

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, March 16, 2015  
Manor Middle School – Board Room

**WORKSHOP**

5:00 Educator Effectiveness Update

**EXECUTIVE SESSION**

6:00 Personnel: Superintendent Evaluation  
6:30 Personnel  
Student Matter

**COMMITTEE OF THE WHOLE**

(7:00)

CALL TO ORDER: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Tuesday, April 7, 2015 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: March 2, 2015  
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Eric Shuffelbottom and Cece Minnick

CITIZEN'S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**Item 1.**

(7:15-7:30)

**Recommendation of Assistant Superintendent – Dr. Lechlitter**

*Explanation: The Assistant Superintendent Search Committee comprised of district office administrators as well as a principal, parent, teacher, and support staff member are recommending Dr. Jerry Egan, current principal at Hambright Elementary, as the candidate for the position of Assistant Superintendent for Elementary Education for a five year term effective July 1, 2015 to June 30, 2020.*

## **Approval for Placement on March 16 School Board Meeting Agenda**

**Item 2.**  
(7:30-8:00)

Conestoga Elementary Feasibility Project – Mr. Larry Levato

*Explanation: The administrative team has been working with Crabtree Rohrbaugh & Associates Architects on plans for the renovation of Conestoga Elementary School. A feasibility study will be presented outlining possible options for a renovation to begin no earlier than the 2016-2017 school year.*

## **Approval for Placement on April 7 School Board Meeting Agenda**

**Item 3.**  
(8:00-8:15)

The Intermediate Unit 13 Core Program of Services and Instructional Media Services Budgets for the 2014-2015 school year – Mr. Fullerton

## **Approval for Placement on April 7 School Board Meeting Agenda**

**Item 4.**  
(8:15-8:30)

State Budget Update – Mr. Johnston

*Explanation: Mr. Johnston will review information received to date regarding the state budget proposal from Governor Wolf.*

## **Information Only**

## **ADJOURNMENT**

### **SCHEDULING AN APPEARANCE ON THE AGENDA**

Any individual or group wishing to address the Board of School Directors may do so at each meeting during the agenda item titled Citizen's Comments. At this time the President will ask if any district resident or taxpayer wishes to address the Board of School Directors. If so, the following procedures shall be followed:

- The resident or taxpayer wishing to speak will be recognized by the chair and then state his/her name and address.
- The speaker may choose to speak at that time or request a delay until specific agenda item is before the Board of School Directors for consideration.
- Comments shall be limited to no more than five minutes.
- The chair may limit repetitive comments.
- The right to comment is for the purpose of addressing the Board of School Directors, not for asking questions of the directors or persons employed by the Penn Manor School District.
- Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.

Agenda – School Board Meeting  
Penn Manor School District  
Monday, March 16, 2015  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER: Mr. Long

MOMENT OF SILENCE: Mr. Long

FLAG SALUTE:

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Tuesday, April 7, 2015 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: March 2, 2015  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: February 2015

PAYMENT OF BILLS: February 2015  
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	5,448,455.53
Cafeteria Fund	\$	138,711.94
Capital Reserve Fund	\$	37,687.00
2012 Construction Fund	\$	74,187.35
Student Activity Fund	\$	30,816.03

**Item 1.**      **Review of School Board Meeting Agenda** – Mr. Long

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

A.      Proposed Support Staff Salary Structure Changes

*Explanation: Approval of proposed changes to the support staff salary schedule.*

B.      Recommendation of Assistant Superintendent

*Explanation: Employment of Dr. Gerard A. Egan as Assistant Superintendent for Elementary Education for a five year term effective July 1, 2015 to June 30, 2020.*

C.      Approval of Employment Contract for Dr. Gerard A. Egan for the period of July 1, 2015 to June 30, 2020 (available upon request).

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

A.      Judicial Review Committee Action as cited (enclosure).

B.      Textbook Approval – The committee is recommending the approval of the textbook, *Principles of Engineering*, for the new Honors Engineering Principles class.

C.      Farm Lease Agreement – The lease of 23 acres of farm land to Mr. Clifford Charles at the rate of \$250.00 per acre or \$5,750.00 for the period of April 1, 2014 through March 31, 2015 as per the attached (see pages 5-7).

*Explanation: This is an annual renewal of a farm lease agreement for property behind Manor Middle School which is owned by Penn Manor School District.*

D.      Farm Lease Agreement – The lease of 21 acres of farm land to Mr. Clifford Charles at the rate of \$250.00 per acre or \$5,250 for the period of April 1, 2014 through March 31, 2015 as per the attached (see pages 8-10).

*Explanation: This is an annual renewal of a farm lease agreement for additional property behind Manor Middle School recently purchased by Penn Manor School District. The total acreage has been reduced due to the construction of the Hambright Elementary Building and athletic fields.*

E.      School Resource Officer agreement with the Millersville Police Department for the 2015 – 2016 school year to pay 75% of the salary of School Resource Officer, Jason Hottenstein, with total payments not to exceed \$68,300.

*Explanation: This amount is based on last year's cost of \$66,000.*

- F. Acceptance of Donation of a 4-Octave Musser Rosewood Marimba from Cindy Shimp valued at \$900.00.

*Explanation: A local resident offered the instrument as a donation to the students of Penn Manor.*

- G. Penn Manor Education Foundation Venture Grants (see pages 11-13).

