

**Minutes
Committee of the Whole
September 5, 2023**

The Penn Manor School Board met at 6:40 p.m. for an Executive Session to discuss Personnel (Resignations and Leaves).

The Penn Manor School Board met as a Committee of the Whole at 7:02 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, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mrs. Nickole Nafziger was absent. Present from the administrative staff were Dr. Philip Gale, Dr. Jerry Egan, Dr. Krista Cox, Mr. Daniel Forry, Ms. Denise Galen, and Mr. Charlie Reisinger. Also in attendance for the meeting: several district residents, Mrs. Elizabeth Raff, Mr. Tony Carrodo, Mr. Robert Spicer, LNP Correspondent, Mr. Keith Henninger, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 13 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, September 18, 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 August 21, 2023, Committee of the Whole Meeting. Hearing none, it was moved by Mr. Jackson and seconded 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, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The upcoming board opportunities were reviewed. Mr. Straub reported that the LCCTC hired a new business manager. Ms. Wert reported that the LCA officially moved back to the HACC campus.

Dr. Fullerton presented Mr. Rintz with a certificate from PSBA honoring his 20 years of service to the Penn Manor School Board.

Dr. Cox asked the new teachers who were present at the meeting to introduce themselves, say where they are teaching, and share why they chose to join the Penn Manor family. The following teachers were present – Kristin Putt, Michelle Wenger, Alison Stark, Abby Zeamer, Heather Stief, Lauren McNeely, Ryan Schumacker, Lisa Sellers, Mark Phillips and Tanner Shertzer.

Dr. Cox, Dr. Egan, Mrs. Raff and Mr. Carrodo highlighted the elements of Penn Manor's New Teacher Induction Program.

Dr. Gale reviewed the milestones for goals created during the annual Board retreat in June. Approval for placement of this item on the September 5, 2023, board agenda was approved on a motion by Mr. Straub 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, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The Leadership Team provided updates on all aspects of the first week of school.

Mr. Rintz presented the PSBA slate of candidates for office. The majority vote by the board will determine which candidates receive the school board's official vote. Approval for placement of this item on the September 18, 2023, board agenda was approved on a motion by Mr. Jackson and a second by Ms. Wert. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The Committee of the Whole adjourned at 8:12 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
September 5, 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 8:12 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, September 18, 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, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mrs. Nickole Nafziger was absent. Present from the administrative staff were Dr. Philip Gale, Dr. Jerry Egan, Dr. Krista Cox, Mr. Daniel Forry, Ms. Denise Galen, and Mr. Charlie Reisinger. Also in attendance for the meeting: several district residents, Mr. Robert Spicer, LNP Correspondent, Mr. Keith Henninger, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 13 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 August 21, 2023 meeting. Hearing none, it was moved by Mr. Sweigart and seconded by Ms. Wert 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, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Gale provided the Superintendent's report. He reported that the September enrollment numbers show that Central Manor Elementary has the highest enrollment for the elementary schools and Martic Elementary has the lowest. Marticville MS currently has an enrollment of 390 and Manor MS has an enrollment of 476. The high school enrollment is at 1,839 with 41 students enrolled in Penn Manor's Virtual School. Back to School Night at all of the schools was very well attended. Penn Manor was honored, once again, by U.S. News & World Report as a top high school. Penn Manor was ranked 1,893 (out of 25,000 public high schools) nationally, 71 (out of 750 public high schools in PA) and second in the county.

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. 2024-2025 Budget Calendar
- B. Acknowledgement of Superintendent Goal Milestones

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

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, absent; 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. Approval of the Bus Routes for the 2023-2024 school term
- B. Approval of agreements with Outside Agencies providing services to students:
Lancaster County Workforce Development Board/PA CareerLink
NeurAbilities Healthcare
Ponessa Behavioral Health
- C. Pennsylvania Constables to provide security for the school district during the 2023-2024 school year for athletic and co-curricular activities at the rate of \$35.40 per hour.
Mike Phenneger
Brad Weinoldt
Tom Graver
Jeff Jackson
- D. Approval of the submission of the 2023-2024 Consolidated Application for Federal Program Grants for a total of \$1,175,448. Title I, Part A - Improving Basic Programs Grant \$949,635; Title II, Part A – Supporting Effective Instruction Grant \$155,010; and Title IV, Part A, Student Support and Academic Enrichment Grant \$70,803.
- E. Lancaster-Lebanon Intermediate Unit 13 agreement to provide Title 1 Services for Penn Manor resident students who are academically qualified, but attend non-public schools for the school year 2023-2024 for a total of \$23,682.
- F. School Counseling Advisory Board:
Melissa Wisniewski - Thaddeus Stevens
Todd Adams - Lancaster Avionics
Shelby Witmer - Mental Health America
Mary Byrd - Lanc Co Workforce Dev Board
Maria Vita - Penn Manor Teacher
Nicki Nafziger - School Board Rep
Joe Behun - MU Psych Program Director
Douglas Zander - Millersville University Admissions
Elizabeth Thyrum - MU Psychology Professor/PM Parent
Lindsey Baker - TeamCare Behavioral Health
Lisa Delorenzo - HACC Admission
Ryan McFadden - Lancaster County Academy

