

MINUTES
Board Reorganization Meeting
December 6, 2021

The Penn Manor School Board met at 5:00 p.m. for a public Budget Workshop. An Executive Session has held at 5:45 to discuss the Superintendent Search Process, Personnel (Leaves, Resignations), and a Student Matter.

The Reorganization Meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room at Manor Middle School.

The meeting was called to order by Mr. Carlton Rintz at 7:07 p.m. with a moment of silence followed by the flag salute. The following holdover school directors were present: Dr. Joseph Fullerton, Mr. Wardell Jackson, Mr. Carlton Rintz, Mr. Mitchell Sweigart, and Ms. Donna Wert. The following newly elected or re-elected school board directors were present: Mr. Loren Brown, Mr. S. Frederick Herr, Mrs. Nickole Nafziger, and Mr. Christopher Straub. 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, several district residents and family members, Mr. Brian Wallace, Dr. Peggy Anastasio, Mrs. Judy Duke, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 40 people were watching via YouTube.

As the most senior holdover board director, Ms. Donna Wert 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 and re-elected board members - Mr. Loren Brown, Mr. S. Frederick Herr, Mrs. Nickole Nafziger, and Mr. Christopher Straub.

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

Mr. Loren R. Brown
Dr. Joseph G. Fullerton
Mr. S. Frederick Herr
Mr. Wardell J. Jackson
Mrs. Nickole L. Nafziger
Mr. Carlton L. Rintz
Mr. Christopher C. Straub
Mr. Mitchell L. Sweigart
Ms. Donna J. Wert

Ms. Wert called for nominations for President. Mr. Jackson made a motion nominating Mr. Carlton Rintz as President of the Board. The motion was seconded by Mr. Sweigart. 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 with Mr. Rintz abstaining.

Ms. Wert called for nominations for Vice President. Mrs. Nafziger made a motion nominating Dr. Joseph Fullerton as Vice President of the Board. The motion was seconded by Mr. Brown. There were no other nominations for the office of Vice-President and the nominations were closed. Dr. Fullerton was appointed Vice-President by a unanimous voice vote with Dr. Fullerton abstaining.

The Reorganization Meeting adjourned at 7:21 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Board Secretary

**Minutes
Committee of the Whole
December 6, 2021**

The Penn Manor School Board met as a Committee of the Whole at 7:22 p.m. on the above date in the Board Room at Manor Middle School following the Board Reorganization Meeting. The meeting was called to order by Board President, Mr. Carlton Rintz. The following directors were present: Mr. Loren Brown, Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mrs. Nickole Nafziger, 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. Philip Gale, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Judge Joshua Keller, several district residents and family members, Mr. Brian Wallace, Dr. Peggy Anastasio, Mrs. Judy Duke, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 40 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, January 3, 2022 in the Manor Middle School Board Room at the conclusion of the Committee of the Whole Meeting at 7:00 p.m.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the November 15, 2021, Committee of the Whole Meeting. Hearing none, it was moved by Mr. Jackson and seconded by Mr. Sweigart to approve the minutes as printed. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The upcoming board opportunities were reviewed. Mr. Sweigart reported that the PMC3 met to award fall 2021 grants totaling \$16,629 for co-curricular and athletic clubs. Mrs. Nafziger reported that the ExtraGive was the best ever for PMEF. Also, over \$40,000 in fall venture grants were awarded by PMEF to teachers. Mr. Rintz reported that the two new board directors will be assigned mentors.

Dr. Leichliter introduced Dr. Peggy Anastasio. Dr. Anastasio will be assuming the role of Director of Student Support Services when Dr. Theresa Kreider retires in January. Dr. Anastasio currently serves the district as the Assistant Director of Student Support Services.

Mr. Rintz discussed with the board members their interest in committee assignments for 2022. Appointments will be made at the January 3, 2022 meeting.

Mr. Johnston introduced Mr. John Bonawitz and Mrs. Lauren Fenner, auditors from Brown Shultz Sheridan and Fritz. They provided an overview of the district's annual financial statements for the year ended June 30, 2021 and reported a clean audit with no findings, no material weaknesses, and no incidents of noncompliance. Approval for placement of this item on the December 6, 2021, board agenda was approved on a motion by Ms. Wert and seconded by Mr. Sweigart. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Gale, Mr. Jones and Mrs. Andes updated the board on the graduation requirements under Act 158. Dr. Gale and Mr. Jones also discussed the administrative recommendation to hold commencement ceremonies outside again this year at Millersville University.

Mr. Johnston discussed the Resolution Not to Exceed Resolution. 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 adjusted index. Approval for placement of this item on the December 6, 2021, board agenda was approved on a motion by Mr. Sweigart and seconded by Mr. Straub. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The Committee of the Whole adjourned at 8:35 p.m.

Mr. Carlton L. Rintz, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
December 6, 2021

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room at Manor Middle School following the Committee of the Whole meeting. The meeting was called to order by Board President Mr. Carlton Rintz at 8:35 p.m.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, January 3, 2022, following the Committee of the Whole Meeting.

The following directors were present: Mr. Loren Brown, Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mrs. Nickole Nafziger, 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. Philip Gale, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Judge Joshua Keller, several district residents and family members, Mr. Brian Wallace, Dr. Peggy Anastasio, Mrs. Judy Duke, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 40 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 November 15, 2021 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. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Leichliter provided the Superintendent's report. Mrs. Elizabeth Raff was named the Pennsylvania 2022 Teacher of the Year. Mrs. Raff is a 6th grade teacher at Pequea Elementary. She is the first Penn Manor teacher to receive this honor. Mr. Kramer prepared a summary of fall athletics. The middle schools holiday concert will be held on December 9 at 7 p.m. in the high school auditorium. The high school holiday concert will be held on December 16 at 7 p.m. in the high school auditorium. Both are concerts are free and open to the public. At the state conference, three theater students were recognized. Hannah Fogell was honored for her acting in the fall play, *Clue*, Max Ponton was elected a state officer and Maggie Eckroat was recognized for the tech challenge. The spring musical will be *The Addams Family*.

