

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, August 9, 2010  
Manor Middle School – Board Room

**BOARD WORKSHOP**

(5:30 – 6:30)

Guiding Principles

**EXECUTIVE SESSION**

(6:30 – 6:45)

Student Matter

Real Estate

**COMMITTEE OF THE WHOLE**

**7:00**

CALL TO ORDER:

Dr. Richard Frerichs

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, September 7, 2010** at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

APPROVAL OF MINUTES:

July 12, 2010

<http://www.pennmanor.net/board/minutes.html>

**Item 1.**

(7:15 – 7:35)

**Twilight Program Update** – Mr. Howe

Committee Action Requested:  
Information Only

Item 2.  
(7:35 – 7:45)

PSBA Legislative Policy Council – Dr. Frerichs

Committee Action Requested:  
Approval for Placement on August 9 School Board Meeting Agenda

Item 3.  
(7:45 – 7:55)

AP Environmental Science Textbook Approval – Ms. Pollock

Committee Action Requested:  
Approval for Placement on August 9 School Board Meeting Agenda

Item 4.  
(7:55 – 8:05)

Revised 2010 – 2011 School Board Meeting Dates – Dr. Frerichs  
(see page 4)

Committee Action Requested:  
Approval for Placement on August 9 School Board Meeting Agenda

Item 5.  
(8:05 – 8:25)

Central Manor Construction Update – Mr. Johnston and Mr. Coleman

Committee Action Requested:  
Information Only

Item 6.  
(8:25 – 8:45)

HS Dryvit Replacement Project – Mr. Johnston and Mr. Coleman

Committee Action Requested:  
Approval for Placement on August 9 School Board Meeting Agenda

Item 7.  
(8:45 – 9:00)

Facility Committee Update – Mr. Long

*Explanation: Mr. Long will update the board on the status of the Master Facility Plan.*

Committee Action Requested:  
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 President 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.

PENN MANOR SCHOOL DISTRICT  
SCHOOL BOARD MEETINGS  
August 2010 – June 2011

**ALL MEETINGS ARE LOCATED IN THE BOARD ROOM AT  
MANOR MIDDLE SCHOOL AND ARE ON MONDAY UNLESS NOTED.**

<u>Date</u>	<u>Time</u>
August 9, 2010	7:00 p.m.
September 7, 2010 (Tuesday)	7:00 p.m.
September 13, 2010	7:00 p.m.
October 4, 2010	7:00 p.m.
October 12, 2010 (Tuesday)	7:00 p.m.
November 1, 2010	7:00 p.m.
November 8, 2010	7:00 p.m.
December 6, 2010	7:00 p.m.
January 3, 2011	7:00 p.m.
January 18, 2011 (Tuesday)	7:00 p.m.
February 7, 2011	7:00 p.m.
February 22, 2011 (Tuesday)	7:00 p.m.
March 7, 2011	7:00 p.m.
March 22, 2011 (Tuesday)	7:00 p.m.
April 4, 2011	7:00 p.m.
April 18, 2011	7:00 p.m.
May 2, 2011	7:00 p.m.
May 17, 2011 (Tuesday)	7:00 p.m.
June 6, 2011	7:00 p.m.
June 20, 2011	7:00 p.m.

Approved:

Agenda – School Board Meeting  
Penn Manor School District  
Monday, August 9, 2010  
Manor Middle School – Board Room  
At the Conclusion of the Committee of the Whole

CALL TO ORDER: Dr. Richard Frerichs

PRAYER AND FLAG SALUTE: Dr. Michael Leichliter

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, September 7, 2010** following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS: Name and Address

APPROVAL OF MINUTES: July 12, 2010  
(<http://www.pennmanor.net/board/minutes.html>)

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: June 2010  
(<http://www.pennmanor.net/tr/>)

PAYMENT OF BILLS: July 2010  
(ROLL CALL)  
(<http://www.pennmanor.net/tr/>)

Item 1. Review of School Board Meeting Agenda – Dr. Frerichs

Item 2.

