

**Minutes
Committee of the Whole
April 11, 2022**

The Penn Manor School Board met at 6:00 p.m. for an Executive Session to discuss Personnel (Administrative Compensation Plan, Leaves, Retirements, and Resignations) and Student Matters.

The Penn Manor School Board met as a Committee of the Whole at 7:04 p.m. on the above date in the board room at Manor Middle School. The meeting was called to order by Board President, Mr. Carlton Rintz. The following directors were present: Mr. Loren Brown, Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. Christopher Straub attended electronically. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Philip Gale, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Peggy Anastasio. Also in attendance for the meeting: Several district residents, Mr. Jason McClune, district transportation coordinator, Mr. Brian Wallace, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 44 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, April 25, 2022 in the Manor Middle School board room at 7:00 p.m.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the March 21, 2022, Committee of the Whole Meeting. Hearing none, it was moved by Mr. Jackson and seconded by Mrs. Nafziger to approve the minutes as printed. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The upcoming board opportunities were reviewed. Mr. Jackson attended the PSBA Sectional Meeting and reminded board members of the Advocacy Day on April 25. Mr. Straub reported that the LCCTC's new assistant business manager has started and that the Brownstown Waste Water project bid was almost double the original estimate. Ms. Wert reported that the Lancaster County Academy East and West campuses enrollment is growing. Penn Manor has 11 students currently attending LCA.

Mr. Rintz reviewed the recent process for hiring a new superintendent and made the recommendation that Dr. Philip B. Gale be approved as the next superintendent. Approval for placement of this item on the April 11, 2022 board agenda was approved on a motion by Mr. Sweigart and seconded by Ms. Wert. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Penn Manor and Hempfield School Districts have worked cooperatively since 2011 for some shared instructional online programming through Open Campus PA. The administration of both school districts is recommending the continuation of the Intermunicipal Cooperative Agreement between both school districts. Approval for placement of this item on the April 11, 2022 board agenda was approved on a motion by Mrs. Nafziger and seconded by Mr. Sweigart. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Act 39 of 2018 addresses the requirements for schools to test for lead levels. If a school chooses not to test for lead levels, then the school must discuss lead issues in school facilities during a public board meeting at least once a year. Penn Manor last tested for lead in all schools in the spring of 2021. The results showed that there are no issues with lead in Penn Manor schools. The administration is recommending that no testing occur in 2022. Approval for placement of this item on the April 11, 2022 board agenda was approved on a motion by Mr. Jackson and seconded by Ms. Wert. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Johnston and Mr. McClune discussed a proposed change in transportation routing software service planned to be in place next spring for use in routing for the 2023-24 school year.

Mr. Johnston reviewed the 2021-2022 revenue budget results and the expense budget results through the first nine months of the fiscal year.

Mr. Johnston provided an update on the 2022-2023 budget including a review of the staff retention recommendations.

The Committee of the Whole adjourned at 8:06 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
April 11, 2022

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 following the Committee of the Whole meeting. The meeting was called to order by Board President, Mr. Carlton Rintz, at 8:07 p.m. followed by a moment of silence and the flag salute.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, April 25, 2022, following the Committee of the Whole Meeting.

The following directors were present: Mr. Loren Brown, Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. Christopher Straub attended electronically. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Philip Gale, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Peggy Anastasio. Also in attendance for the meeting: Several district residents, Mr. Brian Wallace, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 44 people were watching via YouTube.

Mr. Rintz asked if there were any citizens who wanted to comment on action items on the board voting agenda. District resident and Penn Manor employee, Tracy Musser spoke in favor of a larger pay increase for building aides. District resident Leah Bacon also spoke in favor of a pay increase for the building aides and expressed that as a parent she appreciates their work. District resident Doreen Hershey is in favor of a pay increase as well but is concerned about the possible tax increase on taxpayers to pay for the increase. Two district residents, Heidi Moser and Karen Giffen, each sent an email to the board in favor the staff retention recommendations.

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the March 21, 2022 meeting. Hearing none, it was moved by Mr. Jackson and seconded by Ms. Wert to approve the minutes as printed. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Leichliter provided the Superintendent's report. Grace Fafel and Nicole Chen who were selected to participate in the All-State Music Festival will be recognized by the board at the May 23 meeting. He informed the board that a cafeteria worker at Hambright saved a child who was choking with the Heimlich maneuver recently. She will be invited to a future board meeting for recognition. Mr. Jeff Roth, the previous athletic director, has agreed to finish out the school year in the AD position. The 21-22 winter sports summary is now available to the board for their review. Dr. Leichliter also congratulated Dr. Gale and expressed that he felt Dr. Gale was a great choice.

Item 1. Review of School Board Meeting Agenda

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

- A. Elementary enrollment recommendations for the 2022-23 school year

Explanation: Creating the following swing areas for new enrollments - West Ridge development between Eshleman and Hambright Elementary Schools; Quaker Hills development between Eshleman and Conestoga Elementary School.

