

**Minutes  
Committee of the Whole  
January 3, 2022**

The Penn Manor School Board met at 6:30 p.m. for an Executive Session to discuss Personnel (Leaves, Resignations, and Retirement) and Student Matters.

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. on the above date in the Auditorium at Manor Middle School. 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, and Mr. Mitchell Sweigart. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Philip Gale, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Elizabeth Raff, Dr. Shirley Murray, Mr. Chip Mathias, Ms. Lauren McNeely, several district residents, Mr. Luis Nieves, LNP correspondent, 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 27 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Tuesday, January 18, 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 December 6, 2021, Committee of the Whole Meeting. Hearing none, it was moved by Mr. Jackson and seconded by Mr. Straub 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, absent.

The upcoming board opportunities were reviewed. Mr. Straub reported on the LCCTC reorganization meeting. Mr. Jackson reminded the newly elected and re-elected board members about the board member training requirements. Dr. Fullerton reported that the L-L IU13 meeting will be held next week and a new board president will be elected.

Dr. Leichliter introduced Mrs. Elizabeth Raff, Pequea Elementary sixth grade teacher, who was named the 2022 Pennsylvania Teacher of the Year by the National State Teachers of the Year-Pennsylvania Chapter. Dr. Shirley Murray, principal at Pequea, spoke about Mrs. Raff and her engaging classroom style. Dr. Fullerton read a board resolution recognizing and commending Mrs. Raff, and Mr. Jackson presented her with the resolution.

Dr. Gale introduced Ms. Lauren McNeely, a long term substitute 5<sup>th</sup> grade teacher at Central Manor Elementary, and she was welcomed by the board to the district.

Mr. Rintz reviewed the list of committee assignments for the 2022 calendar year. It included both board and president appointed positions. Approval for placement of the board appointments on the January 3, 2022, board agenda was approved on a motion by Mrs. Nafziger 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, absent.

Dr. Leichliter reviewed the updates in the superintendent's second quarterly report for the 2021-2022 school year.

Mr. Straub and Dr. Leichliter reviewed the proposed CTC budget for the 2022-2023 school year and the resolution. Approval for placement of this item on the January 18, 2022 board agenda was approved on a motion by Mr. Jackson 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, absent.

Mr. Johnston continued the discussion on the Policy for the Use of School Facilities and Grounds. The original motion from November 15, 2021 was amended on a motion by Mr. Jackson and a second by Mrs. Nafziger. The following voice vote was taken on this motion. Mr. Brown, yes; Dr. Fullerton, no; Mr. Herr, no; Mr. Jackson, yes; Mrs. Nafziger, yes; Mr. Rintz, no; Mr. Straub, no; Mr. Sweigart, no; Ms. Wert, absent. The motion failed. A second amended motion was made by Mr. Sweigart and seconded by Mr. Herr. The following voice vote was taken on this motion. Mr. Brown, no; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, no; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, absent. The policy will be amended for the personnel rates for Class A Facilities Rental from \$50.00 to \$33.70; the personnel rates for Class B and C will remain at the previously proposed \$50.00.

Mr. Johnston reviewed the proposed Capital Projects Plan for 2022-2023. Approval for placement of this item on the January 18, 2022, board agenda was approved on a motion by Mrs. Nafziger 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, absent.

Mr. Johnston reviewed the ESSER spending plan and detailed what has been spent to date and plans for future spending.

The Committee of the Whole adjourned at 8:42 p.m.

---

Mr. Carlton L. Rintz, President

---

Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**January 3, 2022**

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 8:42 p.m. followed by a moment of silence and the flag salute.

Mr. Rintz announced that the next scheduled meeting will be held on Tuesday, January 18, 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, and Mr. Mitchell Sweigart. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Philip Gale, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. Chip Mathias, 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 27 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 December 6, 2021 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, absent.

Dr. Leichliter provided the Superintendent's report. He alerted the board to the staffing issues the district and bus contractors are facing and thanked Mr. Johnston for helping out at Martic Elementary when they were short-staffed in the cafeteria.

Mr. Johnston presented for payment the November 2021 bills. It was moved by Mr. Sweigart and seconded by Mr. Straub to authorize payment of the bills:

General Fund	\$ 3,855,834.30
Food Service Fund	\$ 183,715.62
PSDLAF Cap Reserve Fund	\$ 98,841.84
2018 Construction Fund	\$ 1,861,055.32
Student Activity Fund	\$ 35,382.04

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, absent.

**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. Lancaster County Career & Technology Center Representatives - appoint Chris Straub as representative to the Lancaster County Career & Technology Center and Joe Fullerton as alternate.
- B. Lancaster County Academy Representatives - appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Dell Jackson as alternate.
- C. Lancaster County Tax Collection Bureau Representatives – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- D. Approval for submission of the 2022-2025 District Comprehensive Plan, Academic Standards and Assessment Requirements, Gifted Education Plan Assurances, Induction Plan, Professional Education Plan, and Student Services Assurances.
- E. Policy for the Use of School Facilities and Grounds (as amended)

*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.*

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

It was moved by Mrs. Nafziger and seconded by Mr. Brown 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, absent.

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2E:**

It was moved by Mr. Sweigart and seconded by Mr. Straub to approve this item. The following voice vote was taken on this motion. Mr. Brown, no; Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, no; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, absent.