Consent Agenda for the Committee of the Whole Meeting –  
(ROLL CALL)

- A. PSBA 2010 Legislative Policy Council – The committee is recommending the following as voting delegates for the PSBA 2010 School Legislative Policy Council.
  - 1.
  - 2.
  - 3.
- B. Textbook Approval – The committee is recommending the approval of the AP Environmental Science textbook.
- C. Revised School Board Meeting Schedule – The committee is recommending approval of the revised School Board Meeting Schedule (see page 8).
- D. High School Soffit Replacement – The committee is recommending approval of the design work and bidding to replace the existing dryvit soffit material at eight locations at the high school.
- E. Special Counsel – The committee is recommending that Fox Rothschild LLP be appointed as Special Counsel for the Penn Manor School District effective August 9, 2010 as per the rates (available upon request).

Item 3.

Consent Agenda for Administrative Actions – (ROLL CALL)

- A. Ratification of Bid Award – The administrative staff is recommending ratification of the following bid as cited for 2010-2011 (see page 9).

IU CAFCO

*Explanation: The district participates in a joint purchasing effort for food items. The consortium includes districts from Lancaster, York, Adams, Fulton and Lebanon counties.*

- B. Waiver of Custodial Fees – The administrative staff is recommending a waiver of custodial fees for National History Day Competition at Penn Manor High School.

*Explanation: The district is hosting events for National History Day on March 3 – 4, 2011.*

- C. Tuition Student – The administrative staff is recommending the approval of the following tuition student for the 2010-2011 school year.

Alec O'Rourke – grade 12

- D. Delta Dental Agreement – The administrative staff is recommending approval of Delta Dental as the district's third-party administrator for dental claims for the period of 7/1/2010 to 6/30/2011 for a fee of 12.5% of claims paid.

*Explanation: Delta Dental has been the district's third-party administrator for about 12 years. The district is self-insured for dental claims and pay a 12.5% administrative fee for all paid claims. The proposed fee represents no increase over the expiring contract.*

- E. Administrative Services Agreement – Health Care – The administrative staff is recommending approval of an administrative services agreement with Coventry Healthcare Management Corporation, d.b.a. HealthAmerica, for the period of 7/1/2010 to 6/30/2011, for a fee of \$28.88 per employee per month, pending final review and approval by the health care consortium solicitor.

*Explanation: HealthAmerica has been the third-party administrator for Penn Manor since 7/1/2005. HealthAmerica pays medical, mental health and prescription claims on behalf of the district. The health care consortium leadership team negotiated the above rate. The expiring rate is \$29.50 per employee per month. The approximate monthly administrative fee is \$16,000.*

- F. Plancon Part H – Central Manor Elementary School Project – The administrative staff is recommending approval and submission of Plancon Part H (Project Financing) to the Pennsylvania Department of Education for the Central Manor Elementary School new construction/renovation project, PDE project number 3526. A copy of the document is on file in the business office.

*Explanation: The approval and submission is a requirement of the PlanCon process which allows school districts to receive state reimbursement on eligible construction and renovation projects. Part H, Project Financing, addresses the financing used for a project. Calculation of the temporary reimbursable percent for a project's financing occurs at PlanCon Part H. Once PlanCon Part H is approved, reimbursement on a project commences.*

- G. LEED Certification Contract – the administrative staff is recommending approval of the contract with Crabtree, Rohrbaugh & Associates for LEED certification assessment and documentation pending final review and approval by the district solicitor. Payment to be made from the 2006 Construction Fund.

*Explanation – The documentation is required for the LEED certification process for the Central Manor renovation project to be designated as a “green” building project.*

- H. “Final Reading” Responsible Use of Internet and Network Resources Policy #815– The administrative staff is recommending approval of the “Final Reading” of the Responsible Use of Internet and Network Resources Policy #815 (see pages 10 – 17).

- I. “Final Reading” Mobile Technology Policy #815.1 – The administrative staff is recommending approval of the “Final Reading” of the Mobile Technology Policy #815.1 (see pages 18 – 21).

- J. 2010/2011 Approval of Bus Routes – The administrative staff is recommending the approval of bus routes for the 2010/2011 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.

*Explanation: Routes are compiled annually by the Transportation Coordinator in anticipation of expected bus routing requirements.*

- K. Bid Award – The administrative staff is recommending awarding the bids for milk, yogurt, fruit drinks and iced tea to Turkey Hill Dairy and the bid for ice cream to Rakestraw’s Ice Cream as per the attached bid tabulation (see pages 22 – 23).

