

MINUTES
Committee of the Whole
May 18, 2020

The Penn Manor School Board met online via Zoom for an Executive Session at 5:45 p.m. to discuss Superintendent's Evaluation (Preparation of Board President's Letter to the Superintendent), Legal advice from the District Solicitor, and Personnel (Resignation and Leaves). An Executive Session was also held on Thursday, May 14, 2020 for the purpose of hearing the advice of the District Solicitor on a legal matter.

The Penn Manor School Board met as a Committee of the Whole at 7:05 p.m. via Zoom. The meeting was called to order by Board President Mr. Carlton Rintz. The following directors were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mr. Wardell Jackson, Mrs. Nickole Nafziger, Mr. David Paitsel, 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. Jerry Egan, Dr. Philip Gale, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Brian Wallace, Ms. Emily Long, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary. Twenty-one community members and district employees were logged into Zoom for the meeting.

Mr. Rintz announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, June 1, 2020 at 7:00 p.m. The meeting format will be the same.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the May 4, 2020, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Jackson and a second by Mrs. Nafziger and the following voice vote, Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes, the Minutes were approved as printed.

Mr. Rintz asked for any Citizens' Comments. Mrs. Rhoades presented comments from district residents Nazli and Chris Hardy, Millersville, who expressed their concern about the online education provided to students. Questions raised in their comments will be addressed by a member of the Leadership Team.

There were no board reports.

Mr. Johnston provided updates to the 2020-2021 budget.

Dr. Leichliter and Mr. Reisinger discussed the mobile hotspots from the 1 Million Project. After reviewing student need, the administration determined that 100 hotspots were needed for students without internet access. The Penn Manor Education Foundation has agreed to fully fund this student purchase with private funds.

Dr. Egan and Dr. Gale reviewed information regarding the school district's Flexible Instructional Days application to be submitted to the Pennsylvania Department of Education. Martic 3rd grade teacher, Katie Hartman, demonstrated a lesson. Approval for placement of this

item on the June 1, 2020, board agenda was approved on a motion by Mr. Jackson and seconded by Ms. Wert. The following voice 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; Ms. Wert, yes.

Dr. Kreider reviewed the remote learning activities and supports that special education teachers and staff have provided during the school closure.

The Committee of the Whole adjourned at 8:29 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 18, 2020

The regular meeting of the Board of Directors of the Penn Manor School District was held online via Zoom on the above date. The meeting was called to order by Board President Mr. Carlton Rintz at 8:30 p.m.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, June 1, 2020, following the Committee of the Whole Meeting.

The following directors were present: Dr. Richard Frerichs Mr. Joseph Fullerton, Mr. Wardell Jackson, Mrs. Nickole Nafziger, Mr. David Paitzel, 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. Jerry Egan, Dr. Philip Gale, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Brian Wallace, Ms. Emily Long, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary. Twenty-one community members and district employees were logged into Zoom for the meeting.

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

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the May 4, 2020 meeting. Hearing none, it was moved by Mr. Jackson and a seconded by Mr. Straub to approve the minutes as printed. The following voice vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitzel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

Dr. Leichliter provided the Superintendent's report. The last student day is Friday, May 29. The Senior Sports and Senior Awards celebrations will be available to view virtually. This year's commencement video will be aired on May 28. The graduation filming went well. There are also recognitions from different co-curriculars and clubs. Check the high school website to view the celebrations. Dr. Leichliter thanked parents, students and staff for all of their hard work to make this a special year despite all of the challenges.

Mr. Johnston presented for payment the April 2020 bills. It was moved by Ms. Wert and seconded by Dr. Frerichs to authorize payment of the bills:

General Fund	\$ 7,125,509.60
Food Service Fund	\$ 112,806.18
PMSD Capital Reserve Fund	\$ 26,285.00
PSDLAF Capital Reserve	\$ 90,885.00
Technology Capital Reserve	\$ 426,771.20
2018 Construction Fund	\$ 1,875,106.25
Student Activity Fund	\$ 10,260.60

The following voice 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, yes.

