

**MINUTES**  
**Board Reorganization Meeting**  
**December 5, 2022**

The Penn Manor School Board met at 6:45 p.m. for an Executive Session to discuss 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 large group instruction room (LGI) at Penn Manor High School.

The meeting was called to order by current Board President, Mr. Carlton Rintz at 7:01 p.m. The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, and Mr. Charlie Reisinger. Also in attendance for the meeting: Several district residents, Mrs. Judy Duke, Mr. Baron Jones, Mr. Robert Spicer, LNP Correspondent, Mr. Keith Henninger, 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 29 people were watching via YouTube.

As the most senior holdover board director, Ms. Donna Wert, was selected as temporary president.

Ms. Wert called for nominations for President of the Board. Dr. Fullerton nominated Mr. Carlton Rintz for President of the Board. There were no further nominations. Ms. Wert declared the nominations closed. It was moved by Mr. Straub and seconded by Mr. Lombardo to elect Mr. Rintz President of the Board. The following roll call vote was taken on the motion, Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

As the newly elected President of the Board, Mr. Rintz presided over the rest of the meeting.

Mr. Rintz called for nominations for Vice President of the Board. Mrs. Nafziger nominated Dr. Fullerton for Vice President of the Board. There were no further nominations. Mr. Rintz declared the nominations closed. It was moved by Ms. Wert and seconded by Mrs. Nafziger to elect Dr. Fullerton Vice President of the Board. The following roll call vote was taken on the motion, Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

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

Joseph G. Fullerton  
 S. Frederick Herr  
 Wardell J. Jackson  
 Anthony T. Lombardo  
 Nickole L. Nafziger

Carlton L. Rintz  
Christopher C. Straub  
Mitchell L. Sweigart  
Donna J. Wert

The School Board Reorganization Meeting adjourned at 7:09 p.m.

---

Mr. Carlton L. Rintz, President

---

Cindy Rhoades, Board Secretary

**Minutes  
Committee of the Whole  
December 5, 2022**

The Penn Manor School Board met as a Committee of the Whole at 7:09 p.m. on the above date in the large group instruction room at Penn Manor High School following the Board Reorganization Meeting. The meeting was called to order by Board President, Mr. Carlton Rintz. The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, and Mr. Charlie Reisinger. Also in attendance for the meeting: Several district residents, Mrs. Judy Duke, Mr. Baron Jones, Mr. Robert Spicer, LNP Correspondent, Mr. Keith Henninger, 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 29 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 9, 2023 in the large group instruction (LGI) room at Penn Manor High School following 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 21, 2022, Committee of the Whole Meeting. Hearing none, it was moved by Mr. Jackson and seconded by Mr. Lombardo to approve the minutes as printed. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The upcoming board opportunities were reviewed. There were no board reports.

Mr. Rintz discussed with the board directors their interest in committee assignments for 2023. Appointments will be made at the January 9, 2023 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, 2022 and reported a clean audit with no findings. Approval for placement of this item on the December 5, 2022, board agenda was approved on a motion by Ms. Wert and seconded by Mr. Straub. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Jones updated the board on the annual course selection process and proposed new course offerings for the 2023-2024 school year. Approval for placement of the new course offerings on the December 5, 2022, board agenda was approved on a motion by Mr. Jackson and seconded by Mrs. Nafziger. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Johnston discussed the Resolution Not to Exceed Index. 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. The resolution must be adopted no later than January 26, 2023. Approval for placement of this item on the December 5, 2022, board agenda was approved on a motion by Mr. Lombardo and seconded by Mr. Straub. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Gale reviewed recent policy updates for Board Policies 236.1, 805, 805.2, and 808 being recommended by the Pennsylvania School Boards Association (PSBA). They are being presented for a first reading. Approval for placement of this item on the December 5, 2022, board agenda was approved on a motion by Mr. Sweigart and seconded by Mr. Lombardo. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The Committee of the Whole adjourned at 8:12 p.m.

---

Carlton L. Rintz, President

---

Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**December 5, 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, Mr. Carlton Rintz, at 8:13 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, January 9, 2023, following the Committee of the Whole Meeting.

The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, and Mr. Charlie Reisinger. Also in attendance for the meeting: Several district residents, Mr. Robert Spicer, LNP Correspondent, Mr. Keith Henninger, 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 29 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 21, 2022 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. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Gale provided the Superintendent's report. He reported that holiday activities are taking place in the schools including concerts, community outreach, and general activities. The winter sports season is underway. The girls' basketball games are currently being livestreamed on the Penn Manor YouTube channel. Additional sports may be added. We are half way through the second marking period. We have received positive responses from staff for the Event Manager position. Due to an increase in disruptive behavior at the high school, additional school safety personnel are now present in the building. This includes constables. The search for a new chief financial officer has begun.

**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.     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 index.*

- B. Acceptance of the Local Auditor's 2021-2022 Report as presented.
- C. Job description for a School Vehicle Driver for students experiencing homelessness
- D. First Reading of Revised School Board Policies 236.1, 805, 805.2, and 808.
- E. New high school offerings for the 2023-2024 school year.

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

It was moved by Mr. Sweigart 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, yes; Mr. Lombardo, 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, 2023.

*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  
PNC

- D. Designation of LNP (Lancaster Newspapers) as the school district's newspaper of general circulation
- E. Transportation Contracts for the 2022-2023 school year:
  - Eschbach Bus Service (177 Days) - \$2,967,624.81
  - Eschbach Fuel Surcharge - \$126,101.70
  - Shultz Transportation (177 Days) – \$1,217,711.65
  - Shultz Fuel Surcharge - \$52,283.00

*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. Agreement with Pagoda Electrical for the addition of four wireless access points in the Penn Manor High School Auxiliary Gym.
- G. Judicial Review
- H. Comet Co-Curricular Committee Grant Awards for 2022-2023
- I. Market Street Sports Sponsorship Renewal Agreement with Lewis Insurance and Financial
- J. Closure of a Deposit Account at S&T Bank

*Explanation: A Deposit Account was set up several years ago as part of a financing arrangement for the renovation of Conestoga Elementary School. The arrangement has expired and the account has been dormant for 3 years. Funds will be transferred to our account at Fulton Bank.*

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

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

- B. Leave to the individual according to the terms listed:  
**Professional Employees:**  
*Employee M34 - Family Medical Leave - November 8, 2022-December 4, 2022*  
**Classified Employee:**  
*Employee M32 - Family Medical Leave - October 24, 2022-November 28, 2022*  
*Employee M33 - Family Medical Leave - November 17, 2022-February 16, 2023*
- C. Resignation of the individuals listed per the effective date:  
 Robert Dillow, Elementary Custodian, effective 11/28/2022
- 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 2023 Season:  
 Boys Soccer - Paul Taylor  
 Cheerleading – Janna Ames  
 Cross Country – Andrea Kramer  
 Field Hockey - Rachel Suter  
 Football – John Brubaker  
 Girls’ Soccer – Open  
 Girls’ Tennis - Amanda Pryzbylkowski  
 Girls’ Volleyball - Tim Joyce  
 Golf – Tom Reustle
- F. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2022-23 school year:  
 Maria Guevara  
 Stephanie Matthews
- G. Stipend for 33 days coverage during absence of Director of Buildings and Grounds  
 Tom Fluke - \$1,650
- H. Food Service Director - Courtney Kolp - effective Date 1/1/2023 Salary \$92,000 prorated for the second half of the year. Changed from hourly employee.
- I. 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.*

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

The meeting was adjourned at 8:41 p.m.

---

Carlton L. Rintz, President

---

Cindy Rhoades, Secretary