

**Minutes
Committee of the Whole
May 15, 2023**

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

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, 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, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. Anthony Lombardo was absent. 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. Robert Spicer, LNP correspondent, 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 41 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, June 5, 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 May 1, 2023, 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, absent; Mrs. Nafziger, yes; Mr. Rintz, absent; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The upcoming board opportunities were reviewed.

High school music teacher Mrs. Lauren Ciemiewicz introduced two of her students to the board. Kaleb Kabakjian was recognized for being named to the 2023 All-State Chorus as a Bass 1. Ms. Wert read the board resolution and presented Kaleb with the resolution. Nicole Chen was recognized for being named one of the piano accompanists to the 2023 All-State Chorus. Mrs. Nafziger read the board resolution and Mr. Jackson presented Nicole with the resolution.

Dr. Molly Miller introduced Suren Clark and Jordan Chen to the board. They earned first place in the Debating Technological Issues team competition at the Pennsylvania Technology Student Association State Conference and have qualified for the National Technology Student Association competition. Mr. Sweigart read the board resolution and presented each student with the resolution.

Chloe Chen, a 4th grade student at Central Manor Elementary, was recognized for finishing in 2nd place for the 2023 Humpty Dumpty Magazine cover art contest.

Dr. Egan and Dr. Cox reviewed the work teachers performed to satisfy their Act 80 commitments.

Mr. Johnston and Mr. Forry presented the 2023-2024 proposed final budget and summary. The prepared budget will be advertised for final adoption on June 19, 2023. Approval for placement of this item on the May 15, 2023, board agenda was approved on a motion by Ms. Wert and second by Mrs. Nafziger. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, absent; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Johnston and Mr. Forry presented fund accounting and reviewed the district's various fund balances include rules, classifications and planned uses.

Ms. Wert as chairperson of the Communication Ad Hoc Committee provided an update on the work that has been completed on a communication process for board directors. The committee provided flowcharts for the board's review and suggestions.

The Committee of the Whole adjourned at 8:57 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
May 15, 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 8:59 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, June 5, 2023, following the Committee of the Whole Meeting.

The following directors were present: 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. Mr. Anthony Lombardo joined the meeting by telephone. 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. Robert Spicer, LNP correspondent, 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 41 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 May 1, 2023 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. He reported that Penn Manor will be hosting the end of year Unified Track meet tomorrow. Annie Bibus and Isabelle Kligge are Penn Manor's scholar athlete nominees for the A. Landis Brackbill Award. Hambright held their annual Fine Arts Day on May 11. Third grade teacher Brandy Smith and her team did an excellent job organizing this exciting day. All Conestoga Elementary students attended a show at the Fulton Opera House. 1996 Penn Manor alum, Jake Bleacher, spoke with high school students about his experiences working at NASA as a chief exploration scientist.

Mr. Johnston presented for payment the April 2023 bills. It was moved by Mr. Straub and seconded by Mr. Sweigart to authorize payment of the bills:

General Fund	\$ 4,146,105.92
Food Service Fund	\$ 207,110.92
PMSD Capital Reserve Fund	\$ 50,749.00
PSDLAF Capital Reserve Fund	\$ 21,012.00
Student Activity Fund	\$ 31,369.92

The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes-abstained from check #55082; Mr. Lombardo, yes; Mrs. Nafziger, yes-abstained from check #55086; Mr. Rintz, yes-abstained from check #55183; 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. First Reading of Revised School Board Policies 011, 137, 137.1, 137.2, 137.3, 202, 204, 217, 221, 233, 251 ,810.
- B. Adoption of the 2023-2024 Penn Manor School District Proposed Final Budget
 - 1. Adoption of a proposed final budget for 2023-2024 listing expenditures in the amount of \$101,633,969.00.
 - 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 19, 2023 for consideration of the final budget

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

It was moved by Ms. Wert 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. Approval of Graduates – The members of the Class of 2023 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- B. Judicial Review
- C. Special Education Contract with Intermediate Unit 13 to provide special education services, special education support services in 2023-2024 and to set hourly rates for services for interpreters, physical therapy and occupational therapy.
- D. IU13 Job Training Services contract for Job Training Services provided by IU13 for the 2023-2024 school year

