

**Minutes**  
**Board Reorganization/Committee of the Whole**  
**December 7, 2020**

The Penn Manor School Board met at 6:00 p.m. for an Executive Session to discuss an update on Labor Negotiations Planning and 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 Auditorium at Manor Middle School. The meeting was called to order by Board President, Mr. Carlton Rintz at 7:03 p.m. The following directors were present: Dr. Richard Frerichs, Dr. 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 Leichter, Mr. Chris Johnston, Dr. Philip Gale, Dr. Theresa Kreider, and Mr. Charlie Reisinger. Also in attendance for the meeting: Dr. Jason D'Amico, Dr. Scott Keddie, Mr. Brian Wallace, and Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 72 people were watching via YouTube.

Dr. Frerichs, the most senior board member not running for Board President, served as Temporary President for the organization portion of the Board meeting.

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

Mrs. Nafziger made a motion nominating Dr. 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. A motion was made by Ms. Wert and seconded by Dr. Frerichs to close the nominations. The nominations were closed by a unanimous voice vote. Dr. Fullerton was appointed Vice-President by a unanimous voice vote.

The list of newly constituted board membership was presented for any necessary changes.

The Organization Meeting adjourned at 7:08 p.m. to the Committee of the Whole Meeting.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, January 4, 2021 at 7:00 p.m. in the Auditorium of the Manor Middle School.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the November 16, 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; Dr. 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 Citizen's Comments. There were none.

The upcoming board opportunities were reviewed. Mr. Jackson gave the board an update of the IU13 Authority Board Meeting. Dr. Frerichs reported that PSBA Insider shared that the liability protection bill for schools was vetoed by Governor Wolfe and that the PSERs employer contribution was raised to 34.94%.

Mr. Rintz requested that board members contact him with their interest in committee assignments for 2021. Appointments will be made at the January 4, 2021 meeting.

Dr. Gale and Dr. D'Amico updated the board on the annual course selection process and reviewed proposed new course offerings for 2021-2022, as well as a proposed change in high school social studies credits. Approval for placement of this item on the December 7, 2020, board agenda was approved on a motion by Mrs. Nafziger and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Dr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

Dr. Gale and Dr. Keddie reviewed the district's safe school program and the Safe2Say initiative. They also reviewed a new program, Handle With Care, that involves collaboration with local police departments. Approval for placement of this item on the December 7, 2020, 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; Dr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

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 2021-2022, the resolution must be adopted no later than January 28, 2021. Approval for placement of this item on the December 7, 2020, board agenda was approved on a motion by Mr. Straub and seconded by Mr. Sweigart. The following vote was taken on this motion: Dr. Frerichs, yes; Dr. Fullerton, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 7:57 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 7, 2020**

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Auditorium at Manor Middle School following the Committee of the Whole meeting. The meeting was called to order by Board President Mr. Carlton Rintz at 7:58 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, January 4, 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. 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. Philip Gale, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Brian Wallace and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 72 people were watching via YouTube.

Mr. Rintz asked if there were any Citizen Comments. There were none.

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the November 16, 2020 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. 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. He reported that students are back in all ten district buildings although the high school is on a hybrid schedule. Dr. Leichliter will attend the upcoming Millersville Boro Council Meeting regarding the proposed development on Route 741. He also shared that past Eshleman Principal, Manny Caulk, passed away recently.

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

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

A. 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.*

B. New high school offerings for the 2021-2022 school year.

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

It was moved by Ms. Wert and seconded by Dr. Frerichs 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. 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, 2021.

*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. Handle with Care Agreement

*Explanation: The district agrees to partner with Lancaster County Joining Forces to participate in the Handle with Care program.*