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. The Lancaster County Academy Proposed Budget for 2020-2021

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

It was moved by Mr. Sweigart and seconded by Mr. Straub to approve this item. The following voice 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, 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 2020 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- B. Special Education Contract with Intermediate Unit 13 to provide special education services, special education support services in 2020-2021 and to set hourly rates for services for interpreters, physical therapy and occupational therapy.
- C. IU13 Job Training Services contract for Job Training Services provided by IU13 for the 2020-2021 school year

Explanation: This contract is based upon preliminary unit costs of \$384.38 per day in the 2020-2021 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- D. IU13 Occupational/Physical Therapy Services provided by IU13 for the 2020-2021 school year

Explanation: This contract is based upon preliminary unit costs of \$126.00 per hour in 2020-2021 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 Speech/Language Services provided by IU13 for the 2020-2021 school year

Explanation: This contract is based upon preliminary unit costs of \$126.00 per hour in the 2020-2021 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.)

- F. Trane Service Contract – Manor Middle School - service agreement with Trane for the building automation services and HVAC equipment at Manor Middle School effective July 1, 2020 through June 30, 2023, at the costs listed below:
- | | |
|-----------|----------|
| 2020-2021 | \$18,468 |
| 2021-2022 | \$19,207 |
| 2022-2023 | \$19,975 |
- G. NRG Service Agreement – Central Manor /Conestoga /Eshleman/ Hambright/ Letort/Martic/ Pequea/ Marticville Middle
- Explanation: Service agreement with NRG for the building automation services, automatic temperature controls and access control/security effective July 1, 2020 through June 30, 2021, including the Repair, Labor and Materials option.*
- H. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service systems at Central Manor, Eshleman, Letort, Martic, Marticville Middle, Manor Middle and the High School from 7/1/2020 through 6/30/2021.
- Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period.*
- I. MOU for School Psychologists to transfer 9 contracted days for the 2019-2020 school year to the 2020-2021 school year.
- J. Student and Athletic Accident Insurance from American Management Advisors, Inc. at an annual premium of \$17,780 and offering voluntary accident insurance to students at a rate of \$75 per year for 24 hour per day coverage for the 2020-2021 school year
- Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, color guard, student coaches, student trainers, and student managers. Also covered are all non-athletic, interscholastic or co-curricular activities.*
- K. Independent contractor agreement with Billings Bilingual for translation of special education documents.
- L. Change Orders/ Construction Change Directive - Penn Manor High School Project
- Change Order 15 - Lobar, Inc.*
 - Change Order 3 - Myco Mechanical, Inc.*
 - Change Order 3 - Pagoda Electrical Inc.*
 - Change Order 4 - Boro Developers, Inc.*
 - Change Order 2 - S.A.Comunale Co., Inc.*
 - CCD 1 - J.R. Reynolds, Inc.*
- M. Approval of revised application for Pennsylvania Meritorious Safe Schools Grant.

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

It was moved by Ms. Wert and seconded by Mr. Sweigart to approve this item. The following voice 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, 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 2020-2021 school year
- B. Resignation of the individual listed per the effective date:
Anna K. Raneiri, special education teachers at Central Manor, effective August 25, 2020
- C. Leave to the individual according to the terms listed:
Classified:
Employee J65 - Emergency Sick/Emergency Family Medical (Families First Corona Response Act - FFCRA) - April 1, 2020 – May 29, 2020
- D. Parent Literacy Workshops - The administrative staff is recommending the approval of the individuals listed to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2019-2020 school year.

Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

- E. Summer hours - The administrative staff is recommending the approval of up to 10 additional days during the summer of 2020 for Dr. Peggy Anastasio and Julie Yost to be paid at per diem rate.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-E: It was moved by Mr. Jackson and seconded by Mrs. Nafziger to approve this item. The following voice 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, yes.

The meeting was adjourned at 8:45 p.m.