

MINUTES
Committee of the Whole
June 15, 2020

The Penn Manor School Board met online via Zoom for an Executive Session at 6:15 p.m. for a presentation on the state-mandated Annual Safe Schools Report and at 6:35 p.m. to discuss Personnel.

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. via Zoom. The meeting was called to order by Board President Mr. Carlton Rintz. The following directors were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mr. Wardell Jackson, Mrs. Nickole Nafziger, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Philip Gale, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Brian Wallace, Mr. Stephen Kramer, Ms. Emily Long, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary. Twenty-six community members and district employees were logged into Zoom for the meeting.

Mr. Rintz announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, July 13, 2020 at 7:00 p.m. The meeting format will be announced one week prior to the meeting.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the June 1, 2020, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Jackson and a second by Mrs. Nafziger and the following voice vote, Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes. The Minutes were approved as printed.

Mr. Rintz asked for any Citizens' Comments. District residents, Jay Ferrick and Becky Reeve submitted comments to the board secretary opposing a tax increase due to economic uncertainty and the extra burden a tax increase would put on senior citizens. Thirty-two residents submitted comments to the board secretary in support of the Penn Manor School District allowing voluntary team practices, following CDC guidelines, starting July 1, 2020. Those residents include Jim Keck, Marcus Jurgensen, Jenny Kitch, Mark Hazel, Tara Martin, Mitchell Martin, Nicole Hostetter, Kim Stoltzfus, Nick Skiadas, Peter Skiadas, Jen West, Britain Menaquale, Michele Braas, George Suydam, Francisco Rivera, Jr., Mandy Jo Mayzum, Stephanie Murr, Joseph Ditmer, Nathan Jeffers, Constance Patterson, DeAnna Greenawalt, Thomas Gible, Roy Whited, Michelle Brooks, Amy Shipley, Karen Wilson, Irina Hightower, Brent Wolf, Tracy Topper, Candice Sing, Missy Phelan and Christy McCanna.

Board reports – Mr. Straub shared that the LCCTC Foundation will be canceling their annual fundraiser, Fly on the Run, for this year. Dr. Frerichs gave a report on PSBA and their response to current events.

Dr. Leichliter and Mr. Stephen Kramer reviewed the Penn Manor Return-to-Play recommendations and discussed the training and supplies that will be needed prior to allowing teams to resume training/practicing.

Dr. Leichliter and Mr. Johnston reviewed the progress of the High School project.

Mr. Johnston reviewed the annual slots distribution for Penn Manor School District from the Commonwealth of Pennsylvania. Approval for placement of this item on the June 15, 2020, board agenda was approved on a motion by Mr. Straub and seconded by Ms. Wert. The following call vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Johnston reviewed the 2020-2021 proposed final budget. Approval for placement of a 0% tax increase for the 2020-2021 school year on the June 15, 2020, board agenda was approved on a motion by Ms. Wert and seconded by Mrs. Nafziger. The following call vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, no; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, no; Mr. Rintz, yes; Mr. Straub, no; Mr. Sweigart, no; Ms. Wert, yes.

Mr. Johnston reviewed the recommended allocation for the committed fund balance for the school district. Approval for placement of this item on the June 15, 2020, board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Straub. The following call vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The Committee of the Whole adjourned at 8:18 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
June 15, 2020

The regular meeting of the Board of Directors of the Penn Manor School District was held online via Zoom on the above date. The meeting was called to order by Board President Mr. Carlton Rintz at 8:19 p.m.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, July 13, 2020, following the Committee of the Whole Meeting.

The following directors were present: Dr. Richard Frerichs Mr. Joseph Fullerton, Mr. Wardell Jackson, Mrs. Nickole Nafziger, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Philip Gale, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Brian Wallace, Ms. Emily Long, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary. Twenty-six community members and district employees were logged into Zoom for the meeting.

Mr. Rintz asked if there were any Citizens' Comments. There were none.

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the June 1, 2020 meeting. Hearing none, it was moved by Mr. Jackson and a seconded by Dr. Frerichs to approve the minutes as printed. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

Dr. Leichliter provided the Superintendent's report. The School Reopening Committee met and is working on a survey to send out to all parents in the next week to ascertain their comfort level with sending their children back to school. He also reported that currently Penn Manor offers a 7-12 virtual school and will be offering a K-6 virtual school in partnership with the IU in the fall.