- H. Secure Building Access Upgrade – NRG will upgrade the existing system to allow secure photo-ID card access to the buildings as per the attached proposal (see pages 14-15).

*Explanation: NRG shall provide and install new door controllers in the following buildings: High School, Manor Middle School, Martic Elementary School, Marticville Middle School, Conestoga Elementary School, Eshleman Elementary School and Letort Elementary School. NRG shall utilize the existing Security Building Software to properly control, alarm, and monitor all card access throughout the District. The enhanced system will eliminate the use of “fobs” and will allow for greater control of access to the buildings.*

- I. Network Services Agreement with Comcast Business Communications to provide network ENS connectivity as per the enclosed agreement at a cost of \$4,600 per month for 12 months (see pages 16-18).

*Explanation: Comcast will provide a 1Gbs dedicated metro Ethernet network between all districts from July 1, 2015 to June 30, 2016. E-rate will discount this service at approximately 50%/month.*

- J. Job Descriptions for Groundskeeper, Building Technology Aide, and Technology Program Assistant (see pages 19-24).

*Explanation: Support staff job descriptions to be approved. Groundskeeper is a new description for an existing position as a result of the PSBA study.*

**Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Employment and Change in Status of the individuals listed per the effective date for the 2014-2015 school year (see page 25).

- B. Leaves to the individuals according to the terms listed:

Classified Employees:

*Employee D38- Designated Family Medical - December 22, 2014 – February 22, 2015*

- C. Spring Coaches –  
Cara Haines – Track and Field Coach - \$1,500.00

- D.     Retirement of the individual listed per the effective date  
          Lindsay Harnish, health room tech, effective June 5, 2015

## ADJOURNMENT

### SCHEDULING AN APPEARANCE ON THE AGENDA

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- The resident or taxpayer wishing to speak will be recognized by the chair and then state his/her name and address.
- The speaker may choose to speak at that time or request a delay until specific agenda item is before the Board of School Directors for consideration.
- Comments shall be limited to no more than five minutes.
- The chair may limit repetitive comments.
- The right to comment is for the purpose of addressing the Board of School Directors, not for asking questions of the directors or persons employed by the Penn Manor School District.
- Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.

## **FARM LEASE**

PENN MANOR SCHOOL DISTRICT ("Landlord") hereby leases to CLIFFORD CHARLES ("Tenant") +/- 23 acres of tillable ground, located in Manor Township, Lancaster County, Pennsylvania within the property known and numbered as 493 Donnerville Road ("Property") upon the following terms and conditions:

1. **Use.** The tillable acreage shall be used for the cultivation and growing of crops and for no other purposes. All farming shall be conducted in accordance with the best accepted agricultural practices. The Property shall be returned to Landlord upon expiration of the Lease in at least as good and fertile condition as now exists. Tenant acknowledges that his use of the Property is subject to the right of Abram and Nancy Fisher to possession, use and occupancy of the dwelling house, garage, barn and that portion of the Property on which the dwelling house is located containing approximately 3 acres ("Farmhouse Tract").

2. **Term.** This Lease shall be for a term of one year beginning April 1, 2015, and ending March 31, 2016. This Lease shall automatically renew on an annual basis unless either Landlord or Tenant, at least 60 days prior to the expiration of the then existing term, notifies the other that the Lease will terminate at the expiration of the existing term.

3. **Rental.** Tenant shall pay Landlord rent in the amount of \$5,750.00 per year, which amount shall be due upon signing of this Lease. The lease amount was calculated using a rate of \$250.00 per acre for a total of 23 acres (26.3 acres less the Farmhouse Tract).

4. **Landlord's Rights.** In event Landlord shall require the Property (or any portion of the Property) for the Landlord's uses during the term of this Lease, then Landlord may enter upon and use such portion the property (or the entire Property) which is required by Landlord. Landlord shall compensate Tenant for any damage to Tenant's crops by reason of such reentry in an amount equal to the fair market value of the crops damaged by Landlord. Except for damage to Tenant's crops caused by Landlord, Landlord shall not be responsible for any losses to Tenant's crops or equipment.



5. **Tenant's Responsibilities.**

(a) Tenant shall pay for any utilities used in connection with Property.

(b) Tenant shall utilize all reasonable means to prevent flooding, washing and gullyng on the Property.

(c) Tenant shall maintain (i) insurance on all crops on the Property and (ii) general liability, bodily injury and property damage insurance against claims for bodily injury, death or property damage occurring on, in or about the Property with limits of not less and \$1,000,000 for bodily injuries or death and \$100,000 for damages to property. The general liability insurance shall name as insured Landlord and Tenant as their interests may appear.

6. **Subletting.** This Lease may not be assigned nor the Property sublet by Tenant without the Landlord's prior written consent, which consent can be withheld for any reason.

7. **Indemnification.** Tenant shall be solely responsible for all matters relating to Tenant's use of the Property and Tenant shall indemnify and hold harmless Landlord, and Landlord's directors, officers, employees and agents, from all court costs, claims and expenses, including attorneys fees and costs, arising from or relating to any act or omission of Tenant.

8. **Events of Default.** If Tenant shall (i) fail to pay any rent or other sum required to be paid by Tenant hereunder as and when due or (ii) fail to perform any of Tenant's obligations pursuant to this Lease not requiring the payment of money and such failure shall continue for ten (10) days after notice to Tenant of such failure, such failure shall constitute an event of default under this Lease and Landlord shall have the right to terminate this Lease and evict Tenant from the Property.

