

**MINUTES**  
**Committee of the Whole**  
**July 13, 2020**

The Penn Manor School Board met for an Executive Session at 6:45 p.m. to discuss Personnel (Leaves, Resignations) and a Student Matter.

The Penn Manor School Board met as a Committee of the Whole at 7:09 p.m. 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 Mr. Joseph Fullerton, Mr. Wardell Jackson, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. David Paitsel was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Philip Gale, and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Stephen Kramer, Athletic Director, and Mrs. Cindy Rhoades, Board Secretary. Ninety-seven community members and district employees were logged into Zoom for the meeting, four community members physically attended the meeting.

Mr. Rintz announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, August 3, 2020 at 7:00 p.m.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the June 15, 2020, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Jackson and a second by Mrs. Nafziger and the following voice vote, Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes, the Minutes were approved as printed.

Mr. Rintz asked for any Citizens' Comments. District residents, Lauren Troop, Joel & Heather Myer, Steve & Heather Evans, and Terrance Shepps had submitted comments regarding their feelings about the reopening of schools to the board secretary prior to the meeting.

Board reports – There were none.

Mr. Kramer presented the annual summer review of the athletic program highlights as well as data related to the Athletic Measures of Success.

Dr. Leichliter and the Leadership team presented the Phased School Reopening Health and Safety Plan created by the Penn Manor School Reopening Committee in June. Any requested revisions from the School Board will be incorporated into the plan and will be presented for board approval on August 3, 2020. Approval for placement of this item on the August 3, 2020, board agenda was approved on a motion by Mr. Sweigart and seconded by Mr. Straub. The following voice vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Leichter and Mr. Reisinger reviewed the options for using video conferencing for future board meetings even when conducting in person meetings to potentially increase public participation. The board informally agreed to have Mr. Reisinger research the options.

Mr. Rintz reviewed the Board goals for the Superintendent in 2020-2021 and asked for formal approval. Approval for placement of this item on the July 13, 2020, board agenda was approved on a motion by Ms. Wert and seconded by Dr. Frerichs. The following voice vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The administration reviewed the contract with IU13 to add an elementary virtual school option for district residents. Approval for placement of this item on the July 13, 2020, board agenda was approved on a motion by Mr. Straub and seconded by Dr. Frerichs. The following voice vote was taken on this motion: Dr. Frerichs, yes; Mr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The Committee of the Whole adjourned at 8:42 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**  
**July 13, 2020**

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 8:43 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, August 3, 2020, following the Committee of the Whole Meeting.

The following directors were present: Dr. Richard Frerichs Mr. Joseph Fullerton, Mr. Wardell Jackson, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. David Paitsel was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Philip Gale, and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Stephen Kramer, Athletic Director, and Mrs. Cindy Rhoades, Board Secretary. Ninety-seven community members and district employees were logged into Zoom for the meeting.

Mr. Rintz asked if there were any Citizens' Comments. There were none.

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the June 15, 2020 meeting or the July 8, 2020 board retreat minutes. Hearing none, it was moved by Mr. Jackson and a seconded by Mr. Sweigart 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, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

Dr. Leichliter provided the Superintendent's report. The demolition of the high school is moving quickly and efficiently. A letter will be sent to all families regarding equity in the school.

Mr. Johnston presented for payment the June 2020 bills. It was moved by Mrs. Nafziger and seconded by Ms. Wert to authorize payment of the bills:

General Fund	\$ 6,593,298.69
Food Service Fund	\$ 40,847.37
PMSD Capital Reserve Fund	\$ 256,319.50
PSDLAF Cap Reserve Fund	\$ 68,247.19
2018 Construction Fund	\$ 2,625,788.68
Student Activity Fund	\$ 11,566.26

The following voice vote was taken on this motion. Richard Frerichs, yes; Joseph Fullerton, yes; Wardell Jackson, yes; Nickole Nafziger, yes; David Paitsel, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

**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. Board Goals for the Superintendent for 2020-2021
- B. Lancaster Lebanon Virtual Solutions (LLVS) Agreement

*Explanation: Agreement IU13 to participate in the LLVS online school platform. This is a two - year agreement through June 30, 2022 with a \$12,000 subscription as well as course costs outlined in the attached schedule.*

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

It was moved by Ms. Wert 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, absent; 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. Approval for the Richard L. Hibshman Driving School to administer behind the wheel driver training instruction to students in the Penn Manor School District.

*Explanation: The Pennsylvania Department of Transportation requires that private driving schools have an agreement with local school districts in order to offer the behind the wheel exam. There is no cost to the district for this program. Penn Manor provides the classroom portion for driver safety education in the 10th grade physical education classroom. Parents who wish to complete the driver education program with behind the wheel instruction must seek out and pay a private driving school for this portion of the driver certification program.*

- B. Legal agreement with parents of a child with an IEP.

*Explanation: Private school contract for the 2020-21 school year for a student with an IEP.*

- C. CDWG GSuite Enterprise for Education Subscription

*Explanation: Agreement for Google Enterprise for Education, including enhanced video conference options, security services, and originality reporting. This is a one year term beginning July 1, 2020 at a cost of \$12,960.*

- D. Edgenuity Odysseyware Course Library Subscription

*Explanation: Agreement for Odysseyware virtual course library site license, including online elective courses for grades 7-12. This is a one year term beginning July 1, 2020 at a cost of \$4,500.*

- E. MOU for Certified School Nurses to transfer up to six inservices days, thirty-six hours for the 2020-2021 school year
- F. MOU for Special Education Coordinator
- G. Updated PDE Health and Safety Plan

*Explanation: The updated plan includes the new July 1<sup>st</sup> universal face covering order and information on the 15 state self-quarantine for travelers.*

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

It was moved by Mr. Straub 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, absent; 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. Professional Staff and Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2020-2021 school year.
- B. Leave to the individuals according to the terms listed:  
Professional  
 Employee K3 - Family Medical - August 18, 2020 – November 12, 2020  
 Leave of Absence - November 13, 2020-January 21, 2021
- C. Board Secretary Services – The administrative staff is recommending approval for Cindy Rhoades to receive \$3,627 for her services as Board Secretary for the 2020-2021 school year.
- D. Resignation of the individuals listed per the effective date:  
 Carol Goss, Classified Building Substitute, effective 6/17/20  
 Nora Messer, Food Service Substitute, effective 6/29/20  
 Amy Palmeri, Classified Building Substitute and Nurse Substitute, effective 6/21/20
- E. Band Positions for the 2020-2021 school year  
 Director - Andrew Johnson - \$6,192  
 Assistant Director - Demetrius Archer - \$2,464  
 Brass Instructor - Joshua Rowley - \$1,135  
 Woodwind Instructor - TBA  
 Percussion Director - Jabin Baxter - \$2,264  
 Percussion - Battery Instructor - Wesley Maloney - \$935

Percussion Instructor - Rich Klimowicz - \$722  
 Colorguard Director - Clarissa Baxter - \$2,264

- F. Administrative Salary Correction - Shirley Murray, Elementary Principal \$108,330 for the 2020-2021 school year.
- G. Secretary Sub Caller Stipend for contacting/arranging substitute services for building secretaries for the 2020-21 school year for a stipend of \$1,500  
 Brielle Bitts
- H. MOU Agreement with PMEA for an employee
- I. Mentor for 2020-2021 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.*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-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, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

The meeting was adjourned at 8:53 p.m.

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Mr. Carlton L. Rintz, President

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Cindy Rhoades, Board Secretary