

**Minutes  
Committee of the Whole  
June 20, 2022**

The Penn Manor School Board met at 6:30 p.m. for an Executive Session to discuss the Safe Schools Report and Personnel (Resignations and Leaves).

The Penn Manor School Board met as a Committee of the Whole at 7:06 p.m. on the above date in the board room 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 Ms. Donna Wert. Mr. Mitchell Sweigart was absent. Present from the administrative staff were Dr. Michael Lechlitter, Mr. Chris Johnston, Dr. Philip Gale, Dr. Jerry Egan, Dr. Peggy Anastasio, and Mr. Charlie Reisinger. Also in attendance for the meeting: Jeff and Deb Roth, Patrick Tocci, Officer Jason Hottenstein, several district residents, several members of the Hershey Fire Department, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 36 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, July 18, 2022 in the media center at Penn Manor High School at 7:00 p.m.

Mr. Rintz asked if there were any additions or corrections to the Minutes of the June 6, 2022, Committee of the Whole Meeting and the June 13, 2022 Board Retreat. Hearing none, it was moved by Ms. Wert 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, abstained; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, absent; Ms. Wert, yes.

The upcoming board opportunities were reviewed. Mr. Straub gave the status for the Fall 2022 class at the LCCTC. Mrs. Nafziger reported that the PMEF golf outing raised nearly \$10,000. Mr. Jackson requested volunteers to serve as delegates to the PSBA 2022 Delegate Assembly on November 5, 2022. Delegates can participate in person or via Zoom. Dr. Fullerton, Mrs. Nafziger and Mr. Brown expressed interest in serving.

Officer Jason Hottenstein retired at the end of the 21-22 school year as the School Resource Officer at Penn Manor High School. Officer Hottenstein was the first SRO in Lancaster County and was recently chosen to receive the 2022 Ambassador of School Safety Award by the Pennsylvania Association of School Resource Officers. The board recognized Office Hottenstein with a resolution presented by Dr. Fullerton. Dr. Lechlitter also read a letter from Patrick Leonard, Chief of the Hershey Volunteer Fire Company, and a proclamation from Representative Bryan Cutler in support of Officer Hottenstein's service.

Dr. Michael Lechlitter is retiring as Superintendent of Schools for the Penn Manor School District after 13 years in that role and 25 total years of service to the district as an administrator. Mr. Rintz presented Dr. Lechlitter with the board resolution thanking him for his outstanding service along with a personalized retirement gift from the board.

Mr. Patrick Tocci, the new athletic director, was introduced to the board.

Dr. Gale, Mr. Roth (acting athletic director), and Mr. Tocci presented the annual summer review of the athletic program highlights as well as data related to the Athletic Measures of Success. The spring sports season was also reviewed.

Mr. Johnston reviewed the annual Act 1 slots distribution for the Penn Manor School District from the Commonwealth of Pennsylvania. Approval for placement of this item on the June 20, 2022 board agenda was approved on a motion by Mr. Straub and seconded by Ms. Wert. 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, absent; Ms. Wert, yes.

Mr. Johnston reviewed the recommended allocation for the committed fund balance for the school district. Approval for placement of this item on the June 20, 2022 board agenda was approved on a motion by Mrs. Nafziger and seconded by Ms. Wert. 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, absent; Ms. Wert, yes.

Mr. Johnston reviewed the final budget action as authorized by the Schood Board at the June 6, 2022 meeting.

The Committee of the Whole adjourned at 8:24 p.m.

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Carlton L. Rintz, President

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Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**June 20, 2022**

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, Carlton Rintz, at 8:24 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, July 18, 2022, following the Committee of the Whole 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, and Ms. Donna Wert. Mr. Mitchell Sweigart was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Chris Johnston, Dr. Philip Gale, Dr. Jerry Egan, Dr. Peggy Anastasio, and Mr. Charlie Reisinger. Also in attendance for the meeting: Several district residents and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 36 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 June 6, 2022 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, absent; Ms. Wert, yes.

Dr. Leichliter provided the final Superintendent's report. He gave a brief State of the District overview as he retires as superintendent.

