

**Minutes  
Committee of the Whole  
November 7, 2022**

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

The Penn Manor School Board met as a Committee of the Whole at 7:00 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, and Ms. Donna Wert. Mr. Wardell Jackson, Mr. Anthony Lombardo, and Mr. Mitchell Sweigart were absent. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, 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 44 people were watching via YouTube.

Mr. Rintz announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, November 21, 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 October 17, 2022, Committee of the Whole Meeting. Hearing none, it was moved by Mrs. Nafziger and seconded by Mr. Straub to approve the minutes as printed. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; Mr. Lombardo, absent; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, absent; Ms. Wert, yes.

The upcoming board opportunities were reviewed. Mr. Straub reported that the LCCTC teachers are still working without a contract and that the Strategic Plan for the LCCTC was presented at the October 27 meeting. Mrs. Nafziger reported that PMEF's annual dinner raised a record breaking \$35,000.

Mr. John Paul Capresecco from Pennsylvania School Boards Association (PSBA) recognized Ms. Donna Wert for 24 years of service as a school board director in the Penn Manor School District and presented her with a crystal award. School board directors in the Commonwealth of Pennsylvania are volunteer positions secured through the election process every four years by the populace of the school district for which they serve.

Mr. Johnston reviewed the preliminary numbers for revenues and expenses from the 2021-2022 audit and discussed fund balance implications and proposed transfers to the capital reserve fund.

The board is presented an opportunity to commit fund balances during the budget process and during the audit process. Mr. Johnston reported that as uncommitted funds are limited to 8% of expenditures, fund balances are examined every fall to ensure compliance. Approval for placement of this item on the November 7, 2022, board agenda was approved on a motion by

Mr. Straub and seconded by Mr. Herr. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; Mr. Lombardo, absent; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, absent; Ms. Wert, yes.

Mr. Johnston shared an update on the 2023-2024 budget as per the budget calendar.

Dr. Gale gave a periodic update on the goals developed by the Board of School Directors as part of his yearly evaluation process.

The Committee of the Whole adjourned at 8:04 p.m.

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Carlton L. Rintz, President

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Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**November 7, 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 8:05 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, November 21, 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, and Ms. Donna Wert. Mr. Wardell Jackson, Mr. Anthony Lombardo, and Mr. Mitchell Sweigart were absent. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, 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 44 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 October 17, 2022 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; Mr. Lombardo, absent; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, absent; Ms. Wert, yes.

Dr. Gale provided the Superintendent's report. Today was College and Career Day during Block 3 at the high school. Over 100 post-secondary schools, local businesses, military and PHEAA representatives set up booths. It was well attended. A reminder that the Master Facilities Committee meets on Friday, November 11 at 8:00 a.m. in the LGI. Congratulations to past board director, Dr. Richard Frerichs, who was presented with the William Howard Day award at the recent PSBA conference. The following athletes were congratulated on their achievements this fall - Kaleb Kabakjian placed 34<sup>th</sup> at the state cross country meet; Catharine Rabatin made it to the state tennis quarter finals; the girls' soccer team and field hockey team will be playing in states this coming week. At the FFA Nationals this fall, the Floriculture team took 5<sup>th</sup> place (gold) and the Livestock Evaluation team finished 30<sup>th</sup> (silver) nationally. Manor FFA was awarded two stars for being a premier chapter. The fall play, the Crucible, will be performed November 18 and 19. This will be Carole Shellenberger's 20<sup>th</sup> year directing, and it will also be her last year. The ExtraGive is on November 18. Please remember the Loft, PMEF, and PowerPacks when donating.

**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. Committee Fund Balance – The Resolution for Commitment of June 30, 2022 Fund Balance

**MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A:** It was moved by Mrs. Nafziger 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; Mr. Lombardo, absent; 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. Commencement Date – May 31, 2023

*Explanation: A traditional commencement at a location to be determined later in the school year.*

- B. Judicial Review

- C. Thaddeus Stevens Dual Enrollment Agreement

- D. Mazzitti & Sullivan Contract to serve as the district's employee assistance program provider effective 11/1/2022 at a rate of \$16.00 per covered employee per year

*Explanation: The district has used Mazzitti & Sullivan as its Employee Assistance Provider since 2015. The most recent agreement began 11/1/2021 and will automatically renew at the same rate.*

- E. Additional Counseling Advisory Board Member - Jacob Marino

- F. Tuition-Free Senior for the remainder of the 2022-23 School Year  
Matthew Valverde Garcia

