

**Minutes
Committee of the Whole
May 20, 2019**

The Penn Manor School Board met at 5:00 p.m. for a public budget workshop. At 6:00 p.m. there was an Executive Session to discuss Personnel – Preparation of Board President’s Letter to the Superintendent, Review of Leaves, Resignations and a Student Matter.

The Penn Manor School Board met as a Committee of the Whole at 7:00 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. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Joseph Fullerton, Mr. David Paitsel and Mr. Mitchell Sweigart were absent. Present from the administrative staff were Dr. Michael Leichliter, 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, Mr. Chip Mathias, Mrs. Connie Jackson, Mr. Jason Stevens, Ms. Emily Gertenbach, LNP correspondent, 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, June 3, 2019, 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 May 3, 2019, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, and second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

Penn Manor High School students Elise Borys and Max Forrey gave the student report.

Mr. Long asked for any Citizen’s Comments. Mr. Jason Stevens of Oak Road in Manor Township expressed his concern about current and future tax increases.

The upcoming board opportunities were reviewed. Ms. Wert reminded the board that the Lancaster County Academy graduation is June 8 at Conestoga Valley Middle School.

Mr. Long gave a brief overview of the Facilities Committee discussion from the May 13 meeting regarding high school construction updates, the configuration of the high school physical education locker rooms, and Fisher Farm maintenance. Mr. Long stated that Crabtree Rohrbaugh & Associates is working on locker room options and will bring additional information to the board retreat in June.

Mr. Johnston gave a brief overview of the first general membership meeting of the Penn Manor Comet Co-Curricular Committee.

The Administrative team reviewed in-service programming planned for the 2019-2020 school year.

Mr. Johnston reviewed details from the budget workshop regarding the 2019-2020 budget.

The Committee of the Whole adjourned at 7:54 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 20, 2019

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 7:55 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, June 3, 2019, following the Committee of the Whole Meeting at Manor Middle School

The following directors were present: Dr. Richard Frerichs, Mr. J. Kenneth Long, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Joseph Fullerton, Mr. David Paitsel and Mr. Mitchell Sweigart were 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, Mr. Chip Mathias, Mrs. Connie Jackson, Ms. Emily Gertenbach, LNP correspondent, 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 May 3, 2019 meeting. Hearing none, on a motion by Mrs. Nafziger, a second by Ms. Wert and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter provided the Superintendent's report.

Mr. Johnston presented for payment the April 2019 bills. It was moved by Mr. Straub and seconded by Dr. Frerichs to approve to authorize payment of bills:

General Fund	\$ 3,189,222.96
Food Service Fund	\$ 116,045.68
PMSD Capital Reserve Fund	\$ 28,300.00
PSDLAF Capital Reserve Fund	\$ 264,970.50
Student Activity Fund	\$ 48,425.32

The following call vote was taken on this motion. Richard Frerichs, yes, abstained from check #40249; Joseph Fullerton, absent; J. Kenneth Long, yes; Nickole Nafziger, yes, abstained from check #40280; David Paitsel, absent; Carlton Rintz, yes, abstained from check #40417; Christopher Straub, yes; Mitchell Sweigart, absent; and Donna Wert, yes.

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. The Lancaster County Academy Proposed Budget for 2019-2020 Resolution

MOTION ON THE COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA

ITEM 2A: It was moved by Dr. Frerichs 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 Paitzel, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, absent; and Donna Wert, yes.

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

- A. Approval of Graduates – The members of the Class of 2019 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- B. Judicial Review Committee Action
- C. Special Education Contract with Intermediate Unit 13 to provide special education services, special education support services in 2019-2020 and to set hourly rates for services for interpreters, physical therapy and occupational therapy.
- D. IU13 Job Training Services contract for Job Training Services provided by IU13 for the 2019-2020 school year

Explanation: This contract is based upon preliminary unit costs of \$384.38 per day in the 2019-2020 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- E. IU13 Occupational/Physical Therapy Services provided by IU13 for the 2019-2020 school year

Explanation: This contract is based upon preliminary unit costs of \$126.00 per hour in 2019-2020 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- F. IU13 Speech/Language Services provided by IU13 for the 2019-2020 school year

Explanation: This contract is based upon preliminary unit costs of \$126.00 per hour in the 2019-2020 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- G. Contracted Agriculture Students for the 2019-2020 school year
 Erin Riley (Hempfield School District)

- H. HVAC Unit Replacements for Letort Elementary School by Enginuity, LLC

Explanation: As per the 2019-20 Capital Projects plan, Enginuity, LLC will be replacing all room heat pumps and heat recovery units over the summer before classes resume for

the fall. This quote is for the equipment, installation, controls and balancing. To be paid from the Capital Reserve Fund.

- I. Trane HVAC Equipment Coverage – Penn Manor High School - service agreement with Trane for the cooling tower and chillers at Penn Manor High School effective July 1, 2019 through June 30, 2020.

Explanation: A one year extension of service coverage due to the high school renovation project.

- J. NRG Service Contract – Central Manor /Conestoga /Eshleman/ Hambright/ Martic/ Pequea/ Marticville Middle

Explanation: Service agreement with NRG for the building automation services, automatic temperature controls and access control/security effective July 1, 2019 through June 30, 2020, including the Repair, Labor and Materials option.

- K. Water Treatment Plant Mixer replacement equipment from Deckman Electric -\$5,669.00

Explanation - The mixer in the water treatment plant at Marticville Middle School has failed and requires replacement.

- L. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service systems at Central Manor, Eshleman, Letort, Martic, Marticville Middle, Manor Middle and the High School from 7/1/2019 through 6/30/2020.

Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period. Costs remain unchanged from the prior year at \$11,340 per year.

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

It was moved by Ms. Wert and seconded by Mr. Straub 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, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, absent; and Donna Wert, yes.

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

- A. Support Staff - individuals listed per the effective date for the 2018-2019 school year
- B. Professional Staff - individuals listed per the effective date for the 2019-2020 school year
- C. Leaves to the individuals according to the terms listed

Professional:

*Employee H59 - Family Medical **extended** - April 26, 2019 – May 19, 2019*

Employee H60 – Family Medical - May 9, 2019 – May 9, 2019

Classified:

Employee H61- Family Medical - April 23, 2019 – June 5, 2019

Employee H62- Family Medical - April 23, 2019 – May 18, 2019

- D. Resignation of the individuals listed below:
 Andrew Lavenski, Food Service Assistant, District, effective 5/4/19
 Tiffany Reynolds, Full Time Custodian, Pequea/Martic, effective 5/24/19
 Pamela Noll, Kindergarten Teacher, Central Manor, effective 8/14/19
 Jocelyn Hockley, Kindergarten Teacher, Hambright, effective 6/6/19
- E. Parent Literacy Workshops – The administrative staff is recommending the approval of the individuals listed to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2018-2019 school year.
- Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.*
- F. Summer hours - The administrative staff is recommending the approval of up to 10 additional days during the summer of 2019 for Dr. Peggy Anastasio and Julie Yost to be paid at per diem rate.
- G. Appointment of Mr. Stephen Kramer as Acting Athletic Director from May 13, 2019 through June 30, 2019 with a stipend of \$800.
- H. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2018-19 school year:
 Alexa Cain
 Sean Weeks
 Ashleigh Albee
 Mary Kate Wells
 Markisha Peace
 Marissa Caporiccio
 Kelsey McBryde

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-H: It was moved by Mrs. Nafziger 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, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, absent; and Donna Wert, yes.

The meeting was adjourned at 8:07 p.m.