9. **Landlord's Remedies.** Upon the occurrence of any Event of Default, Landlord at Landlord's sole option shall have the right to exercise any or all of the remedies set forth in this Lease, all of which shall be cumulative and in addition to any and all rights and remedies now or at any time hereafter provided at law or in equity. The exercise of any one or more remedies provided herein shall not act as a waiver of or



preclude exercise of any other right or remedy of Landlord.

10. **Compliance**. Tenant shall comply with all applicable laws, ordinances, rules and regulations with respect to the Property and Tenant's use of the Property, whether such laws, ordinances, rules and regulations are now in force or may hereafter become effective.

Intending to be legally bound Landlord and Tenant execute this Lease this 16<sup>th</sup> day of March, 2015.

**Landlord**

By: \_\_\_\_\_

**Tenant**

\_\_\_\_\_

## **FARM LEASE**

PENN MANOR SCHOOL DISTRICT ("Landlord") hereby leases to CLIFFORD CHARLES ("Tenant") +/- 21.0 acres of tillable ground, located in Manor Township, Lancaster County, Pennsylvania within the parcel of land located on the south side of Charlestown Road ("Property") upon the following terms and conditions:

1. **Use.** The tillable acreage shall be used for the cultivation and growing of crops and for no other purposes. All farming shall be conducted in accordance with the best accepted agricultural practices. The Property shall be returned to Landlord upon expiration of the Lease in at least as good and fertile condition as now exists.

2. **Term.** This Lease shall be for a term of one year beginning April 1, 2015, and ending March 31, 2016. This Lease shall automatically renew on an annual basis unless either Landlord or Tenant, at least 60 days prior to the expiration of the then existing term, notifies the other that the Lease will terminate at the expiration of the existing term.

3. **Rental.** Tenant shall pay Landlord rent in the amount of \$5,250.00 per year, which amount shall be due upon signing of this Lease. The lease amount was calculated using a rate of \$250.00 per acre for a total of 21 tillable acres.

4. **Landlord's Rights.** In event Landlord shall require the Property (or any portion of the Property) for the Landlord's uses during the term of this Lease, then Landlord may enter upon and use such portion the property (or the entire Property) which is required by Landlord. Landlord shall compensate Tenant for any damage to Tenant's crops by reason of such reentry in an amount equal to the fair market value of the crops damaged by Landlord. Except for damage to Tenant's crops caused by Landlord, Landlord shall not be responsible for any losses to Tenant's crops or equipment.

5. **Tenant's Responsibilities.**

(a) Tenant shall pay for any utilities used in connection with Property.

(b) Tenant shall utilize all reasonable means to prevent flooding, washing and gulying on the Property.

(c) Tenant shall maintain (i) insurance on all crops on the Property and (ii) general liability, bodily injury and property damage insurance against claims for bodily injury, death or property damage occurring on, in or about the Property with limits of not less and \$1,000,000 for bodily injuries or death and \$100,000 for damages to property. The general liability insurance shall name as insured Landlord and Tenant as their interests may appear.

6. **Subletting.** This Lease may not be assigned nor the Property sublet by Tenant without the Landlord's prior written consent, which consent can be withheld for any reason.

7. **Indemnification.** Tenant shall be solely responsible for all matters relating to Tenant's use of the Property and Tenant shall indemnify and hold harmless Landlord, and Landlord's directors, officers, employees and agents, from all court costs, claims and expenses, including attorneys fees and costs, arising from or relating to any act or omission of Tenant.

8. **Events of Default.** If Tenant shall (i) fail to pay any rent or other sum required to be paid by Tenant hereunder as and when due or (ii) fail to perform any of Tenant's obligations pursuant to this Lease not requiring the payment of money and such failure shall continue for ten (10) days after notice to Tenant of such failure, such failure shall constitute an event of default under this Lease and Landlord shall have the right to terminate this Lease and evict Tenant from the Property.

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10. **Compliance.** Tenant shall comply with all applicable laws, ordinances, rules and regulations with respect to the Property and Tenant's use of the Property, whether such laws, ordinances, rules and regulations are now in force or may hereafter become effective.

Intending to be legally bound Landlord and Tenant execute this Lease this 16<sup>th</sup> day of March, 2015.

**Landlord**

By: \_\_\_\_\_

**Tenant**

\_\_\_\_\_



## **Penn Manor Education Foundation Spring 2015 Venture Grants (full list)**

### **15-1 *Gifted Support STEM Lab***

*Hambright Elementary & Manor Middle schools, grades K-8*

LEGO Mindstorm and Engino Mechanical kits will be purchased, along with other hands-on remotely powered gear to teach science, technology and math concepts at a multi-station lab that will be utilized by two neighboring schools. The materials will be used by about 40 students supported with GIEPs per year.

### **15-2 *Marching Unit Flugelhorn Project***

*Penn Manor High School, grades 9-12*

Four flugelhornes will be purchased to enable students to participate in a flugelhorn section of the high school marching unit. The section will be incorporated into the 2015 and future years' shows, expanding opportunities for participation. About 60 students are expected to benefit from the grant.

### **15-3 *Science Department Sensors***

*Penn Manor High School, 9-12*

The grant will fund temperature probes, pH and light sensors, microphones, sound level meters and dissolved oxygen probes to be used in chemistry, biology, physics and forensics classes. Students will gain experience with real-world lab data using college-level equipment and school district-issued laptops. Up to 900 students each year will use the sensors.

