

**Minutes
Committee of the Whole
November 1, 2021**

The Penn Manor School Board met at 5:45 p.m. for an Executive Session to discuss Personnel (Intent to Retire, Labor Negotiations Update, Resignations, and Leaves) and a Student Matter.

The Penn Manor School Board met as a Committee of the Whole at 7:07 p.m. on the above date in the Board Room 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, 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. Philip Gale, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting were several district residents, Brian Wallace, and Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 43 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, November 15, 2021 at 7:00 p.m. in the Manor Middle School Board Room.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the October 18, 2021 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. 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, yes.

The upcoming board opportunities were reviewed. Mr. Paitsel submitted a personal statement as he prepares to leave the board. It is electronically attached to the agenda. Ms. Wert gave an update from the Lancaster County Academy JOC meeting. The current Superintendent of Record, Dr. Aiken, is leaving the county. He will be replaced by Dr. Felty from Manheim Township SD. Currently, Penn Manor has 10 students attending the LCA. Mr. Jackson reported on the PSBA Conference that was held via Zoom this year. All presentations are still available for board directors to view. Mr. Sweigart reported on participating in the virtual PSBA delegate assembly. Mr. Straub reported that two Penn Manor students were chosen by the LCCTC as students of the month – Mackenzie Irwin and Bobbie Ditzler. Virtual tours of the LCCTC will be held on December 14. Mrs. Nafziger reported that the Mental Health Advisory Committee met recently. She also reminded the board that the ExtraGive will be held on November 19 and to please consider contributing to PMEF. Mr. Rintz reported that since PSBA has pulled out of NSBA, school boards from Pennsylvania are not permitted to attend the NSBA annual conference. Also, Lancaster County Magazine reported that Penn Manor was voted #1 public school in the county.

Dr. Gale and Mr. Steve Kramer (AD) shared a proposal for the creation of a girls wrestling team (junior high and varsity) to run in conjunction with the boys wrestling team. Although this was an information only item, Ms. Wert made a motion to place this item on the November 15, 2021 agenda for approval. The motion was 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, yes.

Mr. Johnston reviewed the preliminary numbers for revenues and expenses from the 2020-2021 audit and discussed fund balance implications and proposed transfers to the capital reserve fund.

The board is presented an opportunity to commit fund balances during the budget process and during the audit process. Mr. Johnston reported that as uncommitted funds are limited to 8% of expenditures, fund balances are examined every fall to ensure compliance. Approval for placement of this item on the November 1, 2021, board agenda was approved on a motion by Mr. Straub and seconded by Mrs. Nafziger. 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, yes.

Mr. Johnston shared an update on the 2022-2023 budget as per the budget calendar.

Dr. Leichter gave a periodic update on the goals developed by the Board of School Directors as part of his yearly evaluation process.

The Committee of the Whole adjourned at 8:11 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
November 1, 2021

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room at Manor Middle School following the Committee of the Whole meeting. The meeting was called to order by Board President Mr. Carlton Rintz at 8:12 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, November 15, 2021, following the Committee of the Whole Meeting.

The following directors were present: Dr. Richard Frerichs, Dr. 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. Philip Gale, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting were several district residents, Brian Wallace, and Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 43 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 October 18, 2021 meeting. Hearing none, it was moved by Mr. Jackson and seconded by Ms. Wert 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, yes.

Dr. Leichliter provided the Superintendent's report. Education Day at Penn Manor High School was well attended. The poultry team placed 9th at the National FFA Convention. June 2, 2022 will be commencement day. Hopefully we will be able to hold it at F&M. Five Penn Manor K-8 schools have been ranked among the top 10 public schools in Lancaster County and among the top 25 percent of public schools in Pennsylvania by U.S. News & World Reports.

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

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

A. 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 Mrs. Nafziger 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. Commencement Date – June 2, 2022

Explanation: A traditional commencement at Franklin & Marshall College will be dependent on health/safety restrictions that may be in place at this time. A decision and final determination on an actual date will be made later in the school year.

B. Children Deserve a Chance Foundation Agreement for 2021-2022

Explanation: Atollo Recruit and Scholar costs taken from the High School budget. Teacher DSSD projects and the Leadership Academy taken from Title IV grant funds.

C. Vector Solutions K-12 Education Software as a Service Client Agreement

Explanation: This agreement will allow the district to utilize a Safety & Compliance Library to offer digital training sessions. The software will provide training and will be able to track attendance and compliance by individual.

D. ESM Master Services Agreement for software services

Explanation: This agreement will allow the district to continue utilizing the ESM Purchase requisition and purchase order software that is integrated with our MUNIS software for the next 3 years.

E. Judicial Review

F. PMC3 (PMSD) Booster Club Bylaws

Explanation: Bylaws amended as a result of previous board action for more flexibility for terms of office.

G. Fashion Institute of Design & Merchandising (FIDM) Fashion Club

Explanation: Establishment of the Fashion Institute of Design & Merchandising (FIDM) Fashion Club at the High School. The club will be available to students to gain knowledge of and experience in the fashion industry through national club activities and competitions.

H. Mazzitti & Sullivan Contract to serve as the district's employee assistance program provider effective 11/1/2021 at a rate of \$16.00 per covered employee per year

Explanation: The district has used Mazzitti & Sullivan as its Employee Assistance Provider since 2015.

MOTION ON THE ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3A-

H: 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. 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 following individuals according to the terms listed:

Professional Employees:

Employee L8 - Child Rearing Leave - November 8, 2021 - January 20, 2022

Employee L9 - Family Medical Leave - September 21, 2021 - October 28, 2021

- C. Resignation of the individual listed per the effective date:
 - Nick Joniec, Esports Coordinator, effective 10/22/21
 - Tanayia Faber, Food Service, High School, effective 10/8/21
 - Shawna Showalter, RTL Level 2 Aide, Conestoga, effective 10/12/21
 - Thomas Evans, Groundskeeper, effective 10/22/21
 - Susan Christelle Harnish, Building Aide, Martic, effective 10/22/21
 - Kathleen DeFranco-Haas, Substitute Nurse, RN, effective 10/25/21
- D. Acknowledgment of the Superintendent's Intent to Retire no later than August 31, 2022 delivered to the School Board on October 4, 2021
- E. Acknowledgment of the Director of Student Services' Intent to Retire no later than January 31, 2022
- F. ~~Winter Coaches as listed~~ (Pulled from agenda prior to the meeting – info not received)
- G. High School Tutor for the 2021-2022 school year at a rate of \$34.00 per hour.
Nadine Smith
- H. Acknowledgement of employee's voluntary rescission of compensated professional leave for spring 2022 for Christine McKnight
- I. 2021-22 eSports Stipend Adjustment:

Nick Joniec	Esports Coordinator	\$1,189	*resigned 10/22/21
Scott Hertzog	Esports Coordinator	\$7,173	
Tyler Loyd	Esports Ambassador	\$5,000	
- J. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2021-22 school year:
Hannah Ellenberg

K. Volunteer Coach:
Nolan Barger, Wrestling

L. Pennsylvania Constable to provide security for the school district during the 2021-2022 school year at the rate of \$34.30 per hour.
Alan Houck

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-E, G-L:

It was moved by Dr. Frerichs and seconded by Ms. Wert 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.

Mr. Rintz asked if there were any citizens who wished to make a comment to the board. There were none.

The meeting was adjourned at 8:25 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Secretary