- B. Staff recruitment/retention recommendation for the 2022-23 school year for PMSD Health Room Nurses and Support Staff, and STS Paraprofessionals and Substitute Teachers
- C. Staff retention recommendation for the 2022-23 school year for PMSD Support Staff
- D. IU13 Core Program of Services and Instructional Media Services budget for the 2022-23 school year
- E. Recommendation to not test for lead in water for Penn Manor buildings for the 2021-2022 school year.
- F. Open Campus Cooperative Agreement
- G. Appointment of Dr. Philip B. Gale – The Board of Directors is recommending the appointment of Dr. Philip B. Gale as Superintendent of the Penn Manor School District effective July 1, 2022 for a five (5) year term.

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

D-F: It was moved by Mr. Sweigart and seconded by Mr. Straub to approve this item. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

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

It was moved by Mrs. Nafziger and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, abstained; Mr. Sweigart, yes; Ms. Wert, yes.

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

It was moved by Mr. Sweigart and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Mr. Brown, no; Dr. Fullerton, yes; Mr. Herr, no; Mr. Jackson, yes; Mrs. Nafziger, no; Mr. Rintz, no; Mr. Straub, abstained; Mr. Sweigart, yes; Ms. Wert, yes. With a four to four vote with one abstention, the motion did not pass.

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

It was moved by Mr. Sweigart and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

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

- A. Judicial Review
- B. Staff Holiday Schedule for 2022-2023 school year
- C. School District Dentist – William Borowski, D.D.S. of White Willow Dental Group - Willow Street, as the School District's Dentist for the 2022-2023 school year.
- D. Cooperative Student Teaching and Field Experience Agreement with Eastern University effective April 1, 2022 through August 1, 2025.
- E. Tuition-Free Seniors for the remainder of the 2021-2022 School Year
 Tatyanna Roldan
 Jeremy Cruz

Explanation: In accordance with Board Policy #202

- F. Edgenuity Contract for the period 7/1/2022 through 6/30/2025
- G. PMEF Venture Grants for Spring 2022 totaling \$18,679.00
- H. NRG Service Agreement – Central Manor /Conestoga /Eshleman/ Hambright/ Letort/ Martic/ Pequea/ Marticville Middle/ Manor Middle

Explanation: Service agreement with NRG for the building automation services, automatic temperature controls and access control/security effective July 1, 2022 through June 30, 2023, including the Repair, Labor and Materials option.

- I. Tax Exoneration
- J. Penguin Productions for video services for Penn Manor High School Commencement 2022
- K. Shumaker Contract for mobile stage and audio equipment for Penn Manor High School Commencement 2022
- L. MartinCFS for Graduation for flooring and chairs for Penn Manor High School Commencement 2022
- M. Hess Tent Rental for tent structures for Penn Manor High School Commencement 2022

N. Disposal and Recycle of Technology Assets and E-Waste

Explanation: Dispose of obsolete and non-functional digital technology items by Sycamore International. The company provides certified recycling and disposal at no cost.

O. Extended School Year Memorandum of Understanding

MOTION ON THE ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3A-O:

It was moved by Ms. Wert and seconded by Mr. Jackson to approve this item. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

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

- A. Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2021-2022 school year.
- B. Leave to the individuals according to the terms listed:
Classified Employees:
Employee L17 - Family Medical Leave - January 14, 2022 – March 4, 2022*
(*date correction)
Employee L21 - Leave of Absence - April 19, 2022 – October 1, 2022
- C. Resignation of the individuals listed per the effective date:
 Kelly Pruitt, 6th grade at Hambright, effective 8/21/2022
 Jody Caruthers, Food Service Hambright, effective 6/2/22
 Regina Long, Food Service, Manor MS, effective 5/27/22
 James Landis, 12 month Custodian, Manor MS, effective 3/31/22
 Ashley Zagorski, Benefits, effective 4/12/22
- D. Retirement of the individual listed per the effective date:
 John Brubaker, Technology Ed Teacher at PMHS, effective end of 21-22 school year
- E. Volunteer Coach for Spring Sports 2021-22
 Miranda Kemrer - Boys Volleyball
- F. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2021-22 school year
 Hannah Shenk
 Aaliyah Jimenez
 Taylor Crehan
- G. Cross Country Contracts for Nurses:
 Jessica Rodriguez

Laura Reinike

- H. Superintendent Contract – The Board of Directors is recommending approval of the Superintendent Contract with Dr. Philip B. Gale for the term of July 1, 2022 through June 30, 2027.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-H: It was moved by Mr. Jackson and seconded by Mrs. Nafziger to approve this item. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Rintz asked if there were any citizens who wished to make a comment to the board. There were none.

The meeting was adjourned at 8:32 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Secretary