### **15-4 *Eco-Column Exploration Project***

*Marticville Middle School, 6<sup>th</sup> grade*

The grant will fund materials to build an eco-column system to help students explore, understand and examine the function of biochemical cycles in nature, sustainability, food chains within an ecosystem, the interaction of biotic and abiotic factors in an ecosystem and how ecosystems can exist in a delicate balance. About 170 students will participate each year.

### **15-5 *Sit Disc Student Chairs***

*Central Manor Elementary School, grades K-6*

The grant will be used to purchase 20 inflatable sit discs, which are placed on chairs for therapeutic use by students. The discs enable students in need of kinesthetic response to move while remaining seated, improving their focus and reducing disruptions. About 40 students will use the sit discs.

### **15-6 *AP Exam Financial Assistance***

*Penn Manor High School, grades 10-12*

The grant will be used to offset registration fees for advanced-placement tests for economically disadvantaged students who might otherwise not take the exams. Students will be identified based on consultations with social workers, counselors and teachers. Full or half funding will be provided for up to 10 students.

**15-7 Vernier Science Lab Equipment**

*Penn Manor High School, grades 9-12*

The grant will fund the purchase of a variety of sensors and probes to be used in hands-on lab activities in biology, environmental science, forensics, physics and Principles of Science classes. About 800 students will utilize the devices.

**15-8 Science Manipulative Kit**

*Penn Manor High School, grades 9-12*

The grant will be used to purchase manipulative kits designed to teach life science units on mitosis and meiosis; cell growth and cell reproduction; the structure of a carbohydrate, lipid, protein and nucleic acid; and other topics. The materials will be shared among staff and used by up to 1,400 students per year.

**15-9 Robotics in the Classroom**

*Manor and Marticville Middle Schools, grade 7*

The grant will be used to purchase six EV3 robots for use by students, who will learn to program and manipulate the devices while learning about the light, temperature, density and speed sensors that affect their movements. The robots also will enable students to participate in regional STEM competitions. About 350 students will utilize the robots.

**15-10 Student Enrichment Experience Seminars**

*Penn Manor School District Gifted Program, 4-12*

The grant will fund enrichment seminars offered by Lancaster-Lebanon Intermediate Unit 13 that provide opportunities for students to develop leadership, creativity, problem-solving, critical thinking, student collaboration and career exploration skills. Up to 56 students will participate.

**15-11 Making the Cut for STEM**

*Penn Manor High School, 11-12*

The grant will pay for 10 durable lab mats, dissection pans and other materials for use during the dissection of sheep brains and eyes in psychology labs. The equipment will enable dissections to become a permanent part of the curriculum. About 100 students per year will utilize the equipment.

**15-12 Raised Flower Bed Project**

*Penn Manor High School Agricultural Education Department, 9-12*

The grant will fund materials for students to construct a raised flower bed for growing cut flower varieties for floriculture classes to use in flower arranging. Students will participate in the entire growing process, including seed germination, transplanting, irrigation, daily maintenance, soil conservation and harvesting. About 30 students per year will benefit.

**15-13 Seed Identification Project**

*Penn Manor High School Agricultural Education Department, 9-12*

The grant will fund crop and weed seed samples, grain sieves and a grain moisture tester for students to use in identifying and evaluating seeds. Students will gain an increased understanding of agronomic principles. About 50 students per year will use the materials.



**15-14 Orchestra Percussion Project**

*Penn Manor High School Music/Orchestra Department, 9-12*

The grant will pay for cymbals to bolster the music department's percussion instruments, enabling more students to perform a wider range of music. The cymbals will be used by the full orchestra, string orchestra, concert band and percussion ensemble. Up to 200 students will be impacted by the grant.

**15-15 Leo DiSanto, Artist in Residence**

*Penn Manor Music Department, 9-12; Twilight Program*

The grant will bring DiSanto, a Penn Manor graduate and singer-songwriter, to conduct workshops, discuss his journey as a professional musician and perform before students in music classes and the Twilight Program. Other students will attend a concert by DiSanto. Up to 250 students will participate.

**15-16 Teaching Growing Up in Social Studies**

*Penn Manor High School, grade 9*

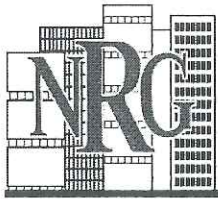
The grant will pay for copies of Growing Up, an autobiography by Russell Baker, to be incorporated into the United States History curriculum for freshmen. Topics in the book cover all of the major events taught in the course. Students will learn history while improving their ability to read and analyze nonfiction texts. About 60 students will participate in the first year.

**15-17 Augmented Reality Sandbox**

*Penn Manor High School Science Department, 9-12*

The grant will pay for an augmented reality sandbox, a real-time topographic map projected onto sand enclosed in an open box. The sandbox allows users to create topographic models by shaping sand, which is augmented in real time by a color-coded topographic map and simulated water. About 300 students will use the sandbox.





NRG Building Services  
48 South Harrisburg St.  
Harrisburg, PA 17113  
(717) 939-2400  
(717) 939-8583 – Fax  
(717) 554-1209 – Cell

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## PROPOSAL

March 3, 2015

Denny Coleman  
Director of Buildings and Grounds  
Penn Manor School District  
2950 Charlestown Road  
Lancaster, PA 17603

***Re: Vykon Niagara Enterprise Security (Access System)***

NRG Building Services, Inc. respectfully submits for your review and consideration the following proposal.

