

**Minutes
Committee of the Whole
June 19, 2023**

The Penn Manor School Board met at 5:30 p.m. for an Executive Session to discuss Personnel (Delivery of President's Letter to the Superintendent, Retirements, Resignations, and Leaves) Safe Schools Report, and Student Matter (Judicial Review).

The Penn Manor School Board met as a Committee of the Whole at 7:00 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, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, and Mr. Mitchell Sweigart. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Mr. Daniel Forry, Dr. Jerry Egan, Dr. Krista Cox, and Mr. Charlie Reisinger. Also in attendance for the meeting: several district residents, Mr. Pat Tocci, Mr. Robert Spicer, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 12 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 17, 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 June 5, 2023, Committee of the Whole Meeting. Hearing none, it was moved by Mr. Jackson and a second by Mr. Lombardo 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, absent.

The upcoming board opportunities were reviewed. Mrs. Nafziger reported that PMEF's annual golf outing was a success.

Mr. Chris Johnston is retiring as Chief Financial Officer for the Penn Manor School District after 27.5 years of service to the district. Mr. Straub read a board resolution thanking him for his outstanding service and Dr. Fullerton presented the resolution to Mr. Johnston. Mr. Rintz presented Mr. Johnston with a personalized retirement gift from the board.

Mr. Tocci presented the annual summer review of the athletic program highlights for the 2022-2023 school year as well as data related to the Athletic Measures of Success.

Mr. Sweigart reviewed the allocation of grants distributed from the Penn Manor Co-Curricular Committee for spring, 2023. Approval for placement of this item on the June 19, 2023, board agenda was approved on a motion by Mr. Sweigart and a second by Mrs. Nafziger. 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, absent.

Mr. Forry reviewed the annual Act 1 slots distribution for the Penn Manor School District from the Commonwealth of Pennsylvania. Approval for placement of this item on the June 19, 2023, board agenda was approved on a motion by Mr. Lombardo and a second by Mr. Straub. 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, absent.

Mr. Forry reviewed the recommended allocation for the committed fund balance for the school district. Approval for placement of this item on the June 19, 2023, board agenda was approved on a motion by Mrs. Nafziger and a second by Mr. Lombardo. 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, absent.

Mr. Johnston reviewed the final budget action as authorized by the School Board at the June 5, 2023 meeting.

The Committee of the Whole adjourned at 8:21 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
June 19, 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 8:21 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, July 17, 2023, following the Committee of the Whole Meeting.

The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, and Mr. Mitchell Sweigart. Ms. Donna Wert attended via phone at 8:35. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Mr. Daniel Forry, Dr. Jerry Egan, Dr. Krista Cox, and Mr. Charlie Reisinger. Also in attendance for the meeting: several district residents, Mr. Pat Tocci, Mr. Robert Spicer, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 12 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 June 5, 2023 meeting. Hearing none, it was moved by Mr. Lombardo and seconded by Mr. Jackson 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, absent.

Dr. Gale provided the Superintendent's report. He gave a brief overview of the spring sports season. Dr. Gale reported that hiring of staff is continuing. The administrative retreat held in early June was well received and featured Dr. Chris Adams and Katherine Dahlsgaard.

Mr. Johnston presented for payment the May 2023 bills. It was moved by Mr. Jackson and seconded by Mr. Lombardo to authorize payment of the bills:

General Fund	\$ 5,685,642.86
Food Service Fund	\$ 135,802.77
PMSD Capital Reserve Fund	\$ 1,001,441.76
Student Activity Fund	\$ 59,722.89

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, absent.