*Explanation: Approval of annual bid for items used by the food service operations. The bid was tabulated by the Food Service Director and is presented to the board with his recommendation.*

- L. 2010/2011 Field Trip Rates – The administrative staff is recommending approval of Field Trip Rates for the 2010/2011 school term as cited (see page 24).

*Explanation: Rates for field trips are re-calculated annually based upon changes in the CPI.*

- M. Bayada Nursing Services – The administrative staff is recommending approval of the agreement for “in-school” nursing services with Bayada Nursing Services at a rate of \$41 per hour for a student effective for the 2010/2011 school year.

*Explanation: Bayada provided the same service for the same student in the previous year. While the rate has increased slightly over the previous year, the cost can be run through the Medical Access program which allows the district to pull funds back to cover costs of other services.*

- N. Austill’s Rehabilitation Services, Inc. Contract – The administrative staff is recommending approval of the extension of the Austill’s contract providing OT/PT services through 6/20/2013.

*Explanation: The contract was negotiated in 2005 and called for hourly rates of \$55.00 for the first two years and \$55.50 through the 2009-10 school year. The rate will be \$55.50 for 2010-2011, \$56.39 for 2011-2012, and \$57.29 for 2010-2013.*

- O. UGI Agreement – The administrative staff is recommending approval of an agreement with UGI for special pricing at the high school, high school east wing, and Hambright Elementary School due to the interruptible service option. The agreement is effective July 1, 2010, through June 30, 2011, at a rate of \$2.50/Mcf.

*Explanation: The facilities mentioned above receive preferred pricing for natural gas due to the interruptible rate option. If temperatures fall below a certain level the district is required to switch to heating oil for building heat.*

- P. Approval of Architectural Services Agreement – Central Manor Elementary School New Construction/Renovation Project – The administrative staff is recommending approval of a contract with Crabtree, Rohrbaugh & Associates for architectural services for the Central Manor Elementary School new construction/renovation project at a fixed fee of 6% of the cost of the work based on the PlanCon D submission approved by the Penn Manor School Board plus reimbursable expenses. Payment to be made from the 2006 and 2010A construction fund.

*Explanation: This agreement now contains language and a rider that complies with the recommendation of the district solicitor.*



- Q. Geothermal Test Bore Contract – The administrative staff is recommending approval of a contract with Morrison Geothermal Inc., Duncannon, PA for a geothermal test bore at Hambright Elementary School in the amount of \$8,910.00. Payment to be made from the Capital Reserve Fund.

*Explanation: the test bore is necessary to determine if a geothermal heating and cooling system is feasible at the building.*

- R. Geothermal Treatment Contract – The administrative staff is recommending approval of the agreement with Water Treatment by Design, LLC for chemical treatment of geothermal systems at the annual cost of \$4,800.

*Explanation – This annual agreement covers the chemicals and equipment needed to maintain the geothermal systems in place at Eshleman, Letort, Marticville and Martic.*

- S. Construction Component Testing Agreement – The administrative staff is recommending approval of the agreement with Quality Assurance Plus for testing of construction materials and processes, structural component testing and certification, and LEED required testing, balancing and commissioning pending review and approval by the district solicitor. Payment to be made from the 2006 Construction Fund.

*Explanation – Testing of structural components and processes is required by the LEED certification process.*

- T. Bid Awards – Paving Project at Pequea and Conestoga – The administration is recommending awarding the paving project bids for Pequea and Conestoga to Burkholder Paving for \$106,269 as shown on the attached bid tabulation (see page 25).

*Explanation – Payment to be made from the Capital Reserve Fund.*

- U. Approval of Contracts and Notice to Proceed for the Paving Project at Pequea and Conestoga – The administrative staff is recommending approval and execution of contract agreements, pending final solicitor review and approval, and issuance of a notice to proceed to Burkholder Paving for \$106,269.

*Explanation – Payment to be made from the Capital Reserve Fund.*

- V. Acceptance of Bus Drivers – The administrative staff is recommending the acceptance of bus drivers for the 2010/2011 school term as cited (see pages 26 – 27).

