

**Minutes
Committee of the Whole
June 21, 2021**

The Penn Manor School Board met at 6:00 p.m. for an Executive Session to discuss Personnel, State-Mandated Annual Safe Schools Report, and a Student Matter.

The Penn Manor School Board met as a Committee of the Whole at 7:09 p.m. on the above date 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, Dr. Joseph Fullerton, Mr. Wardell Jackson via telephone, Mrs. Nickole Nafziger, Mr. David Paitzel, 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. Philip Gale, Dr. Jerry Egan, and Dr. Theresa Kreider. Also in attendance for the meeting were Steve Kramer, Baron Jones, Wendy Monchak, Craig Sipe, Lorien Brown, Stewart Schatz, Ashley Stalnecker, LNP correspondent, Brian Wallace and Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 15 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, July 12, 2021 at 7:00 p.m. in the Manor Middle School Boardroom.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the June 7, 2021, Committee of the Whole Meeting. Hearing none, it was moved by Mrs. Nafziger and seconded by Mr. Straub to approve the minutes as printed. The following voice vote was taken on this motion. Dr. Frerichs, yes; Dr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitzel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, absent.

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

The upcoming board opportunities were reviewed. Mr. Sweigart reported on a June 10th meeting of the Comet Co-Curricular Committee. The committee approved 12 of 15 grants for a total of \$30,000. Mr. Straub reported that the LCCTC for 21-22 is currently 92% full. Dr. Fullerton reported on the L-L IU13 meeting. Mrs. Nafziger distributed requests from PMEF for their annual campaign to the board members. The PASA-PSBA Annual Leadership Conference will be held September 27-29.

Recent Penn Manor graduate, Kyle Murr, was recognized for his outstanding achievement in track and field. Kyle placed first winning the gold medal in the triple jump at the PIAA state championship on May 29, 2021. He is the second Penn Manor student in school history to win an individual state gold medal in a track and field event following in the tradition of Mr. Amos Funk who placed first in the pole vault event in 1929. Mrs. Nafziger read the board resolution and Mr. Sweigart presented the resolution to Kyle.

Mr. Rintz commended the high school administration for being recently named by *U.S. News and World Report* as one of the best high schools in the United States. This is the seventh consecutive year that the high school has achieved a national ranking.

Mr. Johnston reviewed the annual slots distribution for Penn Manor School District from the Commonwealth of Pennsylvania. Approval for placement of this item on the June 21, 2021, board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Straub. The following voice vote was taken on this motion. Dr. Frerichs, yes; Dr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, absent.

Mr. Johnston presented the 2021-2022 proposed final budget. Approval for placement of this item on the June 21, 2021, board agenda was approved on a motion by Mr. Paitsel and seconded by Mr. Sweigart. The following voice vote was taken on this motion. Dr. Frerichs, yes; Dr. Fullerton, no; Mr. Jackson, yes; Mrs. Nafziger, no; Mr. Paitsel, yes; Mr. Rintz, no; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, absent.

Mr. Johnston reviewed the recommended allocation for the committed fund balance for the school district. Approval for placement of this item on the June 21, 2021, board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Sweigart. The following voice vote was taken on this motion. Dr. Frerichs, yes; Dr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, absent.

The Committee of the Whole adjourned at 8:02 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
June 21, 2021

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 following the Committee of the Whole meeting. The meeting was called to order by Board President Mr. Carlton Rintz at 8:17 p.m. followed by a moment of silence and flag salute.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, July 12, 2021, following the Committee of the Whole Meeting.

The following directors were present: Dr. Richard Frerichs, Dr. Joseph Fullerton, Mr. Wardell Jackson via telephone, Mrs. Nickole Nafziger, 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. Philip Gale, Dr. Jerry Egan, and Dr. Theresa Kreider. Also in attendance for the meeting were Wendy Monchak, Craig Sipe, Lorien Brown, Stewart Schatz, Ashley Stalneck, LNP correspondent, Brian Wallace and Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 15 people were watching via YouTube.

