

**Minutes
Committee of the Whole
May 9, 2022**

The Penn Manor School Board met at 6:00 p.m. for an Executive Session to discuss Personnel (Superintendent Evaluation, Resignations), Security and Safety, and Student Matters.

The Penn Manor School Board met as a Committee of the Whole at 7:03 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. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Lechlitter, Mr. Chris Johnston, Dr. Philip Gale, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: John Wenzel, Tracy Musser, Courtney Kolp, 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 34 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, May 23, 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 April 25, 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 gave an update for suggesting changes to PSBA bylaws. Mr. Straub reported that the LCCTC approved Tom Wolf as the Assistant Director. He also reported that all 120 slots for the summer camp for grades 6-8 at the LCCTC are filled. Mrs. Nafziger shared that for this year's Senior Awards, PMEF will be presenting the largest number of scholarships to date with the highest dollar amount.

Sandra Bock was recognized for her heroism in saving a child who was choking while she was working in the cafeteria at Hambright Elementary. Mr. Herr read the board resolution and Mr. Brown presented her with the resolution.

Dr. Lechlitter, Dr. Gale and Dr. Egan presented the job descriptions for the proposed temporary two year positions during the 2022-2023 and 2023-2024 school years. These positions will be paid through ESSER funds. Approval for placement of this item on the May 9, 2022 board agenda was approved on a motion by Ms. Wert and seconded by Mr. Straub. 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 reported on the results of several online bids to dispose of district assets using Municibid.com.

Mr. Johnston presented the 2022-2023 proposed final budget and summary. The prepared budget will be advertised for final adoption on June 20, 2022. Approval for placement of this item on the May 9, 2022 board agenda was approved on a motion by Mr. Sweigart and seconded by Mr. Jackson. The following voice vote was taken on this motion. Mr. Brown, no; 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. Gale reviewed the process for hiring a new Assistant Superintendent for Secondary Education for the 2022-2023 school year.

The Committee of the Whole adjourned at 8:07 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 9, 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, May 23, 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. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Philip Gale, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: John Wenzel, Tracy Musser, Courtney Kolp, 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 34 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 addressed the board in support of a pay raise for support staff. She reviewed the building aide job description and discussed the need for a higher hourly rate.

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the April 25, 2022 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.

Dr. Leichliter provided the Superintendent's report. There are 18 more days of school left in the 2021-2022 school year. As Dr. Leichliter will be taking some vacation at the end of June, he proposed that the board name Dr. Gale as substitute superintendent from June 22 to June 30. This will be addressed on a future board agenda. He reported that Mrs. Fisher died recently and that he had met with the family. Mrs. Fisher had lived in the house for 72 years. The family will vacate the property by October 1, 2022.

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. Adoption of the 2022-2023 Penn Manor School District Proposed Final Budget

1. Adoption of a proposed final budget for 2022-2023 listing expenditures in the amount of \$96,788,518.
2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 20, 2022 for consideration of the final budget

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

It was moved by Mrs. Nafziger and seconded by Mr. Straub to approve this item. The following voice vote was taken on this motion. Mr. Brown, no; 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. Appointment of Board Treasurer – Appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2022 through June 30, 2023.

Explanation: Required by Pennsylvania School Code.

- B. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2022 through June 30, 2023.

Explanation: Required by Pennsylvania School Code.

- C. District Income Protection Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2022 to 6/30/2023 at a rate of .14% of covered payroll.

Explanation: Income Protection (disability) benefits are provided to all employees eligible for health care benefits, except for long-term substitutes. The level of coverage is defined in the negotiated agreement. The rate remains the same as the previous year.

- D. District Life Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2022 to 6/30/2023 at a rate of .07 per \$1,000 for Life coverage and .02 per \$1,000 for Accidental Death and Dismemberment coverage.

Explanation: Life and AD&D benefits are provided to all active employees eligible for health care benefits. The level of coverage is defined in the negotiated agreement. The rate remains the same as the previous year.

- E. Winslow Technology Group – For Automox annual software license and support in the amount of \$5123.25.

- F. Reading Mastery Transformations materials for kindergarten, first, second and third grade special education classrooms in the amount of \$71,023.42.

Explanation: Reading Mastery Transformations is the research-based direct instruction program used in special education classrooms. Materials will be purchased with ESSER funds

- G. Foundations Kits for kindergarten, first and second grade classrooms in the amount of \$65,625.