Mr. Johnston presented for payment the May 2022 bills. It was moved by Mrs. Nafziger and seconded by Mr. Brown to authorize payment of the bills:

General Fund	\$ 4,851,750.01
Food Service Fund	\$ 226,536.49
PMSD Capital Reserve	\$ 5,473.30
PSDLAF Cap Reserve Fund	\$ 54,818.05
2018 Construction Fund	\$ 874,171.88
Student Activity Fund	\$ 21,341.42

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, absent; Ms. Wert, yes.

**Item 1. Review of School Board Meeting Agenda**

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

- A. Adoption of the 2022-23 Final Budget – Items regarding the adoption of the 2022-2023 Penn Manor School District budget:
  - 1. Adoption of the final budget for 2022-23 listing expenditures in the amount of \$96,742,514
  - 2. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
  - 3. Adoption of a resolution for approval of the Final Budget for the General Fund
  - 4. Adoption of a resolution for approval of the 2022 Annual Tax Levy Resolution
- B. Act 1 Slots Distribution – The 2022 Homestead and Farmstead Exclusion Resolution
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2022 Fund Balance
- D. Second and Final Reading of Revised/New Board Policies as presented for 218, 220, 227, 354, and 808.

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

It was moved by Mrs. Nafziger and seconded by Mr. Jackson 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, absent; Ms. Wert, yes.

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

It was moved by Ms. Wert and seconded by Mr. Jackson 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, absent; Ms. Wert, yes.

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

- A. Bonding for District Cashier

*Explanation: As recommended by the district auditors, a surety bond is being requested for the district cashier. (The surety bond will be renewed annually.)*

- B. Bonding for District Delivery Driver

*Explanation: As recommended by the district auditors, a surety bond is being requested for the district delivery driver. (The surety bond will be renewed annually.)*

C. Market Street Sports Agreement with Arconic Lancaster Corp

D. Winner's Circle Agreement of Services for 2022-2023

*Explanation: To provide services for students with disabilities during the 2022-2023 school year as requested.*

E. Subscription agreement with Powerschool for Unified Insights Enrollment Analytics software.

*Explanation: Formerly Decision Insite, the Powerschool Unified Insights software platform includes housing research as well as student enrollment projections by school building.*

F. Agreement with Rustin Kreider for PIMS Consulting 2022-23.

*Explanation: Mr. Kreider will provide required PDE PIMS processing services to support data operations during a planned staff leave at an hourly rate of \$60 for an estimated 85 hours.*

G. Software Subscription Agreement with Capital Area Intermediate Unit for Cofense Software at a cost of \$350 annually.

H. Ratification of StructureCare proposal for repairs and maintenance to the high school parking structure

*Explanation: Repairs and maintenance proposed as part of the condition review performed by StructureCare engineers in March and reported in late April. The three year plan calls for extensive work to be done this summer before staff and students return.*

I. Transportation Software agreement with Transfinder

*Explanation: As originally proposed at the April 11th board meeting, the new software will replace our current transportation software and will offer improved mapping, routing and bus stop management. Implementation would be scheduled for this fall with the intent of using the new software for the development of the routing for the 2023-24 school year. The initial set up fee will be paid using the Learning Loss Fund. The agreements have been reviewed by our solicitor.*

J. New Story Tuition Agreement for the 2022-2023 school year

*Explanation: To provide services for students during the 2022-2023 school year at a daily rate of \$300 for six students, \$365 for three students, and \$405 for one student.*

K. Mileage Rate Approval of the standard mileage rate for business use of an automobile as determined by the IRS effective July 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 normally sets this amount on an annual basis, however they have recently announced an increase to 62.5 cents for the final 6 months of 2022.*

- L. Sinkhole Consulting Services with Earth Engineering, Inc.

*Explanation: Services regarding the documentation and recommendations for a sinkhole at Central Manor Elementary School.*

- M. Sinkhole Consulting and Inspection Services with Earth Engineering, Inc.