Ana Soto - CareerLink
 Mary Lyons - Assured Partners
 Derek Butler - York College of PA

Explanation: This committee is required by the Department of Education as part of the Chapter 339 plan approved by the School Board.

- G. Approval of the Middle School Code of Conduct/Handbook
- H. Approval of the High School Code of Conduct Handbook
- I. 2023-2024 School Term Field Trip Rates

Explanation: Rates for field trips are re-calculated annually based upon changes in the CPI.

- J. MOU with IU13 Adopt-a-Middle School Project Based Learning Program.
- K. Approval of the 2023-2024 Contract with Faithful Transportation, LLC for supplemental van services.

Explanation: The district uses Faithful Transportation, LLC for supplemental van transportation for some homeless and special education students, particularly temporary situations. The ownership changed since last year, so this is a new contract.

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

It was moved by Mr. Jackson 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, absent; 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. Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2023-2024 school year.
- B. Resignation of the individuals listed per the effective date:
 Heather Black, Food Service, Hambright, effective 8/24/23
- C. Leave to the individuals according to the terms listed:
Professional:
Employee 01 - Family Medical Leave - August 25, 2023-November 16, 2023
 [Revised]
Employee 07 - Family Medical Leave - November 1, 2023-Start of 24-25 school year

Classified:*Employee 03* - Leave of Absence - August 28, 2023-September 6, 2023**Act 93:***Employee 06* - Family Medical Leave - January 17, 2024-April 9, 2024

- D. 2023-2024 Department Coordinator Stipends
- E. Revised job descriptions: District Support Secretary and Program Assistant
- F. Seasonal Weight Room coverage provided by C. Bryan Boulden at the rates cited below for the 2023-2024 school year:
 88 scheduled summer weight room hours at \$30.30 per hour
 114 scheduled fall weight room hours at \$30.30 per hour
 120 scheduled winter weight room hours at \$30.30 per hour
 134 scheduled spring weight room hours at \$30.30 per hour
 100 Team Training hours at \$30.30 per hour
 30 FAST hours at \$30.30 per hour
- G. Middle School Weight Room Coverage for the after school middle school weight room for the 2023-24 school year at the rate of \$30.30 per hour, 1 hour per day, 2 days per week.
 Adam Brown Brad Aungst
- H. 2023-24 Athletic Workers:
 Mike Glackin
 Josh Fisher
 Amanda McComsey
- I. 2023-24 eSports Stipends:
- | | |
|---|------------|
| Scott Hertzog - eSports Head Coach | \$8,033.00 |
| Tyler Loyd - eSports Varsity Asst Coach | \$4,653.00 |
| Clay Craig - eSports Asst Coach | \$3,324.00 |
- J. Secretary Sub Caller for 2023-24 school year:
 Jennifer Rohrer, \$1,500 stipend
- K. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2023-24 school year:
- | | |
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| Abigail Azizkhan | Aleia Baker |
| Margaret Boyer | Alyssa Gaus |
| Kaitlyn Monkiewicz | Katelyn Musselman |
| Caden Price | Jordan Radzanowski |
| Jenna Rutledge | Abigail Schwartz |
| Madison Tintera | Marissa Vyhonsky |
| Hali Wagner | Shyanna Williams |

L. Mentors for the 2023-2024 school year

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the Comprehensive Plan.

M. Middle School Tutors for the 23-24 school year at a rate of \$35.00 per hour.
Emily Hohenwarter
Hannah Snyder

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-M: It was moved by Ms. Wert 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, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Rintz asked if there were any citizens who wished to comment. District resident, Lucy Gillichbauer, spoke on the topic of Constitution Day.

The meeting was adjourned at 8:29 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Board Secretary