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

Item 2. **Consent Agenda for Committee of the Whole** – 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 adjusted index.

- B. Acceptance of the Local Auditor's 2020-2021 Report as presented.
- C. Second and Final Reading of Revised/New Board Policies as presented - 006,146.1,218.1,218.2,236.1,246,247,249, 800.1,805.2,805,903,916
- D. Policy for the Use of School Facilities and Grounds

Explanation: Approval of the updated policy, procedures, guidelines and fee schedule associated with the use and rental of school facilities. The rate structure for turf fields has not been updated since 2010 and the rate structure for use of facilities has not been updated since 1997.

Mr. Jackson made a motion to postpone the vote on 2D - Policy for the Use of School Facilities and Grounds until the January 3, 2022 meeting. The motion was seconded by Mrs. Nafziger. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

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

It was moved by Ms. Wert and seconded by Mr. Straub to approve this item. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, 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. 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, 2022.

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. Transportation Contracts for the 2021-2022 school year:
Eschbach Bus Service (177 Days) - \$2,687,399.62
Eschbach Fuel Surcharge - \$66,395.70
Shultz Transportation (177 Days) – \$1,123,785.76
Shultz Fuel Surcharge - \$31,374.75

Explanation: The current transportation contracts runs through June, 2025 for Eschbach Bus Service and Shultz Transportation. The contract figures have been calculated based upon updated routing and student information.

- F. IDEA Section 619 – Use of Funds Agreement – for the use of Federal Funds from the 2021-2022 allocation pertaining to the Individuals with Disabilities Education Act Section 619.

Explanation: Expected funds totaling \$3,940

- G. Approval of agreement with COBYS to provide services to students for the 2021-22 school year

- H. Comet Co-Curricular Committee Grant Awards for 2021-2022

- I. Judicial Review

- J. Penn Manor Education Foundation Venture Grants for Fall 2021

- K. CDWG Statement of Work for certified installation of video walls at Penn Manor High School

- L. Client services agreement with Sapphire Software for custom programming

M. Subscription agreement with ePlus for Cisco Duo Access for Education

MOTION ON THE ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3A-C, 3E-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. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, 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. Sweigart and seconded by Ms. Wert to approve this item. The following voice vote was taken on this motion. Mr. Brown, no; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mrs. Nafziger, yes; 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 2021-2022 school year
- B. Leave to the individual according to the terms listed:
Professional Employees:
Employee L8 - Family Medical Leave - October 19, 2021-November 5, 2021
Employee L9 - Family Medical Leave - September 21, 2021-October 29, 2021

Classified Employee:
Employee L10 - Family Medical Leave - November 30, 2021-January 12, 2021
- C. Resignation of the individuals listed per the effective date:
 Brittany Nolt, FT Hourly Nurse, Hambright, effective 2/22/22
- 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 2022 Season:
 Boys Soccer - Paul Taylor
 Cheerleading – Janna Ames
 Cross Country – Bob Ulmer (withdrew retirement, still plan on opening up head position)
 Field Hockey - Rachel Suter
 Football – John Brubaker

Girls' Soccer – Open
 Girls' Tennis - Amanda Pryzbylkowski
 Girls' Volleyball - Tim Joyce
 Golf – Tom Reustle

- F. 2021-22 Winter Volunteer Coaches
- G. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2021-22 school year:
 Trinity Sumrall
 Emma Weirich
- H. Spring Musical 2021-22:
 Lauren Ciemiewicz, Musical Director, \$3,000
 Melissa Mintzer, Producer/Marketing Director, \$2,900
 Lauren Ciemeiwicz, Vocal Director, \$1,200
 Ken Webster, Acting Coach, \$650
 Andrew Johnson, Pit Orchestra Director, \$2,000
 Nick Bonsell, Production Manager 1, \$1,450
 Drew Himmelrich, Production Manager 2, \$1,450
 Keith Henninger, Sound/Lighting Supervisor, \$950
 Sidney Yeoman, Scenic Artist, \$1,450
 Alyssa Crook, Choreographer, \$1,200
 Patty Detter, Costume Coordinator, \$2,000
 John Matusek, Assistant Costume Coord/Props/Make-up, \$1,000
 TBD, Rehearsal Accompanist
- I. 2021-22 Manor MS Co-Curricular:
 Karen Bierly, Team Leader, Semester 2, \$1,000
- J. Fall Sports:
 Jamaal Millisock, Football Equipment Manager, \$2,070
- K. Athletic Worker:
 Grace Painter
- L. Mentor for the 2021-2022 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. Recommending approval of the following Head Coach for the 2021-22 school year:
 Brian Kemrer - Boys Volleyball
- N. MOU Agreement with PMEA for an employee
- O. Middle School Tutor for the 2021-22 school year - Sarah Sambrick

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-O: It was moved by Ms. Wert and seconded by Mr. Sweigart to approve this item. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, 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 make a comment to the board. District residents Michelle Keller and Adam Miller both thanked the board for their service. District resident Casey Vinson shared that she does not feel that board polices are being followed.

The meeting was adjourned at 8:51 p.m.

Carlton L. Rintz, President

Cindy Rhoades, Secretary