- G. Plancon J Approval – The administrative staff is acknowledging review and approval of Plancon Part J, Project Accounting Based on Final Costs, by the Pennsylvania Department of Education for Pequea Elementary School Renovation Project with the following reimbursable percentages:

GOB Series of 2012	17.43%
GOB Series of 2012	17.13%
GOB Series of 2015	18.46%
GOB Series of 2017	11.01%
GOB Series of 2020	18.46%

- H. Plancon J Approval – The administrative staff is acknowledging review and approval of Plancon Part J, Project Accounting Based on Final Costs, by the Pennsylvania Department of Education for Conestoga Elementary School Renovation Project with the following reimbursable percentages:

GOB Series of 2012	17.43%
GOB Series of 2015	18.46%
GOB Series of 2016	18.19%
GOB Series of 2017	11.01%
CASH	18.19%
GOB Series of 2019	18.19%
GOB Series of 2020	18.46%

- I. Plancon J Approval – The administrative staff is acknowledging review and approval of Plancon Part J, Project Accounting Based on Final Costs, by the Pennsylvania Department of Education for Hambright Elementary School Renovation Project with the following reimbursable percentages:

GOB Series of 2010	42.24%
CASH	17.46%
GOB Series of 2012	17.43%
GOB Series of 2012	17.13%
GOB Series of 2017	11.01%

- J. Shumaker agreement for repairs to QLXD2/SM58 handheld transmitter for the Penn Manor High School auditorium.

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

It was moved by Ms. Wert and seconded by Mr. Herr to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; Mr. Lombardo, absent; 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. Leave to the following individuals according to the terms listed:

**Professional Employees:**

*Employee M21* - Intermittent Family Medical Leave-Sept. 20, 2022-March 20, 2023

*Employee M22* - Family Medical Leave - December 7, 2022-January 18, 2023

*Employee M18* - Family Medical Leave - August 22, 2022 – Nov. 2, 2022 [Revised]

*Employee M14* - Family Medical Leave - September 29, 2022-October 25, 2022

*Employee M12* - Family Medical Leave - September 1, 2022-October 19, 2022

*Employee M24 - Family Medical Leave - December 8, 2022-January 3, 2023*

*Employee M25 - Family Medical Leave - December 15, 2022-March 8, 2023*

*Employee M26 - Family Medical Leave and Child Rearing Leave - January 16, 2023 - June 4, 2023*

*Employee M28 - Family Medical Leave and Child Rearing Leave - November 4, 2022 - 2023/2024 School Year*

**Classified Employee:**

*Employee M20 - Family Medical Leave - November 4, 2022-November 18, 2022*

*Employee M27 - Leave of Absence - January 19, 2023 - February 2, 2023*

**ACT93 Employee:**

*Employee M23 - Family Medical Leave - October 10, 2022-December 5, 2022*

- C. Resignation of the individuals listed per the effective date:
  - Jarod C. Staub, PMHS math teacher, effective 11/8/2022
  - Margaret Ault, Cafeteria Aide, Hambright, effective 10/21/22
  - Denise Medeiros, 12 month Custodian, High School, effective 10/14/22
- D. Pennsylvania Constable to provide security for the school district during the 2022-2023 school year at the rate of \$35.40 per hour.
  - Blake Lambert
- E. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2022-23 school year:
 

Sydney Krnjaic	Delany Colgan
Madison Vaughen	Haley Howes
Jenna Stoltzfus	Madison Tintera
Emily Longenecker	Stephanie Sauder
- F. Assistant eSports Coach for 2022-23 school year:
  - Clay Craig, High School, effective 10/25/22, \$2,440 for the 2022-23 school year
- G. Parent Literacy Workshops -The administrative staff is recommending the approval of the individuals listed to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2022-2023 school year.
 

*Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.*
- H. The administrative staff is recommending the approval of the following individuals to be paid at the professional rate to perform curriculum writing:
 

Karen Bierly	Matt Davis
Danielle Rogers	
- I. MOU Agreement with PMEA for an employee.

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-I:** It was moved by Mr. Straub and seconded by Mrs. Nafziger to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, absent; Mr. Lombardo, absent; 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, Steven Chambers gave the board an update on the *Music is for Everyone* program and its impact on the Penn Manor School District.

The meeting was adjourned at 8:22 p.m.

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Carlton L. Rintz, President

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Cindy Rhoades, Secretary