**Objectives**

- To provide the Penn Manor School District with a Vykon Security System that will communicate seamlessly to the existing Vykon Security System. The Vykon Security System is expandable and able to add additional doors / cards. In addition, the Vykon Security platform will minimize additional IP addresses needed to add additional hardware. Only (1) IP address is needed per building.

**General Scope of Work**

- NRG shall provide and install (7) Vykon Security JACES (1 per building) which will communicate via (RS-485) to the new door controllers. Communication wire shall be provided but installed by others.
- NRG shall utilize the existing Security Building Software to properly control, alarm, and monitor all card access throughout the District.
- NRG shall provide and install remote security readers to properly control the card access for the for the following Schools:
  - High School (19 Doors)
  - Manor Middle School (8 Doors)
  - Martic Elementary School (6 Doors)
  - Marticville Middle School (9 Doors)
  - Conestoga Elementary School (7 Doors)
  - Eshleman Elementary School (6 Doors)
  - Letort Elementary School (4 Doors)

- Existing card readers, door locks, power supplies, and wiring shall be reused.
- NRG shall provide and install HID assure photo ID communications driver. HID card printer is not included. (NRG recommends the Fargo HID DTC4500c printer)
- NRG shall provide all necessary installation labor, programming, licensing and setup as required.

#### Pricing

- The price for the above scope of work is **One Hundred Fifty Thousand Seven Hundred and -----00/100 Dollars (\$150,700.00).**

#### Items not included

- HID printer is not included
- Communication wire shall be provided but installed by others.
- IP addresses and network drops shall be provided by others.
- HID proximity cards shall be provided by others.

Sincerely,  
NRG Building Services, Inc.

Kevin Miller

Digitally signed by Kevin Miller  
DN: cn=Kevin Miller, o=NRG Controls,  
ou, email=kmiller@nrgcontrols.com,  
c=US  
Date: 2015.03.03 13:32:22 -05'00'

**"We put OUR ENERGY into SAVING YOURS!"**

## Comcast Business Communications, LLC Network Services Agreement

This Agreement ("Agreement") is made on the 5th day of February, 2014 ("Effective Date") by and between Comcast Business Communications, LLC ("Company" or "Comcast"), a Delaware limited liability company, with offices located at One Comcast Center, Philadelphia, PA 19103 and Penn Manor School District ("Customer"), with offices located at 2950 Charlestown Road Lancaster, PA 17603. Herein, the above shall be collectively referred to as the "Parties" and individually as "Party".

Description of Services to be provided by Company to Customer:	
1000 Mbps Ethernet Network Services ("ENS") at the Customer Service Location(s) set forth in the Sales Order Form(s) ("Sales Order Form(s)") attached hereto.	
Term of Agreement (months): Twelve (12)	Agreement Number: PA-18043-020514-01
Non-Recurring Charges ("NRC"): \$0.00	Monthly Recurring Charges ("MRC"): \$4,600.00
Any Additional Charges/Explanation:	
Number of Sites: Ten (10)	Estimated Service Date: On or after July 1, 2014
Notes / Comments:	
1. E-Rate funding, if applicable, to be sought solely by Customer. 2. The Services specified herein shall be provided by Comcast Business Communications, LLC. The Comcast Business Communications, LLC SPIN No. is 143003990	
Sales Person: Peter Pitarra	Telephone Number: (570) 675-7730
General Manager: Mark Boyce	Telephone Number: (484) 288-6594
Customer Contact: Charlie Reisinger	Telephone Number: (717) 872-9500

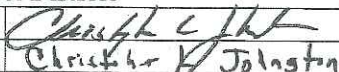
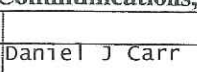
This Network Services Agreement sets forth the terms and conditions under which Comcast Business Communications, LLC and its operating affiliates ("Comcast") will provide the Services identified above to Customer. This Comcast Network Services Agreement consists of this document ("Cover Page"), the standard Comcast Business Communications, LLC General Terms and Conditions ("General Terms and Conditions"), and Sales Order Form(s), and any jointly executed amendments ("Amendments"), collectively referred to as the "Agreement". In the event of any inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) General Terms and Conditions, (3) this Cover Page, and (4) Sales Order Form(s). This Agreement shall commence and become a legally binding agreement upon the mutual execution of this Cover Page by both Parties. The Agreement shall terminate as set forth in the General Terms and Conditions. All capitalized terms not defined on this Cover Page shall have the definitions given to them in the General Terms and Conditions.

All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast.

Customer, by signing below, agrees and accepts the terms and conditions of this Agreement.

### Penn Manor School District

### Comcast Business Communications, LLC

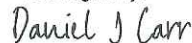
Signature: 	Signature: 
Printed Name: Christopher Johnston	Printed Name: Daniel J Carr
Title: Bus. Mgr	Title: VP Sales Operations
Date: 2-19-14	Date: 5/7/2014

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CONFIDENTIAL and PROPRIETARY

cv. 12 / 2012  
S.H.-1

DocuSigned by:



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# COMCAST ENTERPRISE SERVICES SALES ORDER FORM

## METRO ETHERNET SERVICES AND PRICING

Account Name: Penn Manor School District

Date: 1/29/2014

MSA ID#:

SO ID#:

Current customer with 10 site ENS all sites at 1 Gig. New request is to renew the existing services on a one year term beginning July 1, 2014. Service to remain on Legacy network.

