

**Minutes  
Committee of the Whole  
August 22, 2022**

The Penn Manor School Board met at 5:30 p.m. for an Executive Session to discuss Personnel (Superintendent Evaluation, Resignations, Retirement, Leaves) and a Legal Matter.

The Penn Manor School Board met as a Committee of the Whole at 7:12 p.m. on the above date in the large group instruction room at Penn Manor High School. The meeting was called to order by Board President, Mr. Carlton Rintz. The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mr. Wardell Jackson was absent. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Krista Cox, Dr. Jerry Egan, Dr. Peggy Anastasio, and Mr. Charlie Reisinger. Also in attendance for the meeting: Numerous district residents, parents and students, Mr. Baron Jones, Mr. Eric Howe, Mrs. Jenna Fisher, Mrs. Kelli Eachus, high school student Kyle Sullenberger, Mr. Brian Wallace, Mr. Keith Henninger, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 89 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Tuesday, September 6, 2022 in the large group instruction (LGI) room 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 August 8, 2022, Committee of the Whole Meeting. Hearing none, it was moved by Mrs. Nafziger and seconded by Ms. Wert to approve the minutes as printed. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The upcoming board opportunities were reviewed. Mr. Straub reported that the LCCTC wait list is about the same. Mrs. Nafziger shared that the PMEF Annual Dinner will be held on September 25.

Mr. Jones introduced Kyle Sullenberger who along with fellow student Travis Clawson won second place in the *No Excuses Youth Traffic Safety Billboard Design Contest*. Penn Manor also had the first place billboard designed by Kate Nikolaus who was not able to attend the meeting due to a tennis match. The contest was part of the sophomore PE/Safety Education class.

Mr. Jones introduced Jenna Fisher, the new assistant principal for Penn Manor High School. Mrs. Fisher taught at Pequea Elementary since 2016 and was named the 2022 Elementary Educator of the Year. Mr. Howe introduced Kelli Eachus, the new assistant principal for Hambright Elementary. Mrs. Eachus previously taught in the Manheim Township School District.

Mr. Reisinger provided an update on the recent K-8 school building website redesign and communication/notification changes.

Dr. Gale reviewed the proposed Board Workshop dates for the 2022-2023 school year.

Mr. Johnston reviewed the options for a proposed budget calendar for developing, discussing and approving the budget for the 2023-2024 school year. Approval for placement of this item on the September 6, 2022 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. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The Committee of the Whole adjourned at 7:48 p.m.

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Carlton L. Rintz, President

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Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**August 22, 2022**

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the large group instruction room at Penn Manor High School following the Committee of the Whole meeting. The meeting was called to order by Board President, Carlton Rintz, at 7:49 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, September 6, 2022, following the Committee of the Whole Meeting.

The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart and Ms. Donna Wert. Mr. Wardell Jackson was absent. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Krista Cox, Dr. Jerry Egan, Dr. Peggy Anastasio, and Mr. Charlie Reisinger. Also in attendance for the meeting: Numerous district residents, parents and students, Mr. Baron Jones, Mr. Eric Howe, Mrs. Jenna Fisher, Mrs. Kelli Eachus, high school student Kyle Sullenberger, Mr. Brian Wallace, Mr. Keith Henninger, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 89 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. The following district residents commented on the open board position – Loren Brown, Heather Myer, Clarissa Bell, Doreen Hershey, Missy Phelan, Carlos Castaneda, Amanda Greenawalt, Vanessa Acosta, Start Osborne, Del Hess, Lorianna Sprague, Ken Eckart, Jill Kloppman, Janine Hollinger, Keith Kauffman, Lucy Gillichbauer, Pat Frampton, and Leah Bacon. Emails regarding this topic were submitted to the board secretary prior to noon on the day of board meeting and shared with the Board from district residents Michelle Reinhart, Erin Shaffer, Joel & Heather Myer, Melissa & Derek Eichelberger, Adam Miller, Jared Langevin, John & Jennifer Stipe, Christen Keller, Rick & Cindi Poole, Brian Keifer, Lauren Shank, Jamie Pikolas, Laura & Tommy Witmer, Keely Childers Heany, Amy & Eric Risser, Kerri Michnya, Lynn Miller, Judith Milliken, Ashlee Boyer, and Julia Whitfield.

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the August 8, 2022 meeting. Hearing none, it was moved by Mrs. Nafziger and seconded by Mr. Sweigart to approve the minutes as printed. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Gale provided the Superintendent's report. Today was opening day for all district employees. We are happy to have been successful hiring a number of cafeteria and custodial staff this summer. The annual Kick-off Classic will be held on Wednesday, August 24 at Comet Field. Construction is ongoing. Dr. Gale expressed that he is excited for the new school year.

Mr. Johnston presented for payment the July 2022 bills. It was moved by Ms. Wert and seconded by Mr. Sweigart to authorize payment of the bills:

General Fund	\$ 3,365,103.84
Food Service Fund	\$ 583.43
PMSD Capital Reserve Fund	\$ 159,814.05
PSDLAF Capital Reserve	\$ 28,581.38
2018 Construction Fund	\$ 1,442,846.53
Student Activity Fund	\$ 4,792.47

The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; 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. Second and Final Reading of Revised/New Board Policies as presented for 237, 815 and 815.1.

