-2019 school year.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3A-G: It was moved by Dr. Frerichs and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, absent; J. Kenneth Long, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

The meeting was adjourned at 8:53 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary