

**Minutes
Committee of the Whole
January 9, 2023**

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

The Penn Manor School Board met as a Committee of the Whole at 7:06 p.m. on the above date in the large group instruction room at Penn Manor High School. The meeting was called to order by Board President, Mr. Carlton Rintz. The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, Dr. Peggy Anastasio, and Mr. Charlie Reisinger. Also in attendance for the meeting: Several district residents, Mr. Chip Mathias, Mr. Robert Spicer, LNP Correspondent, Mr. Keith Henninger, 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 30 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, January 23, 2023 in the large group instruction (LGI) room at Penn Manor High School at 7:00 p.m.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the December 5, 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. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The upcoming board opportunities were reviewed. Mr. Straub gave an overview of the December reorganization meeting for the CTC. He also reported that an HR person was hired as well as a principal at the Mt. Joy campus. Ms. Wert report that the Lancaster County Academy received a clean audit and that the East campus will be moved to the HACC campus beginning in 23-24. Mrs. Nafziger reported that PMEF distributed \$21,000 in Strong and Healthy grants.

Mr. Straub introduced Dr. Michael DelPriore, Chief Financial Officer of the Lancaster County CTC. Dr. DelPriore provided an overview of the proposed LCCTC budget for the 2023-2024 school year. Approval for placement of this item on the January 23, 2023, board agenda was approved on a motion by Mr. Sweigart and seconded by Mr. Lombardo. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Rintz reviewed the list of committee assignments for the 2023 calendar year. Approval for placement of this item on the January 9, 2023, board agenda was approved on a motion by Ms. Wert and seconded by Mr. Straub. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Gale reviewed the updates in the superintendent's second quarterly report of the 2022-2023 school year. Mr. Sweigart made a motion to increase teacher substitute pay from \$125.00 per day to \$150.00 per day. Approval for placement of this item on the January 23, 2023, board agenda was seconded by Mr. Lombardo. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Jackson made a motion to reimburse new support staff up to \$100 for required clearances. Approval for placement of this item on the January 23, 2023, board agenda was seconded by Mr. Sweigart. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Johnston provided a review of the proposed Capital Projects Plan for 2023-2024. Approval for placement of this item on the January 23, 2023, board agenda was approved on a motion by Mrs. Nafziger and seconded by Mr. Straub. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Johnston led a discussion of the planned cycle for requesting proposals for contracted services.

The Committee of the Whole adjourned at 8:34 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
January 9, 2023

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the large group instruction room at Penn Manor High School following the Committee of the Whole meeting. The meeting was called to order by Board President, Mr. Carlton Rintz, at 8:35 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, January 23, 2023, following the Committee of the Whole Meeting.

The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, Dr. Peggy Anastasio, and Mr. Charlie Reisinger. Also in attendance for the meeting: Several district residents, Mr. Chip Mathias, Mr. Robert Spicer, LNP Correspondent, Mr. Keith Henninger, 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 30 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. There were none.

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the December 5, 2022 meeting. Hearing none, it was moved by Mr. Jackson and seconded by Mr. Sweigart to approve the minutes as printed. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Gale provided the Superintendent's report. The Farm Show is this week and Manor FFA is well represented. The end of the first semester is coming up. High school students are currently taking Keystone Exams and finals. Dr. Gale showed a video that included Central Manor 5th grade students. The video was provided by Google to promote its CS First Video software that allows student to learn coding.

Mr. Johnston presented for payment the November 2022 bills. It was moved by Mrs. Nafziger and seconded by Mr. Lombardo to authorize payment of the bills:

General Fund	\$	4,242,211.73
Food Service Fund	\$	179,655.89
PMSD Capital Reserve Fund	\$	33,769.00
PSDLAF Capital Reserve	\$	100,608.35
2018 Construction Fund	\$	2,506.89
Student Activity Fund	\$	17,151.75

The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

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. Lancaster County Career & Technology Center Representatives - appoint Chris Straub as representative to the Lancaster County Career & Technology Center and Joe Fullerton as alternate.
- B. Lancaster County Academy Representatives - appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Dell Jackson as alternate.
- C. Lancaster County Tax Collection Bureau Representatives – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- D. Second and Final Reading of Revised/New Board Policies as presented for 236.1, 805, 805.2, and 808.

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

It was moved by Mr. Lombardo and seconded by Mr. Sweigart to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, 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. Procurement Card Authorized User Listing
- C. MSDSonline Agreement to provide a web based platform for chemical management and compliance

Explanation: The web based platform provides access to the MSDS (material safety data sheet) database for chemicals stored and used throughout the district.

- D. Saxton & Stump, LLC as District Solicitor

Explanation: Due to a merger, the attorneys formerly at Kegel Kelin Litts & Lord LLP are moving their practices to Saxton & Stump, LLC. The District appoints Saxton & Stump, LLC with the understanding that the District will continue its relationships with

the attorneys formerly at Kegel Kelin Litts & Lord LLP. The Solicitor's services and hourly rates will stay the same for 2023.

