

**Minutes
Committee of the Whole
April 17, 2023**

The Penn Manor School Board met at 5:00 p.m. for a Budget workshop. All workshops are open to the public. An Executive Session was held at 6:15 p.m. to discuss Personnel Items (Resignations, Leaves, and Recommendations).

The Penn Manor School Board met as a Committee of the Whole at 7:07 p.m. on the above date in the large group instruction room at Penn Manor High School, 100 E. Cottage Avenue, Millersville, PA. 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, Mr. Daniel Forry, and Mr. Charlie Reisinger. Also in attendance for the meeting: several district residents, several Penn Manor students and their parents, Mr. Doug Eby, Mr. Pat Tocci, Mr. Brian Wallace, Mr. Keith Henninger, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 36 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 1, 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 March 20, 2023, Committee of the Whole Meeting. Hearing none, it was moved by Mr. Jackson and seconded by Mr. Lombardo 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. Jackson reported that the COSSBA conference in Tampa was very educational. Board members present at the conference attended sessions on school safety, communication, resilience, and leadership. Ms. Wert shared that at the LCA JOC meeting in April the contract with HACC for the East Campus location for 2023-2024 was approved and the West Campus at Crossroads Church agreement will continue. Mr. Straub shared that Penn Manor's Cole Hertzog was the LCCTC Student of the Month at Willow Street. The annual fly fishing fundraiser will be held on May 4. Mrs. Nafziger reminded the board about the PMEF Golf Outing on June 13.

The Girls Bowling Team was introduced by Mr. Tocci along with their coach, Chris Vital. The team placed 2nd in the Lancaster-Lebanon League and were runner-up at States. They are headed to Nationals in June. Kaitlin Clauson and Trinity Mowery were recognized for their outstanding season on the Girls Wrestling Team.

Ms. Wert reviewed the proposed 2023-2024 Lancaster County Academy budget. Approval for placement of this item on the May 1, 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.

Dr. Gale and Mr. Johnston reviewed the options for remediation of the sinkhole that has opened in the macadam playground area behind Central Manor Elementary School. The board instructed Mr. Johnston to get pricing for Option #2 of the presentation.

Dr. Gale reviewed Act 39 of 2018 that 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 2023. Approval for placement of this item on the April 17, 2023, board agenda was approved on a motion by Mr. Herr 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. Johnston and Mr. Forry reviewed the 2022-2023 revenue budget results and expense budget results through the first nine months of the fiscal year.

Dr. Gale, Mr. Johnston and Mr. Forry provided an update on the 2023-2024 budget, including details on the administration recommendations for support staff recruitment and retention plan to be used for the 2023-2024 fiscal year as well as a recommendation to approve several new positions.

Approval for placement of the recommendation for the Penn Manor support staff recruitment and retention plan on the May 1, 2023, board agenda was approved on a motion by Mr. Jackson and seconded by Mr. Straub. The following voice vote was taken on this motion. Dr. Fullerton, no; Mr. Herr, no; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, no; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, no.

Approval for placement of the recommendation for the STS support staff recruitment and retention plan on the May 1, 2023, board agenda was approved on a motion by Mr. Jackson and seconded by Mr. Straub. The following voice vote was taken on this motion. Dr. Fullerton, no; Mr. Herr, no; Mr. Jackson, yes; Mr. Lombardo, no; Mrs. Nafziger, no; Mr. Rintz, yes; Mr. Straub, abstained; Mr. Sweigart, no; Ms. Wert, no. The motion did not succeed.

Approval for placement of the recommendation to convert the ESSER positions to permanent positions and to add a second assistant director of student services position on the May 1, 2023, board agenda was approved on a motion by Mr. Jackson and seconded by Mr. Straub. The following voice vote was taken on this motion. Dr. Fullerton, no; Mr. Herr, no; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, no; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, no.

The Committee of the Whole adjourned at 8:50 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
April 17, 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, 100 E. Cottage Avenue, Millersville, PA following the Committee of the Whole meeting. The meeting was called to order by Board President, Mr. Carlton Rintz, at 8:51 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 1, 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, Mr. Daniel Forry, and Mr. Charlie Reisinger. Also in attendance for the meeting: several district residents, Mr. Doug Eby, Mr. Brian Wallace, Mr. Keith Henninger, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 36 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 March 20, 2023 meeting. Hearing none, it was moved by Mr. Lombardo and seconded by Mr. Jackson 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. He thanked everyone who participated in the high school dedication weekend. He shared that Crabtree, Rohrbaugh received an architectural award for their design of the high school. The Unified Track Meet is tomorrow at 4 p.m. A list of possible dates will be sent to board members for the summer retreat.

Mr. Johnston presented for payment the March 2023 bills. It was moved by Mrs. Nafziger and seconded by Mr. Lombardo to authorize payment of the bills:

General Fund	\$ 15,538,314.06
Food Service Fund	\$ 134,681.42
PMSD Capital Reserve Fund	\$ 552,184.08
PSDLAF Capital Reserve Fund	\$ 5,232.12
Student Activity Fund	\$ 16,313.31

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. The Intermediate IU13 Core Program of Services and Instructional Media Services budget for the 2023-2024 school year resolution.
- B. Recommendation to not test for lead in water for Penn Manor buildings for the 2022-2023 school year.