Explanation: Ordering classroom kits for kindergarten, first and second grade classrooms to provide systematic phonics instruction. Kits to be purchased with ESSER funds.

- H. Geodes Kits for kindergarten, first and second grade classrooms in the amount of \$138,686.65.

Explanation: Ordering classroom kits for kindergarten, first and second grade classrooms to provide decodable books aligned with the scope and sequence of Foundations. Kits to be purchased with ESSER funds.

- I. The Vista School Agreement for ESY 2022

Explanation: To provide extended school year educational services for one student

- J. PSBA All Access Package - Membership in the Pennsylvania School Boards Association, for the 2022-2023 school year and payment of dues in the amount of \$17,072.19.

- K. Judicial Review

- L. Naming of H.S. Alumni Conference Room the *Luella M. Mellinger Alumni Conference Room*

Explanation: In accordance with Board Policy #701.1

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

It was moved by Ms. Wert 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.

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

- A. Professional Staff Employment and Change in Status of the individuals listed per the effective date for the 2022-2023 school year
- B. Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2021-2022 school year

- C. Resignation of the individuals listed below with the effective date:
 Rachel A. Bixler, Behavioral Specialist, effective 8/21/22 (correction)
 Todd M. Mealy, HS Social Studies teacher, effective 8/21/2022
 Jourdan L. Smith, Hambright 1st grade teacher, effective 8/21/22
 Courtney M. Wagner, Hambright Special Education teacher, effective 8/21/22
 Jennifer Korosec, 10 month Secretary, High School, effective 5/27/22
 Edgar Escobar, 12 month Custodian, Pequea, effective 4/27/22
 Keri Denlinger, Food Service, Central Manor, effective 5/27/22 (revised)
 Kayla Miller, JV Coach, Girls Lacrosse, effective 4/21/22
- D. Employee Group Agreement (copy available upon request)
 Act 93 Compensation Plan
- E. Support Staff Salary Grid for 2022-23

 Explanation: Discussed and approved on April 11 as part of the Staff Recruitment/Retention plan. The grid will be used to determine the rates for support staff for 2022-23 to become effective July 1, 2022.
- F. ESSER On-Assignment Job Descriptions:
 School Counselor On-Assignment
 Student Support Facilitator On-Assignment
 Learning Facilitator On-Assignment Elementary
 Learning Facilitator On-Assignment Secondary
 Supervisor of Curriculum and Instruction

 Explanation: Jobs are temporary two year positions during the 2022-2023 and 2023-2024 school years. Positions to be paid through ESSER funds.
- G. High School Career Paraprofessional hours from 10 to 20 hours per week

 Explanation: Shifting the High School Career paraprofessional position from 10 to 20 hours weekly to assist students in fulfilling graduation requirements starting the 2022-2023 school year.
- H. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2021-22 school year
 Hali Wagner Madison Tinera
 Olivia Sonnett Madison LeClerc
 Kira Heaps Alyson Sweeney
 Katherine Riley Kayleigh Hadesty
 Heather Mitchell
- I. Systems and Security Analyst Job Description – for reclassification of an existing technology staff position to address ongoing cybersecurity needs.

J. Support Staff Bonus

Explanation: In recognition of the hard work and dedication of our support staff during the COVID-19 pandemic, a one-time payment \$1 per hour will be made to support staff who are active on May 9, 2022 and based upon the hours worked during the 26 pay dates from May 5, 2021 through April 20, 2022.

K. Auxiliary Sports Worker - Megan McMurtrie

L. Spring Coach 2021-22 - Peyton Thompson, JV Coach, Girls Lacrosse, effective 4/21/22, remainder of season \$1,375

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-I, K-L: It was moved by Mr. Jackson and seconded by Mr. Herr 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 PERSONNEL ACTION CONSENT AGENDA ITEM 4J: It was moved by Mrs. Nafziger and seconded by Ms. Wert 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, abstained; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Rintz asked if there were any citizens who wished to make a comment to the board. District resident and past school board director, John Wenzel, commended Dr. Leichter for his excellent service to Penn Manor especially while dealing with a pandemic and building a new high school. He has toured the new high school and reported that he feels it is conducive to learning and is money well spent. He was especially touched by the Vietnam War etchings of the 7 alumni who died in the war that is on display in the Alumni Conference Room.

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

Carlton L. Rintz, President

Cindy Rhoades, Secretary