*Explanation: EEI will provide qualified personnel to inspect and document the pressure grouting remediation that will be conducted at Central Manor Elementary School.*

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

It was moved by Mr. Brown 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, absent; 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 2022-2023 school year
- B. Resignation of the individuals listed below with the effective date:
  - Holly Fiorillo, English Teacher, PMHS, effective 8/21/22
  - Hanna Crowther, Biology Teacher, PMHS, effective 8/21/22
  - Connor White, Ready to Learn Level 1 Aide, Eshleman, effective 6/3/22
  - Scarlett Stoler, Part Time Student Custodian, effective 6/6/22
  - Jennifer Korosec, 10 month Secretary, High School, revised date 5/20/22
- C. Leave to the individuals according to the terms listed:
  - Classified:**
  - Employee M3 - Family Medical Leave - May 6, 2022 – June 3, 2022*
- D. Penn Manor students hired as part time custodians, effective 6/8/22, at the hourly rate of \$12.99/hour:
  - Adam Hollinger                      Madeline Lavelle
- E. Girls' Basketball Head Coach for the 2022 Season - Michael Glackin
- F. Substitute Pay Rates for the 2022-2023 school year:
  - Support Staff Substitute Pay Rates – as noted below:
  - Athletic Trainer - \$23.50 per hour

Food Service Sub - \$11.22 per hour  
 Food Service Manager Sub Hourly Rate Differential - \$3.00 (elementary)  
 Food Service Manager Sub Hourly Rate Differential - \$3.00 (secondary)  
 Food Service Banquet Hourly Rate Differential - \$3.00  
 Custodial Sub -- \$13.54 per hour  
 Clerical Sub - \$11.22 per hour  
 Healthroom Tech Aide Sub - \$17.59 per hour  
 Healthroom Tech Nurse Sub for RN - \$18.25 (elementary)  
 Healthroom Tech Nurse Sub for RN - \$18.25 (secondary)  
 Professional Staff Sub Rate - \$125.00/day

G. Athletic Stipend Grid used to determine allocations for coaching stipends for the 2022-2023 school year.

H. Rates for Co-curricular Work for the 2022-2023 school year

I. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for up to 75 hours for the 2022-2023 school year.

*Explanation: The rate for Mr. Hanna's services has remained the same since the 2009-2010 school year.*

J. Board Secretary Services – The administrative staff is recommending approval for Cindy Rhoades to receive \$3,835 for her services as Board Secretary for the 2022-2023 school year.

K. Secretary Sub Caller for 2022-23 school year:  
Jen Rohrer, \$1,550 stipend, effective 7/1/22

L. Band Positions for the 2022-2023 school year

Director - Andrew Johnson	\$5,975
Assistant Director - Demetrius Archer	\$2,600
Brass Instructor - Joshua Rowley	\$1,100
Woodwind Instructor - Juliette Torres	\$ 800
Percussion Director - Jabin Baxter	\$3,000
Percussion Staff - Wesley Maloney	\$1,515
Program Coordinator - Rich Klimowicz	\$ 980
Guard Director - Clarissa Baxter	\$1,900
Volunteer - Jacob Rutland	
Volunteer - Amber Casey	
Volunteer - Nate Shenk	

M. Acknowledgement of employee's voluntary rescission of compensated professional leave for 2022-2023 school year for Meridith Eckroat.

N. Leadership Team Compensation Plan (copy available upon request)

- O. Elementary teacher to lead summer remediation sessions of up to 41 hours per teacher at the hourly professional rate stipulated in the collective bargaining agreement. American Rescue Plan funds will be used for this initiative. Para professionals will be paid at their 21-22 hourly rate.  
                                     Tara Wilson                      Irina Hightower
- P. Upon recommendation of the Superintendent, appointment of Dr. Scott Keddie as School Safety and Security Coordinator in accordance with Act 44 of 2018.

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-P:** It was moved by Mr. Straub and seconded by Ms. Wert 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, absent; Ms. Wert, yes.

Mr. Rintz asked if there were any citizens who wished to make a comment to the board. District resident, Leah Bacon, spoke in favor of continuing the live streaming on YouTube of the board meetings. She also inquired about the policies being approved for the second reading. District resident, Tracy Musser, also supports the live streaming of the board meetings and expressed her concern about the current and possibly future sinkholes at Central Manor Elementary and the low wages for support staff.

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

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Carlton L. Rintz, President

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Cindy Rhoades, Secretary