- E. Tuition-Free Senior for the second semester of the 2022-2023 school year:
Torianna Hutton

- F. Contract for student with an IEP to attend a specialized program through the School District of Lancaster

- G. Change Orders - Penn Manor High School Project
Plumbing Contractor - Jay R Reynolds, Inc.
 Change Order 8 - Add \$8,339.00
 PCO#27 Final connections at revised weld hoods \$1,558.00
 PCO#28 Remove existing PRVs and meters due to new pit \$5,607.00
 PCO#29 Unclog sanitary line in C section due to Owner \$1,174.00
HVAC Contractor - Myco Mechanical, Inc
 Change Order 7 - Add \$31,936.87
 PCO#15 Final duct connection for kilns after all revisions \$6,315.15
 PCO#16 Temp head for exiting gym due to phasing \$25,621.72
General Contractor - Lobar, Inc
 Change Order 35 - Add \$42,810.08
 PCO#168 Case mods for ranges in A031 & A036 \$2,465.23
 PCO#169 Added hardware in stage dressing stalls \$882.19
 PCO#170 Added spandrel glass at DAO window \$2,252.79
 PCO#163 Dryer vent chase on wall \$700.35
 PCO#172 Terrazzo in E120 per CCD 158 \$12,355.34
 PCO#173 Sinkhole repair at inlet 800 \$11,901.51
 PCO#174 Revisions to storm structure CB305 \$5,231.61
 PCO#175 Repair unknown sanity line \$1,290.98
 PCO#177 Add window film at A curtain wall \$782.06
 PCO#178 Add matt hoist beam in gym \$2,767.60
 PCO#179 Revise fence layout for fire hydrant at field house \$2,180.42
Electrical Contractor - Boro Construction, Inc
 Change Order 12 - Add \$21,275.73
 PCO#67 Temp heat work for existing gym due to phasing \$18,220.71
 PCO#71 Final connection for CNC machine \$3,055.02

- H. Acceptance of PMEF Venture Grants for Fall 2022

- I. Villanova University Affiliation Agreement effective December 23, 2022 for field experience for teaching and counseling programs.

- J. Agreement with Beth Soderberg LLC for web development, information architecture, and accessibility programming for district and high school websites in the amount of \$23,560.

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

It was moved by Ms. Wert and seconded by Mr. Lombardo to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, 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 and Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2022-2023 school year
- B. Leave to the individuals according to the terms listed:
Professional Employees:
Employee M35 - Family Medical Leave - December 7, 2022-February 8, 2023
Employee M31 - Family Medical Leave/CRL [Revised]-December 1, 2022 to 2023-2024 School Year
Employee M40 - Leave of Absence - February 28, 2023 - April 11, 2023
Classified Employees:
Employee M38 – Leave of Absence - December 21, 2022 - January 17, 2023
Employee M39 – Family Medical Leave - February 1, 2023 - February 15, 2023
Employee M36 – Leave of Absence - December 12, 2022 - January 10, 2023
- C. Resignation of the individuals listed per the effective date:
Tom Fluke, Assistant Director of Buildings & Grounds, effective 1/6/23
Arlene Murray, Custodian, Pequea Elementary, effective 12/7/22
Kurt Long, Custodian, High School, effective 12/9/22
- D. Retirement of the individual listed per the effective date:
Cindy Frey, Cafeteria Manager, High School, effective 6/2/23
- E. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2022-23 school year:

Brianna Nissley	Hanna Ciesielka
Hailey Grant	Jacob Snelbaker
Kia Heaps	Heather Mitchell
Morgan Biesecker	Samantha Matthews
- F. Elementary Tutors for the 2022-2023 school year at the professional rate.

Morgan Schuck	Chris Harzinski
Krista Eby	Melissa Douts
Joyce Wright	
- G. Spring Musical 2022-23:
Randall Frizado, Musical Director/Set Design, \$6,000
Melissa Mintzer, Production Manager/Marketing, \$3,250
Lauren Ciemeiwick, Music Director, \$3,250
Carter Rutkowski, Choreographer, \$1,500
Madison Mintzer, Asst Production Manager, \$1,000

H. Spring Musical 2022-23 Contracted Services with Triforce Pro Audio for Lighting and Sound Direction for \$4,500

I. 2022 Football Coaching Stipend Revision

J. Athletic Worker:
Michelle Boland

K. Head Track & Field Coach - Nicholas Loreto, effective 12/28/2022

L. Event Managers for 2022-2023:

Jessica Ayala	Cindy Bachman
Aron Basile	Michele Boland
Jarrod Claar	Hope DeBoe
Ellen Finger	Lorien Gilbert
Constance Jackson	Tanya Johnson
Kim Juba	Steve Kramer
Jen Kroesen	Beth Martin
Beverly Mercer	Kathleen Railing
Angel Robinson	Danielle Rogers
Eric Sarra	Curt Snelbaker
Streeter Stuart	Christopher Tongel
Lauren Weaver	Alison Witmer

M. Temporary Middle School Alternative Education Program:

Jenna Burger	Erika McLaughlin
Rachel Oler	Brett Sheaffer
Daryn Vinson	Lori Orihuel
Adam Brown	

N. Additional 40 days for Quay Hanna at a rate of \$47.50 per hour for the remainder of the 2022-2023 school year.

Explanation: The hours are in addition to the approved hours for Mr. Hanna's services for the 2022-2023 school year.

O. Mentors for the 2022-2023 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.

P. Parent Literacy Workshops Personnel Addition - Wanlee Shufflebottom for up to 4 hours to conduct Parent Literacy Workshops during the 22-23 school year.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-P: It was moved by Mr. Sweigart and seconded by Mr. Straub to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, 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. District resident, Eric Warfel, spoke on the topic of staffing.

The meeting was adjourned at 8:46 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Secretary