Short Description of Service:

Service Term: 12 MONTHS

\*\* Legacy Migration \*\*

PAGE 2 of X

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Solution Charges	
								Monthly	One-Time
001	Renew	Add	Ethernet Network Interface - Gig E	Port	Penn Manor HS - 100 East Cottage	-	Interstate	\$ 111.57	\$0.00
002	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Penn Manor HS - 100 East Cottage	-	Interstate	\$ 348.43	\$0.00
003	-	-	-	-	-	-	-	\$ -	\$0.00
004	-	-	-	-	-	-	-	\$ -	\$0.00
005	Renew	Add	Ethernet Network Interface - Gig E	Port	Manor MS - 2950 Charlestown Rd /	-	Interstate	\$ 111.57	\$0.00
006	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Manor MS - 2950 Charlestown Rd /	-	Interstate	\$ 348.43	\$0.00
007	-	-	-	-	-	-	-	\$ -	\$0.00
008	Renew	Add	Ethernet Network Interface - Gig E	Port	Central Manor ES - 3717 Blue Rd	-	Interstate	\$ 111.57	\$0.00
009	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Central Manor ES - 3717 Blue Rd	-	Interstate	\$ 348.43	\$0.00
010	Renew	Add	Ethernet Network Interface - Gig E	Port	Conesloga ES - 100 Hill St / 100 Hill	-	Interstate	\$ 111.57	\$0.00
011	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Conesloga ES - 100 Hill St / 100 Hill	-	Interstate	\$ 348.43	\$0.00
012	Renew	Add	Ethernet Network Interface - Gig E	Port	Eshleman ES - 545 Leaman Ave /	-	Interstate	\$ 111.57	\$0.00
013	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Eshleman ES - 545 Leaman Ave /	-	Interstate	\$ 348.43	\$0.00
014	Renew	Add	Ethernet Network Interface - Gig E	Port	Hambright ES - 2121 Temple Ave /	-	Interstate	\$ 111.57	\$0.00
015	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Hambright ES - 2121 Temple Ave /	-	Interstate	\$ 348.43	\$0.00
016	Renew	Add	Ethernet Network Interface - Gig E	Port	Marble ES - 266 Marble Heights Dr /	-	Interstate	\$ 111.57	\$0.00
017	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Marble ES - 266 Marble Heights Dr /	-	Interstate	\$ 348.43	\$0.00
018	Renew	Add	Ethernet Network Interface - Gig E	Port	Pequea ES - 802 Millwood Rd / 802	-	Interstate	\$ 111.57	\$0.00
019	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Pequea ES - 802 Millwood Rd / 802	-	Interstate	\$ 348.43	\$0.00
020	Renew	Add	Ethernet Network Interface - Gig E	Port	Marlville MS - 356 Frogdown Rd /	-	Interstate	\$ 111.57	\$0.00
021	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Marlville MS - 356 Frogdown Rd /	-	Interstate	\$ 348.43	\$0.00
022	Renew	Add	Ethernet Network Interface - Gig E	Port	Ann Loriot ES - 561 Loriot Rd / 561	-	Interstate	\$ 111.57	\$0.00
023	Renew	Add	ENS - Basic Network Bandwidth	1000 Mbps	Ann Loriot ES - 561 Loriot Rd / 561	-	Interstate	\$ 348.43	\$0.00
024	Renew	Add	Ethernet Network Interface - Gig E	Port	-	-	-	\$0.00	\$0.00
025	-	-	-	-	-	-	-	\$0.00	\$0.00
026	-	-	-	-	-	-	-	\$0.00	\$0.00
027	-	-	-	-	-	-	-	\$0.00	\$0.00
028	-	-	-	-	-	-	-	\$0.00	\$0.00
029	-	-	-	-	-	-	-	\$0.00	\$0.00
030	-	-	-	-	-	-	-	\$0.00	\$0.00
031	-	-	-	-	-	-	-	\$0.00	\$0.00
032	-	-	-	-	-	-	-	\$0.00	\$0.00
033	-	-	-	-	-	-	-	\$0.00	\$0.00
034	-	-	-	-	-	-	-	\$0.00	\$0.00
035	-	-	-	-	-	-	-	\$0.00	\$0.00
036	-	-	-	-	-	-	-	\$0.00	\$0.00
037	-	-	-	-	-	-	-	\$0.00	\$0.00
038	-	-	-	-	-	-	-	\$0.00	\$0.00
039	-	-	-	-	-	-	-	\$0.00	\$0.00
040	-	-	-	-	-	-	-	\$0.00	\$0.00
041	-	-	-	-	-	-	-	\$0.00	\$0.00
042	-	-	-	-	-	-	-	\$0.00	\$0.00
043	-	-	-	-	-	-	-	\$0.00	\$0.00
044	-	-	-	-	-	-	-	\$0.00	\$0.00
045	-	-	-	-	-	-	-	\$0.00	\$0.00
046	-	-	-	-	-	-	-	\$0.00	\$0.00
047	-	-	-	-	-	-	-	\$0.00	\$0.00
048	-	-	-	-	-	-	-	\$0.00	\$0.00
049	-	-	-	-	-	-	-	\$0.00	\$0.00
050	-	-	-	-	-	-	-	\$0.00	\$0.00
* Services Location Details attached								PAGE 2 SUBTOTAL:	\$4,800.00

