

MINUTES
Committee of the Whole
March 16, 2020

The Penn Manor School Board met for a public workshop, *Defining Academic Performance in the Top 5*, followed by an Executive Session at 6:30 p.m. to discuss Personnel – Leaves, Retirements, and Resignations.

The Penn Manor School Board met as a Committee of the Whole at 7:17 p.m. in the boardroom at Manor Middle School. The meeting was called to order by Board President Mr. Carlton Rintz. The following directors were present: Dr. Richard Frerichs (via Zoom), Mr. Joseph Fullerton, Mr. Wardell Jackson, Mrs. Nickole Nafziger (via Zoom), Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Mr. Mitchell Sweigart. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Philip Gale, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Chip Mathias, Ms. Maggie Kyper, Mrs. Lisa Suydam, Mr. Ben Schober, Mr. Brian Wallace, Ms. Emily Long, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary.

Mr. Rintz announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, March 30, 2020, in the boardroom of the Manor Middle School at 7:00 p.m.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the March 2, 2020, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Jackson and a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Mr. Rintz asked for any Citizen's Comments. Mr. Ben Schober, 138 Central Manor Road, Mountville, requested that the district consider continuing to pay the spring coaches.

The board development opportunities were reviewed. Mr. Fullerton reported that the IU13 Reinventing Showcase was excellent and Penn Manor was well-represented.

Mrs. Lisa Suydam was introduced to the board as the new Assistant Principal at Central Manor Elementary School.

Dr. Leichliter provided the third quarter update on his Superintendent's goals.

Mr. Fullerton and Dr. Leichliter reviewed the IU13 Core Program of Services and the Instructional Media Services budget for the 2020-2021 school year. Each member district must annually approve this budget from IU13. Approval for placement of this item on the March 30, 2020, board agenda was approved on a motion by Mr. Jackson and seconded by Mr. Sweigart. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, abstained; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, absent.

Mr. Rintz and Dr. Leichter discussed the planning of the annual one-day summer planning retreat. A survey of dates will be sent to board directors and locations are being discussed.

Mr. Johnston reviewed the terms of the proposed agreement with Eschbach Bus Service. Approval for placement of this item on the March 30, 2020, board agenda was approved on a motion by Mr. Jackson and seconded by Mrs. Nafziger. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, absent.

Mr. Johnston provided a status report on the 2020-2021 budget.

Mr. Straub and Dr. Leichter provided information on the LCCTC bond refinancing. Approval of the Debt Refunding Plan authorizes the Authority to proceed and to undertake the Refunding Plan to be funded by the Bonds to be issued by the Authority in the maximum aggregate principal amount of \$10,080,000. The purpose of the Refunding Plan is to reduce the total debt service over the life of the Bonds. The plan has been approved by the LCCTC Joint Operating Committee and the resolution was drafted by our solicitor. Approval for placement of this item on the March 16, 2020, board agenda was approved on a motion by Mr. Jackson and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, absent.

Dr. Leichter presented a Resolution due to the COVID-19 Pandemic. Upon the advice of the District Solicitor, the administration is making a late addition to the agenda to cover unforeseen action items required due to the emergency situation. Approval for placement of this item on the March 16, 2020, board agenda was approved on a motion by Mr. Jackson and seconded by Mrs. Nafziger. The following vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, absent.

The Committee of the Whole adjourned at 8:10 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
March 16, 2020

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the boardroom at Manor Middle School. The meeting was called to order by Board President Mr. Carlton Rintz at 8:11 p.m.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, March 30, 2020, following the Committee of the Whole Meeting at Manor Middle School.

The following directors were present: Dr. Richard Frerichs (via Zoom), Mr. Joseph Fullerton, Mr. Wardell Jackson, Mrs. Nickole Nafziger (via Zoom), Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Mr. Mitchell Sweigart. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Philip Gale, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Chip Mathias, Ms. Maggie Kyper, Mrs. Lisa Suydam, Mr. Ben Schober, Mr. Brian Wallace, Ms. Emily Long, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary.

Mr. Rintz asked if there were any Citizen's Comments. There were none.

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the March 2, 2020 meeting. Hearing none, on a motion by Mr. Sweigart, a second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reported that Dr. Elmer Berkebile, Penn Manor School District's first superintendent passed away over the weekend.

Mr. Johnston presented for payment the February 2020 bills. It was moved by Mr. Jackson and seconded by Mr. Straub to approve to authorize payment of bills:

General Fund	\$ 3,377,147.28
Food Service Fund	\$ 139,509.03
PMSD Capital Reserve Fund	\$ 1,740.00
PSDLAF Capital Reserve	\$ 90,495.33
2018 Construction Fund	\$ 2,339,073.42
Student Activity Fund	\$ 19,928.39

The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

Item 1. **Review of School Board Meeting Agenda** – Mr. Rintz

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

- A. School Board Meeting Dates for 2020-2021
- B. District Resolution Approval LCCTC Financing

Explanation: Approval of the Debt Refunding Plan authorizes the Authority to proceed and to undertake the Refunding Plan to be funded by the Bonds to be issued by the Authority in the maximum aggregate principal amount of \$10,080,000. The purpose of the Refunding Plan is to reduce the total debt service over the life of the Bonds. The plan has been approved by the LCCTC Joint Operating Committee and the resolution was drafted by our solicitor.