Explanation: This contract is based upon preliminary unit costs of \$395.00 per day in the 2023-2024 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- E. IU13 Occupational/Physical Therapy Services provided by IU13 for the 2023-2024 school year

Explanation: This contract is based upon preliminary unit costs of \$134.00 per hour in the 2023-2024 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- F. IU13 Speech/Language Services provided by IU13 for the 2023-2024 school year

Explanation: This contract is based upon preliminary unit costs of \$134.00 per hour in the 2023-2024 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- G. 2023-2024 School Breakfast and Lunch Prices

- H. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service systems all school buildings from 7/1/2023 through 6/30/2024.

Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period.

- I. EMS services proposal for 2023 Football season from Emergency Medical Standby, LLC.

- J. Sapphire Software proposal for elementary report card update programming.

Explanation: Seeking approval for Sapphire to update elementary report cards to reflect most current curriculum.

- K. NRG Service Agreement – Central Manor /Conestoga /Eshleman/ Hambright/ Letort/ Martic/Pequea/ Marticville Middle/ Manor Middle /PM High School

Explanation: Service agreement with NRG for the building automation services, automatic temperature controls and access control/security effective July 1, 2023 through June 30, 2024, including the Repair, Labor and Materials option.

- L. Dual Enrollment Agreement between Messiah University and Penn Manor School District

- M. CDW subscription agreement for Google Workspace for Education

Explanation: Renewal of the three-year subscription to Google Workspace for Education Plus Edition for all school buildings, students, and teachers.

- N. Millersville University Nursing Program Affiliation Agreement

- O. River Rock Academy Agreement for two special education placements

Explanation: This is to provide for the needs for students that will be served by out of district placements for the 2023-24 school year.

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

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.

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 N10 - Intermittent Family Medical Leave - March 10, 2023-June 2, 2023 [Revised]
Employee N20 - Family Medical Leave - May 27, 2023 - Start of 2023/24 School Year
Employee O1- Family Medical Leave - September 10, 2023 - December 4, 2023
- D. Resignation of the individuals listed per the effective date:
 Tom Reustle, Head Golf Coach, effective 4/28/23
 Kate Borrows, RTL Level 1 Aide, Pequea, effective 4/28/23
 Fidele Asukulu, Student Custodian, High School, effective 4/24/23
- E. High School teachers that will be involved in the ReACH Program for summer 2023 at the hourly professional rate stipulated in the collective bargaining agreement. American Rescue Plan funds will be used for this initiative.
- F. The administrative staff is recommending the approval of the attached individuals to be paid at the professional rate to perform elementary summer math curriculum writing.
- G. Middle school teachers to lead summer remediation sessions of up to 41 hours per teacher at the hourly professional rate stipulated in the collective bargaining agreement. American Rescue Plan funds will be used for this initiative.
- H. Professional Leaves of the individuals listed, for the 2023-2024 school year, for the purpose of study pending appropriate documentation of courses. They will be taking the required number of credits in accordance with the district Compensated Professional Leave Policy #338.1.

Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant professional development leaves of absence to professional employees who meet

specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #338.1, and Article XXVIII of the collective bargaining agreement with the Penn Manor Education Association (PMEA).

- I. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2022-23 school year: Cicily Confer
- J. Recommending approval of the following Girls' Tennis Coach for the 2023-24 school year: Sarah Sambrick
- K. Recommending approval of the following Head Boys/Girls' Cross Country Coach for the 2023-24 school year: Nick Loreto
- L. Summer hours - The administrative staff is recommending the approval of up to 10 additional days during the summer of 2023 for Julie Yost, Carly McPherson, Kathy Grenier, Allison Mattern, Dorina Andes, Jessica Cunningham and Stephanie Herrmann to be paid at per diem rate.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-L: It was moved by Ms. Wert 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 comment. District resident Jill Kloppmann commented on the topic of board communication. District resident Shawna Ciampanelli also commented on the topic of board communication.

The meeting was adjourned at 9:16 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Board Secretary