

**MINUTES**  
**Board Reorganization Meeting**  
**December 3, 2019**

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

The Reorganization 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.

The meeting was called to order by Dr. Richard Frerichs at 7:00 p.m. The following holdover school directors were present: Dr. Richard Frerichs, Mrs. Nickole Nafziger, Mr. David Paitsel, Mr. Christopher Straub. The following newly elected school board directors were present: Mr. Joseph Fullerton, Mr. Wardell Jackson, Mr. Carlton Rintz, 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: Judge Joshua Keller, Mrs. Carly McPherson, Mrs. Joyce Wright, Ms. Kyra Garling, Mrs. Cathy Rintz, Mr. Dave Shipley, Mr. Brian Wallace, Mr. Ian Bourne, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary.

As the most senior holdover board director, Dr. Richard Frerichs was selected as temporary president.

Mrs. Rhoades, Board Secretary, read the Certificates of Election.

Judge Joshua Keller administered the Oath of Office to the newly elected board members - Mr. Joseph Fullerton, Mr. Wardell Jackson, Mr. Carlton Rintz, Mr. Mitchell Sweigart and Ms. Donna Wert.

The list of newly constituted board membership was presented for the record and is listed below.

Dr. Richard L. Frerichs  
 Mr. Joseph G. Fullerton  
 Mr. Wardell J. Jackson  
 Mrs. Nickole L. Nafziger  
 Mr. David R. Paitsel  
 Mr. Carlton L. Rintz  
 Mr. Christopher C. Straub  
 Mr. Mitchell L. Sweigart  
 Ms. Donna J. Wert

Ms. Wert made a motion nominating Mr. Carlton Rintz as President of the Board. The motion was seconded by Mr. Fullerton. There were no other nominations for the office of President and the nominations were closed. Mr. Rintz was appointed President by a unanimous voice vote.

Mrs. Nafziger made a motion nominating Mr. Joseph Fullerton as Vice-President of the Board. The motion was seconded by Mr. Straub. There were no other nominations for the office of

Vice-President and the nominations were closed. Mr. Fullerton was appointed Vice-President by a unanimous voice vote.

The Reorganization Meeting adjourned at 7:09 p.m.

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Mr. Carlton L. Rintz, President

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Cindy Rhoades, Board Secretary

**MINUTES**  
**Committee of the Whole**  
**December 3, 2019**

The Penn Manor School Board met as a Committee of the Whole at 7:09 p.m. in the Boardroom at Manor Middle School immediately following the Board Reorganization Meeting. 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: Judge Joshua Keller, Mrs. Carly McPherson, Mrs. Joyce Wright, Ms. Kyra Garling, Mr. Dave Shipley, Mr. Brian Wallace, Mr. Ian Bourne, LNP correspondent, and Mrs. Cindy Rhoades, Board Secretary.

Mr. Rintz announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, January 6, 2020, in the boardroom of the Manor Middle School at 7:00 p.m.

Students from Letort Elementary School - Faith Keller, Hope Keller, Grace Keller, Tyler Cook, Alison Smith, Colin Mosley, Kyle Warfel, Cali Friedly-Washington, Abby Witmer, and Adriana Cedeno - led the flag salute. A clip of the student-led morning announcements was shown to the board. The board congratulated Letort Elementary School on their recent recognition as a 2019 Blue Ribbon School. A board resolution was read by Mr. Straub and presented by Dr. Frerichs to Principal Mrs. Carly McPherson recognizing this prestigious award and congratulating the students, staff, and faculty.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the November 18, 2019, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Sweigart and seconded by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

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

The board development opportunities were reviewed.

Mr. Shipley, President of the new Comet Co-Curricular Committee, presented the second round of grant award requests to the board. Approval for placement of this item on the December 3, 2019, board agenda was approved on a motion by Mr. Sweigart and seconded by Mr. Straub. The following 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; and Ms. Wert, yes.

Mr. Rintz discussed with board members their interest in committee assignments for 2020. Appointments will be made at the January 6, 2020 meeting.

Mr. Rintz reported that he approached the current LCCTC Joint Authority representative to see if he was interested in continuing for a new four-year term. He was not interested. It was

reported that Mr. Dennis Coleman is interested in the position. As there is a December LCCTC Joint Authority meeting that Mr. Coleman may wish to attend, the vote was moved from the January 6, 2020 meeting to the December 3, 2019 meeting. Approval for placement of this item on the December 3, 2019, board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Nafziger. The following 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; and Ms. Wert, yes.

Dr. Egan reviewed the current status of homeless students in Penn Manor.

Mr. Johnston presented the Resolution Not to Exceed Index. The purpose of the resolution is to allow the school district to follow normal budget procedures, and dispense with the accelerated Act 1 budget requirements. This option is available only to school districts that are certain the next year's budget can be funded without increasing the real estate tax rate by more than the index. For fiscal year 2020-2021, the resolution must be adopted no later than January 9, 2020. Approval for placement of this item on the December 3, 2019, board agenda was approved on a motion by Mr. Jackson and seconded by Dr. Frerichs. The following 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; and Ms. Wert, yes.

The Committee of the Whole adjourned at 7:45 p.m.

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Mr. Carlton L. Rintz, President

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Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**December 3, 2019**

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. The meeting was called to order by Board President Mr. Carlton Rintz at 7:46 p.m.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, January 6, 2020, following the Committee of the Whole Meeting at Manor Middle School.