- C. Resolution Calling for Charter School Funding Reform
- D. Resolution Due to COVID-19 Pandemic

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A, C,

D: It was moved by Mr. Paitsel and seconded by Mr. Sweigart to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

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

It was moved by Dr. Frerichs and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

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

- A. Change Orders - Penn Manor High School Renovation Project
 - General Contractor - Lobar, Inc
 - Change Order 14 - Add \$34,308.73
 - PCO #51 - Temporary storm line at field house - add \$5,292.31
 - PCO #53 - Site storm line changes - add \$20,415.20
 - PCO #54 - Additional Axiom ceiling trim - add \$806.32
 - PCO #55 - 3 panic bar gates at temp trailers per Owner - add \$7,794.90
- B. Consideration Payments for Easement Agreements
 - \$350 - Brian & Deanna Witmer
 - \$350 - James & Linda McDonnell

Explanation: Payments are in exchange for granting easements required for school zone signage being placed as part of the High School Renovation Project.

- C. PlanCon Part H, Project Financing - Penn Manor High School/District Admin Office – Approval by the Pennsylvania Department of Education for project number 3904.

Explanation: As required by PDE, the document needs to be entered into the minutes of a public school board meeting. Part H, Project Financing, addresses the financing used for a project. Since PlanCon Part H has been approved, the temporary reimbursement rate of 16.81% has been assigned and the appropriate forms have been submitted.

- D. School Resource Officer Agreement with Millersville Borough - Memorandum of Understanding for 2021.

Explanation: This memorandum of understanding extends the current agreement by one year to end on December 31, 2021.

- E. Comcast Service Agreement for Business Cable Modem Service for Comet Field

Explanation: Agreement for 200MB Comcast cable modem service to Comet Field in the amount of \$138.39/mo plus \$99.95 for installation. This service replaces the point-to-point wireless connection to Penn Manor High School.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-E:

It was moved by Mr. Sweigart and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

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

- A. Retirement of the individuals listed per the effective date:
 Barry Geyer, 12 month Custodian, Manor Middle, effective 7/1/20
 Jolynn L. Drexel, Kindergarten Teacher, Pequea, end of 19-20 school year
 Kathleen B. Ashworth, Librarian, Central Manor/Hambright, end of 19-20 school year
 Daniel R. Myers, Social Studies, High School, end of the 19-20 school year
 Thomas F. Wainman Jr., Special Education, Hambright, end of the 19-20 school year
 Candace C. Steiner, 6th Grade, Martic, end of the 19-20 school year
 Beth A. Wagner, 5th Grade, Hambright, end of the 19-20 school year
 Deborah A. Falk, 5th Grade, Conestoga, end of the 19-20 school year
 Carol L. Purzycki, 5th Grade, Central Manor, August 18, 2020
- B. Resignation of the individuals listed per the effective date:
 Jenna Warfel, Food Service, High School, effective 3/23/20
 Heather Joniec, Food Service Cashier, High School, effective 3/26/20
 Pam Porterfield, Food Service, Pequea, effective 3/6/20 (change from 5/29/20)

- C. Leaves to the individuals according to the terms listed:
Professional Employees:
Employee J52 - Intermittent Family Medical - March 7, 2020 – April 15, 2020
Employee J53 - Intermittent Family Medical [*Family Member*]- January 14, 2020
 - January 13, 2021- Family Medical [*Self*] - February 3, 2020 – March 2, 2020
Employee J54 - Family Medical - May 28, 2020 – May 29, 2020
Employee K1 - Family Medical - September 21, 2020 – November 13, 2020
Employee J55 - Family Medical - April 6, 2020 – May 4, 2020
Employee J56 - Family Medical - April 10, 2020 – May 29, 2020
Classified Employees:
Employee J57 - Intermittent Family Medical – Feb. 3, 2020 – February 2, 2021
Employee J58 - Family Medical - February 25, 2020 – TBD
Employee J59 - Family Medical - February 5, 2020 – April 29, 2020
- D. Notification of renewal for the 2020-2021 school year to Open Campus PA Director, Dr. Debbie Lugar.
- E. Head Coaches Recommended for Renewal for the Winter 2020-2021 Season
 Boys' Varsity Basketball - Larry Bellew
 Girls' Varsity Basketball – Megan Collins
 Wrestling – Brandon Vernalli
 Swimming – Eric Urban
 Bowling – Chris Vital
- F. 2019-20 Volunteer Coaches:
 Brady Charles, Boys Lacrosse
 Hunter Davis, Boys Volleyball
 Jaron Myers, Track and Field
 Richard Glenn, Baseball
- G. Auxiliary Athletic Worker - New Hire
 Richard Glenn, effective 3/2/20
- H. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2019-20 school year:
 Lauren Walker
- I. The administrative staff is recommending the following individuals be granted tenure as they have completed three years of satisfactory teaching performance within the school district:
 Joshua R. Barben
 Matthew D. Jones
 Brittany L. Geiter
 Matthew T. Schuck

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-I: It was moved by Dr. Frerichs and seconded by Mr. Paitsel to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

The meeting was adjourned at 8:19 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Board Secretary