**COMCAST ENTERPRISE SERVICES SALES ORDER FORM**  
**SERVICE LOCATION DETAIL INFORMATION**

Account Name:  Penn Manor School District

SO ID#:

MSA ID#:

Date: 1/23/2014

PAGE 5 of X

Line	Location Name/Site ID	Address 1	Address 2	City	State	Zip Code	Technical/Local Contact Name	Technical/Local Contact Phone #	Technical/Local Contact Email Address	Technical Contact On Site (Yes/No)
1	Penn Manor HS - 100 East C	100 East Collage Ave		Millersville	PA	17551	Charlie Reisinger	(717) 872-9500	Charlie@pennmanor.net	Yes
2	Central Manor ES - 3717 Bl	3717 Blue Rock Rd		Washington Boro	PA	17582	Charlie Reisinger	(717) 872-9500	Charlie@pennmanor.net	Yes
3	Conestoga ES - 100 Hill St	100 Hill St		Conestoga	PA	17516	Charlie Reisinger	7178729500	Charlie@pennmanor.net	Yes
4	Eshleman ES - 645 Leaman Ave	645 Leaman Ave		Millersville	PA	17551	Charlie Reisinger	7178729500	Charlie@pennmanor.net	Yes
5	Hambright ES - 2121 Temple Ave	2121 Temple Ave		Lancaster	PA	17603	Charlie Reisinger	7178729500	Charlie@pennmanor.net	Yes
6	Maric ES - 266 Maric High	266 Maric Heights Dr		Holtwood	PA	17532	Charlie Reisinger	7178729500	Charlie@pennmanor.net	Yes
7	Perquea ES - 802 Millwood Rd	802 Millwood Rd		Willow St	PA	17884	Charlie Reisinger	7178729500	Charlie@pennmanor.net	Yes
8	Manor MS - 2950 Charlestown Rd	2950 Charlestown Rd		Lancaster	PA	17603	Charlie Reisinger	7178729500	Charlie@pennmanor.net	Yes
9	Maricville MS - 366 Froglow	366 Froglow Rd		Pequea	PA	17695	Charlie Reisinger	7178729500	Charlie@pennmanor.net	Yes
10	Ann Lehart ES - 661 Lehart Rd	661 Lehart Rd		Washington Boro	PA	17582	Charlie Reisinger	7178729500	Charlie@pennmanor.net	Yes
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**PENN MANOR SCHOOL DISTRICT**

**TITLE:** Groundskeeper

**DATE:** November 3, 2014

**REPORTS TO:** Director of Buildings and  
Grounds

**APPROVED BY:**

**JOB SUMMARY:** Provide the availability and maintenance of a functional and safe environment for all district athletic fields.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Maintain the grounds, athletic fields, shrubs, trees and other plants at the District schools
2. Plants and trims lawns, trees, shrubs, hedges and flower beds. Applies mulch.
3. Applies herbicide and pesticide chemicals to grounds, trees, shrubs in order to control plant diseases, insects and other pathogens.
4. Performs athletic field layout, painting, grooming, aerating, and top-dressing and event setup and tear down.
5. Applies fertilizer to lawns and plants, calculating amounts and proper application methods.
6. Uses leaf blowers, turf-vacs, sweepers hedge trimmers and other power tools in maintaining the district grounds.
7. Operates power equipment such as ride-on mowers, chippers, power sprayers, lift trucks, aerators, edgers, chain saws, tractor/loaders and vehicles.
8. Performs major and minor equipment repair and maintenance as required.
9. Performs related custodial, delivery and maintenance assistance as needed.
10. Orders supplies, equipment and tools necessary for the job.
11. Operates snow removal equipment and performs snow removal work.
12. Perform other duties as assigned by the Senior Groundskeeper.

**QUALIFICATIONS:** High school diploma, Post High School Education in Athletic Turf Management  
PA Department of Agriculture Pesticide Certification

Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

Submission of Federal Criminal History Record in accordance with Act 114 of 2006

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PHYSICAL DEMANDS:** Ability to reach above and below the waist  
Stand 3 hours at one time, walk 4 hours at one time, sit 8 hours at one time

Ability to use fingers to pick, feel and grasp objects  
Ability to use both hands for repetitive motion  
Ability to bend, twist, kneel, stoop, climb, and crawl  
Ability to lift and/or carry supplies weighing no more than 80 lbs.  
Ability to mostly stand, walk or move throughout the workday

**SENSORY ABILITIES:** Visual acuity  
Auditory acuity

**WORK ENVIRONMENT:** Subject to inside and outside environmental conditions  
Must be able to work in extreme cold and extreme heat  
Subject to physical hazards, including conditions that may affect the respiratory system and/or skin.