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

It was moved by Mr. Straub 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 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Purchase of tractor from PowerPro Equipment

Explanation: The new utility tractor will replace a 20 year old tractor. To be purchased through COSTARS to be paid from the Capital Reserve Fund.
- B. Staff Holiday Schedule for the 2023-2024 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 2023-2024 school year.
- D. MOU Agreement with Lancaster CCYA to establish transportation procedures for foster care youth enrolled in the Penn Manor School District.

Explanation: Every three years Penn Manor and Lancaster CCYA update the transportation MOU.
- E. MOU Agreement with Community Services Group (CSG) for an Outreach Specialist.

Explanation: CSG is providing an Outreach Specialist to work specifically with families experiencing homelessness. This is a grant funded position that will expire on June 30, 2024.
- F. Agreement with IU13 on training on upcoming science standards for the amount of \$4,000.

Explanation: Penn Manor science teachers will receive four days of training from IU13 on the STEELS science standards to be implemented in 2025. If approved the cost of the training will be funded through Federal Title II money.

- G. Contract Approval for Elaine Torres, Spanish speaking psychologist, to conduct special education evaluations at \$100.00 per hour as needed through June 30, 2024.
- H. Independent contractor agreement for the 2023-2024 school year with Billings Bilingual for translation of special education documents.
- I. TeamCare Training for K-12 Counselors not to exceed \$1,200 during August 2023.

Explanation: School counselors will receive training from TeamCare on a variety of topics with the intention to equip them to better work with students. If approved, training will be funded through Federal Title II money.

- J. The Superintendent recommends the purchase of the following textbooks:

- *Rules* published by Scholastic (Lord, Cynthia), in the amount of \$4,225.30

Explanation: The novel has been reviewed by the school directors who serve as liaisons to the administration. The book will be used in fifth grade.

- K. Agreement with Great Minds for Eureka Math K-5 for the amount of \$81,551.17

Explanation: These are student books and digital licenses for the 2023-2024 school year. If approved a portion of the cost will be funded through Federal Title IV money.

- L. Tuition-Free Senior for the remainder of the 2022-2023 School Year
Dominick Guzman

Explanation: In accordance with Board Policy #202

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

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. Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2022-2023 school year.
- B. Professional Staff Employment and Change in Status of the individual listed per the effective date for the 2023-2024 school year.

- C. Leave to the individuals according to the terms listed:
Professional Employees:
Employee N11 - Family Medical Leave - March 10, 2023-April 24, 2023
Employee N12 - Family Medical Leave - March 13, 2023-April 16, 2023
Employee N18 - Leave of Absence - April 17, 2023-June 2, 2023
Employee N13 - Family Medical Leave - March 24, 2023-April 21, 2023
Employee N14 - Intermittent Family Medical Leave - March 20, 2023-March 20, 2024
Employee N7 - Family Medical Leave - April 11, 2023-Start of 2023/2024 SY
[REVISED]
Employee N15 - Family Medical Leave - May 18, 2023-Start of 2023/2024 SY
Classified Employees:
Employee N16 - Family Medical Leave - March 20, 2023-Start of 2023/2024 SY
Employee N17 - Intermittent Family Medical Leave - February 27, 2023-March 9, 2023
Employee N19 - Family Medical Leave - March 10, 2023-June 2, 2023
- D. Resignation of the individual listed per the effective date:
Diane Bleacher, Library Aide, High School, effective 4/5/23
Marcie Lehigh, Part Time Floating Custodian, effective 3/29/23
Matt Lugo, Student Custodian, High School, effective 3/28/23
Mason Lombardo, Student Custodian, High School, effective 4/14/23
Amanda Pryzbylowski, Head Coach Boys & Girls Tennis Teams, effective at the end of the Spring, 2023 season
- E. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2022-23 school year:
Ebony Lacey De'Asia Holloman
- F. Athletic Workers for the 2022-23 school year:
Jeff Roth Barney Peace
- G. Stipend – Julie Yost, an administrative stipend of \$75.00 per day for serving as substitute Director of Student Support Services.
- H. Principal Penn Manor High School - Mr. Douglas C. Eby, Act 93 position, 12 months, \$125,000.00, effective 7/1/23.
- I. Director of Student Support Services - Ms. Denise Galen, 12 months, \$125,000.00, effective 7/1/23.
- J. 2022-23 Spring Coach:
Charles Nixdorf, Track and Field, \$1,330
- K. 2022-23 Spring Volunteer Coaches – attached

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G, J, K: It was moved by Mrs. Nafziger 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.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4H: It was moved by Mr. Jackson and seconded by Mrs. Nafziger 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.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4I: It was moved by Mrs. Nafziger and seconded by Mr. Jackson 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, Shawna Ciampanelli spoke on the topics of girls' sports and board communication. District resident, Timothy Guy spoke on the topic of STS employees.

The meeting was adjourned at 9:07 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Secretary