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

It was moved by Mrs. Nafziger and seconded by Mr. Straub to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; 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. Acceptance of Eschbach and Shultz Bus Drivers for the 2022-2023 school term

*Explanation: While the bus drivers are employed by the busing contractors, a listing is provided for the board's consideration and acceptance*

- B. Penn Medicine Drug Screening Contract for the 2022-2023 school year

*Explanation: Pricing and terms are the same as the previous contract.*

- C. Approval of agreements with Outside Agencies providing services to students:

PA Comprehensive Behavioral Health  
 PA Counseling Service  
 TEAMCare Behavioral Health  
 TW Ponessa  
 Youth Advocate Program  
 Community Service Group (CSG)  
 Chester County IU (CCIU)  
 Philhaven/Wellspan

D. Emergency Instructional Time Template Section 520.1 - 2022-23 School Year

*Explanation: Application to Pennsylvania Department of Education to utilize Section 520.1 of School Code that provides flexibility to meet minimum instructional time requirements in the event of an emergency.*

E. School District Physician – Timothy Weaver, M.D. of Penn State Medical Group – Manor, as the School District’s Physician for the 2022-2023 school year at the rate of \$5,000.

*Explanation: Dr. Weaver has agreed to continue his service.*

F. Teen Hope – Memorandum of Understanding for 22-23 school year

G. Resignation – The Board accepts the resignation of Loren R. Brown from the Penn Manor Board of School Directors effective August 22, 2022.

H. Integrated Pest Management services from Western Pest Services for 2022-23 - \$780.00

*Explanation: To provide integrated pest management services through the 2022-2023 school year for Comet Fieldhouse.*

I. 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 2, 2023.*

J. Children Deserve a Chance Foundation for 2022-2023

*Explanation: Atollo Recruit and Scholar costs taken from the High School budget.*

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

It was moved by Ms. Wert and seconded by Mr. Sweigart to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; 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 2022-2023 school year

B. Leave to the individuals according to the terms listed:

**Professional Staff:**

*Employee M8 - Family Medical Leave/Child Rearing Leave - August 28, 2022-2022/2023 School Year [Revised]*

- C. Resignation of the individuals listed per the effective date:  
     Duane Shenk, 12 month Custodian, Hambright, effective 8/8/22  
     Nicole Sangrey, Building Aide, Central Manor, effective 8/2/22

- D. Retirement of the individual listed per the effective date:  
     BarbTrostle, Library Aide, High School, effective 8/7/22

- E. 2022-2023 Middle School Team Leaders as listed below:

**Marticville Middle School Team Leaders:**

Erika McLaughlin - Green Team  
 Christine Harman - Blue Team  
 Brad Aungst - Gold Team  
 Steve Evans - Cultural Arts  
 Courtney Costello - Learning Support

**Manor Middle School Team Leaders:**

Maricia Kligge - Blue 8  
 Jennifer Ennis - Green 8  
 Angie Galgon - Blue 7  
 Connie Jackson - Green 7  
 Curt Elledge - Learning Support  
 Erin Kreck - Cultural Arts

*Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals.*

- F. 2022-2023 Marticville Middle School Co-curricular Positions

*Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.*

- G. 2022-2023 Manor Middle School Co-curricular Positions

*Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.*

- H. 2022-2023 High School Co-curricular Positions

*Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.*

- I. Middle School Tutors for the 2022-2023 school year at a rate of \$35.00 per hour.

Curt Snelbaker	Jon Bittenbender
Connie Jackson	Amy Niemkiewicz
Maricia Kligge	Courtney Costello
Brad Aungst	Leesa McAnally
Sarah Sambrick	

- J. Middle School Detention for the 2022-2023 school year at a rate of \$35.00 per hour.  
       Jon Bittenbender       Brad Aungst  
       Curt Snelbaker       Courtney Costello  
       Maricia Kligge       Leesa McAnally  
       Amy Niemkiewicz
- K. Middle School Weight Room Coverage for the after school middle school weight room for the 2022-2023 school year at the rate of \$29.35 per hour, 1 hour per day, 2 days per week  
       Steve Kramer       Steve Evans  
       Ginny Neiss
- L. Nurse Substitute Caller Stipend for contacting/arranging substitute services for health rooms for the 2022-2023 school year for a stipend of \$3,300.  
       Tanya Echterling
- M. 2022-2023 Athletic Workers
- N. Mentors for the 2022-2023 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.*

- O. ASI Program for the 2022-2023 school year at a rate of \$35.00 per hour.  
       Thomas Bechtel       Mary Wurzbach  
       Joseph Blowers       Michelle Wagner  
       Meghan McMurtrie       Pamela Lindstrom  
       Noelle Henderson       Alexis Carson  
       Amanda Swords       Angelika Koerner  
       Barry Groff       Benjamin Pongracz  
       Brandy Basile       Catherine Tejada  
       Christine Donahue       Christopher Vrabel  
       Doug Kramer       Elizabeth Kelly  
       Gail Ulmer       Gary Luft  
       James McGlynn       Jane Myers  
       Jen Kroesen       Jessica Cunningham  
       John Tercha       Jordan Jaffe  
       Joshua Barben       Joshua Bressler  
       Katharine Rodriguez       Kathleen Struble  
       Lauren Ciemiewicz       Maria Vita  
       Mary Wittman       Matthew Rayha  
       Mindy Rottmund       Nadine Smith  
       Nicholas Marchio       Sarah Stover  
       Tonya Beck       Wendy Letavic  
       Melissa Ostrowski       Gail Ulmer  
       Dana Wile       Rhoda Snyder

- P. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2022-23 school year:  
Holly Mullaney

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-P:** It was moved by Mr. Sweigart and seconded by Ms. Wert to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; 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. There were none.

The meeting was adjourned at 8:42 p.m.

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Carlton L. Rintz, President

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Cindy Rhoades, Secretary