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 June 7, 2021 meeting. Hearing none, it was moved by Mrs. Nafziger and 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 Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

Dr. Leichliter provided the Superintendent's report. Opening day for staff will be held on Monday, August 23. The first day of school for students will be held on Monday, August 30. At the senior awards night 147 awards were presented to 91 students totaling \$107,725. The PMEF golf outing held on June 15 raised \$11,500 for Penn Manor students. The high school is in Phase 2 and 3 of construction. Demo of the math/science wing has started. A mural painted by students in 1962 that hung in the school lobby was discovered in a boiler room in the math/science wing prior to demo. WGAL did a nice story on the mural. After it is restored, the mural will once again hang in the high school.

Mr. Johnston presented for payment the May 2021 bills. It was moved by Dr. Frerichs and seconded by Mr. Straub to authorize payment of the bills:

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|---------------------------|-----------------|
| General Fund | \$ 3,966,906.92 |
| Food Service Fund | \$ 128,774.47 |
| PMSD Capital Reserve Fund | \$ 10,000.00 |
| PSDLAF Cap Reserve Fund | \$ 54,097.50 |

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|------------------------|---------------|
| 2018 Construction Fund | \$ 869,690.85 |
| Student Activity Fund | \$ 3,119.71 |

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, 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. Adoption of the 2021-22 Final Budget – Items regarding the adoption of the 2021-2022 Penn Manor School District budget:
 - 1. Adoption of the final budget for 2021-22 listing expenditures in the amount of \$98,234,423.
 - 2. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
 - 3. Adoption of a resolution for approval of the Final Budget for the General Fund
 - 4. Adoption of a resolution for approval of the 2021 Annual Tax Levy Resolution
- B. Act 1 Slots Distribution – The 2021 Homestead and Farmstead Exclusion Resolution
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2021 Fund Balance

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

It was moved by Mr. Paitsel and seconded by Mr. Sweigart to approve this item. The following voice vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, no; Wardell Jackson, yes; Nickole Nafziger, no; David Paitsel, yes; Carlton Rintz, no; Christopher Straub, no; Mitchell Sweigart, yes; and Donna Wert, absent. Motion was not successful.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A WITH AN AMENDED TAX LEVY RESOLUTION:

It was moved by Mrs. Nafziger and seconded by Mr. Straub to approve this item. Prior to the vote, it was moved by Mrs. Nafziger and seconded by Mr. Straub to lay this motion on the table until the end of the board voting agenda. The motion to lay this item on the table was carried by a unanimous voice vote.

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

It was moved by Dr. Frerichs 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, absent.

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

A. Bonding for District Cashier

Explanation: As recommended by the district auditors, a surety bond is being requested for the district cashier. (The surety bond will be renewed annually.)

B. Bonding for District Delivery Driver

Explanation: As recommended by the district auditors, a surety bond is being requested for the district delivery driver. (The surety bond will be renewed annually.)

C. Approval and submission of PlanCon Part K Project Refunding 2016 General Obligation Note, to the Pennsylvania Department of Education

Explanation: Plancon Part K is necessary when a reimbursable note issue is refunded. The recent General Obligation Note, Series of 2019B refunded the GON Series of 2016.

D. Comet Co-Curricular Committee Grant Awards for 2021-22

E. Ratification of Comet Co-Curricular Committee Bylaw Revisions

F. WeVideo for Schools Subscription

Explanation: Cloud-based collaborative video editing software for K-12 students at a cost of \$4199.75 for 800 licenses for one year.

G. Acknowledgement of Memorandum of Understanding with Community Action Partnership of Lancaster County.

H. Special Education Agreement

I. Disposal and Recycle of Technology Assets and E-Waste

Explanation: Approval to dispose of obsolete and non-functional technology items by Sycamore International. The company provides certified recycling and disposal at no cost to the district.

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

It was moved by Dr. Frerichs 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, absent.