Mr. Johnston presented for payment the May 2020 bills. It was moved by Mr. Straub and seconded by Mrs. Nafziger to authorize payment of the bills:

General Fund	\$ 3,366,220.04
Food Service Fund	\$ 61,674.51
PMSD Capital Reserve Fund	\$ 18,148.75
PSDLAF Capital Reserve	\$ 77,794.74
2018 Construction Fund	\$ 919,862.11
Student Activity Fund	\$ 39,725.66

The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

Item 1. Review of School Board Meeting Agenda – Mr. Rintz

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

- A. Adoption of the 2020-21 Final Budget – Items regarding the adoption of the 2020-2021 Penn Manor School District budget:
 - 1. Adoption of the final budget for 2020-21 listing expenditures in the amount of \$94,388,334.
 - 2. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
 - 3. Adoption of a resolution for approval of the Final Budget for the General Fund
 - 4. Adoption of a resolution for approval of the 2020 Annual Tax Levy Resolution
- B. Act 1 Slots Distribution – The 2020 Homestead and Farmstead Exclusion Resolution
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2020 Fund Balance
- D. PSBA Mandate Resolution

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

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, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, no; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

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

It was moved by Dr. Frerichs and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, 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. Bonding for District Cashier

Explanation: As recommended by the district auditors, a surety bond is being requested for the district cashier. (The surety bond will be renewed annually.)
- B. Bonding for District Delivery Driver

Explanation: As recommended by the district auditors, a surety bond is being requested for the district delivery driver. (The surety bond will be renewed annually.)
- C. CAIU Agreement for Special Education Services

Explanation: Services for a student with an IEP that is in an outside the district placement.

- D. Tax Exoneration
- E. Student Assistance Program Contract with Pennsylvania Counseling Service for the 2020-2021 school year.
- F. Agreement with Seesaw for learning software for the 2020-2021 school year.

Explanation: Seesaw online learning software platform for students in grades K-2 in the amount of \$7053.75.

- G. Appointment of Dr. Peggy Anastasio as Pandemic Coordinator for Penn Manor School District
- H. Disposal and Recycle of Technology Assets and E-Waste

Explanation: Approval to dispose of obsolete and non-functional technology items by Sycamore International. The company provides certified recycling and disposal at no cost to the district.

- I. Disposal of Assets - Penn Manor High School

Explanation: Approval to dispose of student desks, teacher desks and filing cabinets through CARE. Central American Relief Efforts was able to supply four shipping containers in order to ship our unwanted furniture for use in Honduras.

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

It was moved by Mr. Sweigart and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, 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 2020-2021 school year
- B. Substitute Pay Rates for the 2020-2021 school year:

Support Staff Substitute Pay Rates – as noted below:

Athletic Trainer - \$22.40 per hour

Food Service Sub - \$10.20 per hour

Food Service Manager Sub Hourly Rate Differential - \$1.50 (elementary)

Food Service Manager Sub Hourly Rate Differential - \$2.50 (secondary)

Food Service Banquet Hourly Rate Differential - \$2.50
 Custodial Sub -- \$11.70 per hour
 Clerical Sub - \$10.20 per hour
 Healthroom Tech Aide Sub - \$13.20 per hour
 Healthroom Tech Nurse Sub for RN - \$18.07 (elementary)
 Healthroom Tech Nurse Sub for RN - \$17.65 (secondary)

Professional Staff Sub Rate - \$125.00/day

- C. Athletic Stipend Grid used to determine allocations for coaching stipends for the 2020-2021 school year.
- D. Rates for Co-curricular Work for the 2020-2021 school year
- E. Wellness Coordinator - Tom Reustle to receive \$3,300 for his services as Wellness Coordinator for the 2020-2021 school year.
- F. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 75 hours for a total of \$3,562.50 for the 2020-2021 school year.

Explanation: The rate for Mr. Hanna's services has remained the same since the 2009-2010 school year. The number of hours has been reduced from a maximum of 600 hours to 100 hours in 2013-2014 to 75 hours in 2014-2015.

- G. Recommendation of Head Coaches for the Spring Semester of the 2020-2021

Boys' Tennis	-	Amanda Pryzbylkowski
Boys' Volleyball	-	Chris Telesco
Softball	-	Dave Stokes
Baseball	-	Streeter Stuart
Track & Field	-	Ben Schober
Boys' Lacrosse	-	Zac Charles
Girls' Lacrosse	-	Anneli Starry
- H. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2020-2021 school year
- I. Support Staff Salaries for the 2020-2021 school year
- J. Open Campus Director Agreement - Dr. Debbie J. Lugar for the period of July 1, 2020 to June 30, 2021
- K. Mentors for 2020-2021 School Year

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the Comprehensive Plan.

- L. Recommending approval of the following Head Coach for the 2020-21 school year:
Amanda Pryzbylkowski - Girls Tennis

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4H: It was moved by Mr. Straub and seconded by Mrs. Nafziger to approve this item. The following call vote was taken on this motion. Richard Frerichs, abstained; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G, I-L: It was moved by Mr. Jackson and seconded by Mrs. Nafziger to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

Item 5. Addendum to Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Athletic Return to Play

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A: 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, yes; Wardell Jackson, 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 8:38 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Board Secretary