**Item 3.**        **Consent Agenda for Administrative Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Judicial Review
- B. IDEA Part B Use of Funds Agreement – for the use of Federal Funds from the 2021-2022 allocation pertaining to the Individuals with Disabilities Education Act

*Explanation: Expected funds totaling \$1,039,658 will be used as follows - \$551,760 to be used as an offset to special education contracted services, \$331,358 to be used for “on behalf” services and \$156,540 to be used as Set-Aside funds for CCEIS.*

- C. Procurement Card Authorized User Listing
- D. Addition of a Procurement Card to be used exclusively by the Student Activity Fund

*Explanation: As a control measure, the addition of a procurement card to be used specifically for Student Activity Fund purchases will be maintained in the district office. Use will be limited to adult club advisors and prior authorization will be required.*

- E. Change Orders - Penn Manor High School Project

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

Change Order 8 - Add \$8,339.00

PCO#27 Final connections at revised weld hoods \$1,558.00

PCO#28 Remove existing PRVs and meters due to new pit \$5,607.00

PCO#29 Unclog sanitary line in C section due to Owner \$1,174.00

**HVAC Contractor - Myco Mechanical, Inc**

Change Order 7 - Add \$31,936.87

PCO#15 Final duct connection for kilns after all revisions \$6,315.15

PCO#16 Temp head for exiting gym due to phasing \$25,621.72

**General Contractor - Lobar, Inc**

Change Order 35 - Add \$42,810.08

PCO#168 Case mods for ranges in A031 & A036 \$2,465.23

PCO#169 Added hardware in stage dressing stalls \$882.19

PCO#170 Added spandrel glass at DAO window \$2,252.79

PCO#163 Dryer vent chase on wall \$700.35

PCO#172 Terrazzo in E120 per CCD 158 \$12,355.34

PCO#173 Sinkhole repair at inlet 800 \$11,901.51

PCO#174 Revisions to storm structure CB305 \$5,231.61

PCO#175 Repair unknown sanity line \$1,290.98

PCO#177 Add window film at A curtain wall \$782.06

PCO#178 Add matt hoist beam in gym \$2,767.60

PCO#179 Revise fence layout for fire hydrant at field house \$2,180.42

**Electrical Contractor - Boro Construction, Inc**

Change Order 12 - Add \$21,275.73

PCO#67 Temp heat work for existing gym due to phasing \$18,220.71

PCO#71 Final connection for CNC machine \$3,055.02

- F. Food Service Consulting Agreement 1 Year Extension with School Operations Group, Inc.

*Explanation: The initial agreement covered 2019-21 with options to extend the agreement for two additional years. The recommendation is to exercise our option to extend for the second of the two 1-year extensions.*

- G. Seesaw software agreement for three years, 2022-25

*Explanation: Three year extension to the existing agreement for K-2 students and teachers*

- H. MOU Agreement with Community Services Group (CSG) for an Outreach Specialist.

*Explanation: CSG is providing an Outreach Specialist to work specifically with families experiencing homelessness. This is a grant funded position that will expire on June 3, 2022.*

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

**H:** It was moved by Mr. Jackson 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, absent.

**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 individuals according to the terms listed:

**Professional Employees:**

*Employee L11* - Family Medical Leave – January 21, 2022 to March 17, 2022  
Child Rearing Leave - March 18, 2022 to 2<sup>nd</sup> semester of 2022-2023

*Employee L12* - Family Medical Leave – March 21, 2022 to May 15, 2022  
Child Rearing Leave - May 16, 2022 to start of 2022-2023

**Classified Employees**

*Employee L10* - Family Medical Leave – November 30, 2021 – January 17, 2022

*Employee L13* - Family Medical Leave – January 12, 2022 – February 11, 2022

- C. Resignation of the individuals listed per the effective date:

Ashley M. Zook, School Nurse, effective February 18, 2022  
Andrew Nealis, Building Aide, Marticville MS, effective 12/23/21  
Charles Kloidt, 2nd Shift Custodian, High School, effective 12/31/21

- D. Retirement of the individual listed per the effective date:

Suzanne Wickstrom, Building Aide, Marticville MS, effective 12/23/21

- E. Cross Country Education Assignment Placements effective 1/3/2021

Karen Smoker

- F. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2021-22 school year:

Alyssa Serra  
 Amy Endy  
 Michele Wenger  
 Gabriela Karch  
 Alexis Cancila

- G. Mentors for 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.*

- H. High School Tutors for the 2021-2022 school year at a rate of \$34.00 per hour.

Joseph Blowers  
 Meghan McMurtrie  
 Mary Wurzbach

- I. Middle School Tutors for the 2021-2022 school year at a rate of \$34.00 per hour.

Jen Ennis

- J. Elementary Tutors for the 2021-2022 school year at a rate of \$34.00 per hour.

Morgan Stepanchick

- K. Spring Musical 2021-22:

Rehearsal Accompanist 1 - Sarah Repkoe, \$1200.00  
 Rehearsal Accompanist 2 - Lauren Ciemiewicz, \$630.00

- L. Recommending approval of the following Head Coach for the 2021-22 school year:

Robert Koenig, Track and Field

- M. Winter Coach:

Jaden Matias, 7th Grade Boys Basketball, \$3,000

- N. Athletic Worker:

Rebecca Beatty

- O. New Volunteer Coach:

Brandon Kauffman, Wrestling

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-O:** It was moved by Mrs. Nafziger 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, absent.

Mr. Rintz asked if there were any citizens who wished to make a comment to the board. District residents, Robert and Mary Beck, had sent an email outlining their recent experience with COVID at a sporting event and expressed their concerns about spread.

The meeting was adjourned at 8:49 p.m.

---

Carlton L. Rintz, President

---

Cindy Rhoades, Secretary