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: Mrs. Joyce Wright, Ms. Kyra Garling, Mr. Ian Bourne, LNP correspondent, Mr. Brian Wallace, and Mrs. Cindy Rhoades, Board Secretary.

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 November 18, 2019 meeting. Hearing none, on a motion by Mr. Straub, a second by Ms. Wert, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reported that all the upcoming holiday concerts are listed on the website and that the fall play was a success.

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

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

- A.     New high school course offerings for the 2020-2021 school year.
- B.     TeenHope Memorandum of Understanding to include screening for 7th grade students
- C.     Comet Co-Curricular Committee Grant Awards for 2019-2020
- D.     Resolution Not to Exceed Index

*Explanation: The purpose of the resolution is to allow the school district to follow normal budget procedures, and dispense with the accelerated Act 1 budget requirements. This option is available only to school districts that are certain the next year budget can be funded without increasing the real estate tax rate by more than the index.*

- E. Lancaster County Career & Technology Center Authority Board Member - The committee is recommending approval to appoint Dennis Coleman to the position of Lancaster County Career and Technology Center Authority Board Member for the four year term beginning January 1, 2020 and ending on December 31, 2023.

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A-E:**

It was moved by Ms. Wert and seconded by Mrs. Nafziger to approve this item. The following call 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. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Fund Account  
 PMSD Payroll Account  
 PMSD Food Service Fund Account  
 PMSD Capital Reserve Accounts  
 PMSD Section 125 Accounts  
 PMSD Construction Fund Accounts  
 PMSD Student Activity Fund Account  
 PMSD Student Activity Athletic Fund Account

*Explanation: To formally authorize two board members and the business manager to represent the district as designated signers for the above checking accounts.*

- B. Mileage Rate Approval of the standard mileage rate for business use of an automobile as determined by the IRS effective January 1, 2020.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.*

- C. Approval of the following Banks and Trust Companies as Depositories for School District Funds

Fulton Bank  
 PSDLAF  
 PLGIT  
 S&T Bank - Integrity Bank  
 PNC

- D. Designation of LNP (Lancaster Newspapers) as the school district's newspaper of general circulation

## E. Tax Exoneration

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

It was moved by Mr. Sweigart and seconded by Dr. Frerichs to approve this item. The following call 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 2019-2020 school year
- B. Leave to the individual according to the terms listed:  
**Professional Employees:**  
*Employee J30* - Extended Family Medical - November 4, 2019 - November 18, 2019  
*Employee J31* - Family Medical - November 12, 2019 - November 22, 2019  
*Employee J32* - Family Medical - November 5, 2019 - January 6, 2020  
*Employee J24* - Family Medical - September 27, 2019 - November 1, 2019  
 [November 4, 2019 Starts half day]  
**Classified Employee:**  
*Employee J33* - Family Medical - November 7, 2019-November 21, 2019
- C. Resignation of the individuals listed per the effective date:  
 Richard Hohenwarter, 2nd Shift Custodian, Marticville MS/Martic, effective 11/17/19  
 Stacy Reynolds, Playground/Ready to Learn Aide, Level 1, Pequea, effective 11/15/19
- D. Spring Musical Co-curricular positions to the individuals listed for the 2019-2020 school year:
- |                                    |                   |          |
|------------------------------------|-------------------|----------|
| Musical Director                   | John Mausek       | \$ 3,000 |
| Musical Assistant Director         | Melissa Mintzer   | \$ 2,950 |
| Musical Vocal Director             | Lauren Ciemiewicz | \$ 2,000 |
| Pit Orchestra Director             | Andrew Johnson    | \$ 2,000 |
| Technical Director                 | Nicholas Bonsell  | \$ 2,000 |
| Assistant Technical Director       | Andrew Himmelrich | \$ 2,000 |
| Musical Sets (Painting & Design)   | Sydney Yeoman     | \$ 500   |
| Musical Choreographer              | Travis Love       | \$ 2,000 |
| Musical Costume Coordinator        | Patricia Detter   | \$ 2,000 |
| Musical Rehearsal/Audition Pianist | Zachary Smith     | \$ 1,000 |
| Musical Production Director        | Madison Beatty    | \$ 500   |

*Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.*

- E. Head Coaches Recommended for Renewal for the Fall 2020 Season:  
 Boys Soccer - Paul Taylor  
 Cheerleading – Janna Ames  
 Cross Country – Robert Ulmer/Tom Ecker  
 Field Hockey - Matt Soto  
 Football – John Brubaker  
 Girls’ Soccer – Keith Renner  
 Girls’ Tennis - Alison Fetter  
 Girls’ Volleyball - Tim Joyce  
 Golf – Tom Reustle
- F. Revised Job Description - Virtual School Facilitator
- G. New Job Description - Open Campus/Virtual School Secretary
- H. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2019-20 school year:  
 Dylan Kranch  
 Jessica Gray  
 Mitchell Buell  
 Kenneth Deubler  
 Rachael Bommelyn
- I. Recommending approval of the following Head Coaches for the 2019-20 school year:  
 Anneli Starry - Girls Lacrosse  
 Amanda Pryzbylkowski - Boys Tennis, pending pre-employment paperwork

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-I:** It was moved by Dr. Frerichs and seconded by Mr. Straub to approve this item. The following call 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 7:53 p.m.

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Mr. Carlton L. Rintz, President

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Cindy Rhoades, Board Secretary