F. Change Orders - Penn Manor High School Project

**General Contractor - Lobar, Inc**

Change Order 21 - Deduct \$20,772.28 Phase 1 acceleration deduct from CO #15

Change Order 22 - Add \$470,914.47

PCO #72 CCD #72 sanitary line changes \$18,229.27

PCO #86 Rock removal #10 - \$33,480.00

PCO #87 Unsuitable soils in Ag courtyard - \$1,850.32

PCO #103 Phase 3 rock overtime - \$6,786.55

PCO #105 Rock removal #11 - \$428,797.50

Change Order 23 - Add \$91,012.35

PCO #88 Slab settlement void correction - \$9,270.00

PCO #106 Elevator and casework items due to flood - \$58,435.86

PCO #107 Area D radius slab demo/replace due to voids - \$23,306.49

Change Order 24 - Add \$45,066.69

PCO #66R Ag crane rail beam - \$6,207.47

PCO #83 CMU knee wall in lobby D145 - \$4,702.59

PCO #89 Added framing and gyp in B147 - \$510.79

PCO #90 CCD #76 replace existing rusted steel framing - \$1,146.78

PCO #91 Added framing and gyp in D141 - \$11,552.97

PCO #92 CCD #30 D132 corridor ACT revision - \$915.95

PCO #93 CCD #87 Added framing and gyp in lower D lobby - \$4,087.18

PCO #94 Painted added chases - \$783.48

PCO #95 Paint Ag ceilings - \$4,067.87

PCO #96 CCD #78 additional supports at won doors - \$2,432.09

PCO #100 Duct enclosure per CCD #85 - \$2,229.13

PCO #101 Added steel supports per CCD #93 - \$2,193.38

PCO #102 Added bent plate per ASI #42 - \$3,755.51

PCO #110 CCD #98 eyewash in B138 - \$481.50

Change Order 25 - Add \$9,911.60

PCO #104 Phase 2 asbestos water line abatement - \$3,137.69

PCO #108 Phase 2 added E&S per LCCD - \$5,452.58

PCO #112 Locate existing waterline along Cottage Ave - \$1,321.33

Change Order 26 - Add \$130,990.00

PCO #COR 98 Phase 1 compaction grout overages - \$130,990.00

**Plumbing Contractor - J.R.Reynolds, Inc**

Change Order 4 - Add \$95,505.67 COVID-19 Acceleration

Change Order 5 - Add \$31,228

PCO #13 - Trench rock removal for remainder of Ph1 - \$16,004.00

PCO #14 - Overflow temp roof drains in corridor B225 - \$1,861.00

PCO #15 - Relocate air drop in Ag for control box - \$412.00

PCO #16 - Gas pipe changes in science lab peninsulas - \$4,259.00

PCO #17 - Revision 2 Pump Changes for Sections A-B-C-D with NSF-61 Pump - \$8,692.00

- G. IDEA Section 619 – Use of Funds Agreement – for the use of Federal Funds from the 2020-2021 allocation pertaining to the Individuals with Disabilities Education Act Section 619.

*Explanation: Expected funds totaling \$4,680*

- H. Acknowledgement of the Pennsylvania Department of Education approval of the emergency instructional time template for the 2020-2021 school year.

- I. Acknowledgement of the Attestation Ensuring Implementation of Mitigation Efforts to the Pennsylvania Department of Education

- J. Tuition-Free Senior for the second semester of the 2020-2021 School Year  
Zoe Acord

*Explanation: In accordance with Board Policy #202*

- K. Approval and submission of PlanCon Part K Project Refinancing of 2015, to the Pennsylvania Department of Education

*Explanation: Plancon Part K is necessary when a reimbursable bond issue is refunded. The recent General Obligation Note, Series of 2020 refunded the GOB Series of 2015.*

- L. Agreements with Edwards Business Systems and De Lange Landen Public Finance LLC for the maintenance and lease of Konica Minolta multifunction copiers and imaging services in the amount of \$8,040.31/month for 60 months.

*Explanation: Edward Business Systems will supply, maintain, and service 40 school copiers and Papercut enterprise software licenses for print management.*

- M. Revisions to the Penn Manor School District COVID-19 Health and Safety Plan

*Explanation: Revisions based on updated orders from the Secretary of Health and new guidance from the Pennsylvania Department of Education.*

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

It was moved by Mr. Sweigart 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 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 Employees:**

*Employee K20* - Extended Intermittent Family Medical Leave - March 1, 2021-  
October 21, 2021

*Employee K21* - Military Leave of Absence - December 4, 2020 - December 3, 2023

*Employee K22* - Family Medical Leave - December 10, 2020 - January 10, 2021

**Classified Employee:**

*Employee K23* - Unpaid Leave of Absence - November 3, 2020 - January 20, 2021

*Employee K24* - Paid Leave of Absence - November 23, 2020 - January 12, 2021

*Employee K25* - Family Medical Leave - January 7, 2021 - March 31, 2021

- C. Resignation of the individuals listed per the effective date:  
     Gina Pirocchi, Building Aide, Martic, effective 12/4/20  
     Abigail Weidner, Building Aide, Letort, effective 12/4/20  
     Emily Guise, Ready to Learn, Level 1 Aide, Conestoga, effective 11/18/20
- D. Tenure for the individuals listed as they have completed the requirement of three years of satisfactory teaching performance within the school district.

*Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).*

- E. Head Coaches Recommended for Renewal for the Fall 2021 Season:  
     Boys Soccer - Paul Taylor  
     Cheerleading – Ang Kauffman  
     Cross Country – Robert Ulmer/Tom Ecker  
     Field Hockey - Matt Soto  
     Football – John Brubaker  
     Girls’ Soccer – Keith Renner  
     Girls’ Tennis - Amanda Pryzbylkowski  
     Girls’ Volleyball - Tim Joyce  
     Golf – Tom Reustle
- F. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2020-21 school year:  
     Lynsey Wissler  
     Lauren Lister  
     Madison Vucenic  
     Amy Endy  
     Emily Holmberg  
     Catherine Skehan  
     Maryann Pavlik
- G. Winter Coach:  
     Barry Acker - 8th grade Boys Basketball, \$3,200
- H. Volunteer Coach:  
     Owen Rohrer - Wrestling

I. High School Chess Advisor - Jeff Eshleman, \$1,490

J. Sabbatical Leave for Restoration of Health:

Employee #SL20203 – Dr. Leichliter recommends approval from January 22, 2021, through the end of 2020-2021 school year at half pay for the purpose of restoration of health.

*Explanation: As per the Penn Manor School District Sabbatical Leave/Health Policy #338, the applicant has filed the proper forms with supporting medical statements and written recommendation from his physicians.*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-J:** It was moved by Mr. Straub 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, absent; Carlton Rintz, yes; Christopher Straub, yes; Mitchell Sweigart, yes; and Donna Wert, yes.

The meeting was adjourned at 8:08 p.m.

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Mr. Carlton L. Rintz, President

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Cindy Rhoades, Secretary