**TEMPERAMENT:** Must be able to work in an environment with frequent interruptions  
Able to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly  
Present a positive image in all dealings with the administration, building staff, students, and the general public.  
Respond positively and appropriately to students, parents, and community members.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions  
Ability to read and write  
Ability to communicate effectively  
Ability to organize tasks  
Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess leadership skills  
Must possess supervisory skills  
(Approximate employees - 2 directly)  
Must possess basic computer skills  
Ability to operate various office equipment  
Ability to operate various maintenance equipment and vehicles

**LICENSE:** Valid Pennsylvania motor vehicle driver's license

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*



## PENN MANOR SCHOOL DISTRICT

**TITLE:** Technology Building Aide

**DATE:**

**REPORTS TO:** Technology Director

**APPROVED BY:**

**JOB SUMMARY:** Under the leadership of the Technology Director, the Technology Building Aide assists the technology department with clerical and technical support for students and staff. This position interfaces with students, staff and faculty on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provides clerical and administrative support to student 1:1 programs, including the inventory and tracking of student devices, parent notices, and repairs.
2. Prepares student technology kits; assists with laptop and technology device software setup and imaging.
3. Assists students and staff with technology device operation; helps resolve minor technical issues.
4. Facilitates technology and device orientation for new students.
5. Assists with student file transfer, backup and document printing.
6. Assists with technology support tickets.
7. Maintain technology inventory and records in district systems.
8. Foster customer relationships through ongoing issue status updates and other communications.
9. Collaborate with the Technology Team to proactively build customer-focused IT solutions for district students, teachers and staff.
10. Perform other duties and projects assigned by the Technology Director or Leadership Team.

### QUALIFICATIONS:

High school diploma or equivalent is required  
Background in technology or education preferred  
Valid Pennsylvania driver's license and access to personal transportation  
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)  
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)  
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994  
Submission of Federal Criminal History Record in accordance with Act 114 of 2006  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### PHYSICAL DEMANDS:

Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects

Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.  
Ability to mostly sit with some walking and standing or moving throughout the work environment

**SENSORY ABILITIES:** Visual acuity  
Auditory acuity

**WORK ENVIRONMENT:** Normal school building environment  
Subject to inside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills and a passion for customer service  
Tenacity and a drive for accuracy and effectiveness  
Must be able to work in an environment with frequent interruptions  
Flexibility and capability to manage multiple tasks  
Ability to prioritize and work both independently and within a team

**COGNITIVE ABILITY:** Ability to communicate; reads and writes effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment  
Ability to interpret, analyze, and follow detailed written and verbal communications

**SPECIFIC SKILLS:** Must possess computer and basic troubleshooting skills  
Ability to operate office equipment  
Maturity and integrity when handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

## PENN MANOR SCHOOL DISTRICT

**TITLE:** Technology Program Assistant

**DATE:**

**REPORTS TO:** Technology Director

**APPROVED BY:**

**JOB SUMMARY:** Under the leadership of the Technology Director, the Technology Program Assistant provides administrative, clerical, and customer assistance to ensure the smooth and efficient daily operations of the technology department. This position interfaces with staff and faculty on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Performs clerical duties including but not limited to answering phones and directing calls, greeting and assisting visitors, typing and distributing correspondences, facilitating communications, scheduling appointments, data entry, and ordering.
2. Provides clerical and program support to student 1:1 initiatives, including the inventory and tracking of student devices, parent notices, device status, and minor repairs.
3. Coordinates and maintains Sapphire Community Portal parent and student applications and accounts; supports parents and guardians during the account creation process.
4. Provides support and assistance to district registration; performs various registration tasks as needed.
5. Assists with technology support tickets, escalates issues; prepares service reports.
6. Maintains technology inventory, records, and meeting minutes; assists with the preparation and communication of technology reports.
7. Manages and maintains accounts for IT systems, including phones, copiers and printing.
8. Maintains and updates content management systems, district websites, and document systems.
9. Assist staff and students with network accounts, system credentials and access rights.
10. Foster customer relationships through ongoing issue status updates and other communications.
11. Collaborate with the Technology Team to proactively build customer-focused IT solutions for district students, teachers and staff.
12. Perform other duties and projects assigned by the Technology Director or Leadership Team.

### QUALIFICATIONS:

Experience as a secretary, background in technology or education preferred  
High school diploma or equivalent is required  
Valid Pennsylvania driver's license and access to personal transportation  
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)  
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)



Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994  
Submission of Federal Criminal History Record in accordance with Act 114 of 2006  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

- PHYSICAL DEMANDS:** Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.  
Ability to mostly sit with some walking and standing or moving throughout the work environment
- SENSORY ABILITIES:** Visual acuity  
Auditory acuity
- WORK ENVIRONMENT:** Normal school building environment  
Subject to inside environmental conditions
- TEMPERAMENT:** Must possess excellent interpersonal skills and a passion for customer service  
Tenacity and a drive for accuracy and effectiveness  
Must be able to work in an environment with frequent interruptions  
Flexibility and capability to manage multiple tasks  
Ability to prioritize and work both independently and within a team
- COGNITIVE ABILITY:** Ability to communicate and write effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment  
Ability to interpret, analyze, and follow detailed written and verbal communications
- SPECIFIC SKILLS:** Must possess computer and basic troubleshooting skills  
Must possess general office/secretarial skills  
Ability to operate office equipment  
Maturity and integrity when handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

## Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	Notes
3/16/2015	DUNLAP	MARY	ERA - ACADEMIC SUPPORT	MARTICVILLE MIDDLE	5.00	180	\$ 10.10	For the 2014-15 School Year Only	5.00	Effective 2/25/2015

NOTE: All new hires and transfers must successfully complete a 60 working day probationary period

\* signifies a change in status