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 2021-2022 school year
- B. Leave to the individuals according to the terms listed:
 - Professional:**
 - Employee K70 - Family Medical Leave - August 30, 2021-November 22, 2021*
 - Employee K71 - Family Medical Leave - October 4, 2021-January 20, 2022*
- C. Resignation of the individuals listed below with the effective date:
 - Clark Focht, 12 month Custodian, Central Manor, effective 7/6/21
 - Grace Carr-Harkins, Building Aide/RTL Aide, Martic, effective 6/3/21
- D. Retirement of the individual listed below with the effective date:
 - Robert Chambers, Maintenance, District, effective 9/30/21
 - Katherine Kirk, Reading Teacher, Manor MS, effective end of 20-21 school year
- E. Substitute Pay Rates for the 2021-2022 school year:
 - Support Staff Substitute Pay Rates – as noted below:
 - Athletic Trainer - \$22.80 per hour
 - Food Service Sub - \$10.40 per hour
 - Food Service Manager Sub Hourly Rate Differential - \$1.60 (elementary)
 - Food Service Manager Sub Hourly Rate Differential - \$2.60 (secondary)
 - Food Service Banquet Hourly Rate Differential - \$2.60
 - Custodial Sub -- \$11.90 per hour
 - Clerical Sub - \$10.40 per hour
 - Healthroom Tech Aide Sub - \$13.50 per hour
 - Healthroom Tech Nurse Sub for RN - \$18.07 (elementary)
 - Healthroom Tech Nurse Sub for RN - \$17.65 (secondary)

 - Professional Staff Sub Rate - \$125.00/day
- F. Athletic Stipend Grid used to determine allocations for coaching stipends for the 2021-2022 school year.
- G. Rates for Co-curricular Work for the 2021-2022 school year
- H. Wellness Coordinator - Tom Reustle to receive \$3,300 for his services as Wellness Coordinator for the 2021-2022 school year.
- I. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for up to 75 hours for a total of \$3,562.50 for the 2021-2022 school year.

Explanation: The rate for Mr. Hanna's services has remained the same since the 2009-2010 school year. The number of hours has been reduced from a maximum of 600 hours to 100 hours in 2013-2014 to 75 hours in 2014-2015.

- J. Recommendation of Head Coaches for the Spring Semester of the 2021-2022
- | | | |
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| Boys' Tennis | - | Amanda Pryzbylkowski |
| Boys' Volleyball | - | Dustin Hornberger |
| Softball | - | Dave Stokes |
| Baseball | - | Streeter Stuart |
| Track & Field | - | Ben Schober |
| Boys' Lacrosse | - | Zac Charles |
| Girls' Lacrosse | - | Anneli Starry |
- K. Administrative Salaries – The Superintendent is recommending approval of the Administrative salaries for the 2021-2022 school year
- L. Support Staff Salaries for the 2021-2022 school year
- M. Open Campus Director Agreement - Dr. Debbie J. Lugar for the period of July 1, 2021 to June 30, 2022
- N. Middle School Summer School Teacher - 2021, paid at professional hour rate:
Megan Welker
- O. Secretary Sub Caller for 2021-22 school year:
Mary Jacoby, \$1,500 stipend, effective 7/1/21
- P. Band Positions for the 2021-2022 school year
- | | |
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| Director - Andrew Johnson | \$5,900 |
| Assistant Director - Demetrius Archer | \$2,550 |
| Brass Instructor - Joshua Rowley | \$1,100 |
| Woodwind Instructor - Charles Thai | \$1,000 |
| Percussion Director - Jabin Baxter | \$3,000 |
| Percussion - Battery Instructor - Wesley Maloney | \$1,515 |
| Percussion Instructor - Rich Klimowicz | \$ 350 |
| Colorguard Director - Clarissa Baxter | \$1,900 |
| Volunteer - Jacob Rutland | |
| Volunteer - Amber Casey | |
| Volunteer - Nate Shenk | |

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-P: It was moved by Mr. Straub 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, absent.

Mrs. Nafziger moved that the board take a short recess. Mr. Straub seconded the motion. The motion was carried by a unanimous voice vote. The recess began at 8:33 p.m.

Mr. Rintz called the meeting back to order at 8:40 p.m. with the following directors present:

Dr. Richard Frerichs, Dr. Joseph Fullerton, Mr. Wardell Jackson via telephone, Mrs. Nickole Nafziger, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Mr. Mitchell Sweigart. Ms. Donna Wert was absent.

It was moved by Mrs. Nafziger and seconded by Mr. Straub to take the motion amending the tax levy resolution from the table for a vote. The motion was carried by a unanimous voice vote

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A WITH AN AMENDED TAX LEVY RESOLUTION: It was moved by Mrs. Nafziger and seconded by Mr. Straub to approve this item. The following roll call vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, no; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, absent.

The meeting was adjourned at 8:50 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Secretary