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. Adoption of the 2023-24 Final Budget – Items regarding the adoption of the 2023-2024 Penn Manor School District budget:
 - 1. Adoption of the final budget for 2023-24 listing expenditures in the amount of \$101,713,225
 - 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 2023 Annual Tax Levy Resolution
- B. Act 1 Slots Distribution – The 2023 Homestead and Farmstead Exclusion Resolution
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2023 Fund Balance
- D. Comet Co-Curricular Committee Grant Awards for Spring 2022-23

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

It was moved by Mr. Lombardo 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 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. New Story Tuition Agreement for the 2023-2024 school year

Explanation: To provide services for students during the 2023-2024 school year
- D. Winner’s Circle Agreements of Services for 2023-2024 school year

Explanation: To provide services for students with disabilities during the 2023-2024 school year

- E. Ratification of IU Bid Awards as cited for 2023-2024
IU Copy Paper Bid
Technology Education Supplies Bid
Trainer/Medical Supplies Bid
- F. Special Education Agreement with Family
- G. Judicial Review
- H. LinkIt Assessment Software Renewal - \$30,650

Explanation: LinkIt provides data warehousing and analytics on student performance information taken from local and state assessments.

- I. Acadience Reading Contract Renewal - \$7,500.00

Explanation: Acadience (formally DIBELS) is a reading screener used to identify reading needs for students in kindergarten through sixth grade.

MOTION ON THE ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3A-C

and E-I: It was moved by Mr. Jackson 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.

MOTION ON THE ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3D:

It was moved by Mr. Jackson and seconded by Ms. Wert 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, abstained; 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. Professional Staff and Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2023-2024 school year.
- B. Leave to the individuals according to the terms listed:
Professional Employee:
Employee M28 - Family Medical Leave/Child Rearing Leave - November 14, 2022 - January 18, 2024 [REVISED]
- C. Resignation of the individuals listed per the effective date:

Maria Anderson, HS Art Teacher, effective at the end of the 2022-2023 school year
 Annaliese Berkenstock, Hambright ES Teacher, effective at the end of the 2022-23 school year
 Karli Broomell, Central Manor 5th Grade, effective at the end of the 2022-2023 school year
 Christine Donahue, School Psychologist, effective 6/15/2023
 Danielle Gentile, School Psychologist, effective at the end of the 2022-2023 school year
 Cassie Waterman, HS Learning Support, effective at the end of the 2022-2023 school year
 Daryn Vinson, MVMS Math, effective at the end of the 2022-2023 school year

- D. Retirement of the individuals listed per the effective date:
 Laura Richards, Playground Aide, Martic, effective 6/1/23
- E. Substitute Pay Rates for the 2023-2024 school year:
 Support Staff Substitute Pay Rates – as noted below:
 Athletic Trainer - \$24.20 per hour
 Food Service Sub - \$14.00 per hour
 Food Service Manager Sub Hourly Rate Differential - \$3.00 (elementary)
 Food Service Manager Sub Hourly Rate Differential - \$3.00 (secondary)
 Food Service Banquet Hourly Rate Differential - \$3.00
 Custodial Sub -- \$15.00 per hour
 Clerical Sub - \$14.00 per hour
 Healthroom Tech Aide Sub - \$ per hour
 Healthroom Tech Nurse Sub for RN - \$ (elementary)
 Healthroom Tech Nurse Sub for RN - \$ (secondary)
 Professional Staff Sub Rate - \$150.00/day
- F. Athletic Stipend Grid used to determine allocations for coaching stipends for the 2022-2023 school year.
- G. Rates for Co-curricular Work for the 2023-2024 school year
- H. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for up to 450 hours for the 2023-2024 school year.
- Explanation: The rate for Mr. Hanna's services has remained the same since the 2009-2010 school year.*
- I. Board Secretary Services – The administrative staff is recommending approval for Cindy Rhoades to receive \$3,960 for her services as Board Secretary for the 2023-2024 school year.
- J. Secretary Sub Caller for 2023-24 school year:
 Jen Rohrer, \$1,600 stipend, effective 7/1/23
- K. Additional elementary teacher 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. Para professionals will be paid at their 22-23 hourly rate.

Kim Eshleman (para)

- L. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2023-2024 school year. (available upon request)

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-L: It was moved by Mr. Sweigart and seconded by Mr. Lombardo 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. There were none.

The meeting was adjourned at 8:39 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Board Secretary