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

- W. Contracted Psychological Services – the administrative staff is recommending approval of an agreement with Kara Schmidt, Ph.D. to provide psychological evaluation services, not to exceed \$4,000.

*Explanation: This contract is in accordance with Board Policy #113.2 Independent Educational Evaluations.*

- X. Apple Agreements – The administrative staff is recommending approval of Apple Software Developer Program agreements (available upon request).

*Explanation: Three agreement documents are required as part of the district subscription to Apple's Software program: the iPhone Developer Agreement, the Registered Apple Developer Agreement and the Safari Digital Signing Program. The Apple Developer program provides access to programming tools, beta-versions of upcoming software and other materials for the development of desktop software and mobile applications. Developer program subscription costs total \$198.00 annually.*

- Y. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 28).

Item 4. Consent Agenda for Personnel – (ROLL CALL)

- A. Employment or Change in Status(\*) – The administrative staff is recommending the board accept the individuals listed for employment or change in status(\*) according to the conditions listed (see pages 29 – 30).
- B. Dental Hygiene Services – The administrative staff is recommending approval of Dental Hygiene Service provided by Tina Hoefel at the rate of \$25.00 per hour, not to exceed 220 hours for the 2010-2011 school year.

*Explanation: Mrs. Hoefel will provide dental instruction and services to district students, and coordinates free dental services.*

- C. 2010/2011 Fall Coaching Positions – The administrative staff is recommending the approval of the individuals listed as fall coaches for the 2010/2011 school year. (see page 31).

*Explanation: The attachment shows the coaches and positions by sport for the 2010/2011 fall season. The breakdown with the individual salaries was compiled by the Athletic Department in conjunction with the team coaches.*

- D. 2010/2011 Middle School Team Leaders – The administrative staff is recommending approval of the individuals listed to the team leader positions cited for the 2010/2011 school year (see page 32).

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

- E. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.

Pam Guhl – food service – effective August 20, 2010  
Jean Neff – food service substitute – effective August 2, 2010  
Becky Rodriguez – health room tech – effective July 24, 2010  
Maria Taormina – guidance counselor – effective August 15, 2010

- F. Leaves – The administrative staff is recommending granting the medical leaves to the individuals listed according to the terms listed (see page 33).
- G. Substitute Teachers – The administrative staff is recommending that the individuals listed be approved for substitute teaching within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list (see page 34).
- H. Mentors – The administrative staff is recommending approval of the individuals listed as Mentors for the 2010-2011 school year (see page 35).

*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 EStrategic Plan.*

- I. 2010-2011 Co-curricular Positions – The administrative staff is recommending the approval of the individuals listed to the co-curricular positions cited for the 2010-2011 school year (see page 36).

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

## ADJOURNMENT

### SCHEDULING AN APPEARANCE ON THE AGENDA

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PENN MANOR SCHOOL DISTRICT  
SCHOOL BOARD MEETINGS  
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June 20, 2011	7:00 p.m.

Approved:

**Board Ratification is recommended for the following 2010-2011 Bid:**

**CAFCO BID SUCCESSFUL VENDORS:**

FEESER'S	\$227,893.95
REINHART FOODS	\$33,912.90
SYSCO	\$90,728.55
<b>TOTAL</b>	<b>\$352,535.40</b>

SECTION: OPERATIONS

TITLE: RESPONSIBLE USE OF  
INTERNET AND NETWORK  
RESOURCES

ADOPTED:

REVISED:

# PENN MANOR SCHOOL DISTRICT

	<p><b>815. RESPONSIBLE USE OF INTERNET AND NETWORK RESOURCES</b></p> <p><b>1. Purpose</b></p> <p>Penn Manor School District provides students and staff access to technology tools and Internet resources as part of the district's core educational mission and goals. Technology permeates virtually all district academic activities, operations, communications and research. It is the intent of Penn Manor School District to promote responsible, ethical and appropriate use of technology and network resources.</p> <p>The purpose of this policy is to outline expectations for acceptable and responsible use of district technology resources by students, staff and the community. Access to district technology and network resources is a privilege, not a right. Staff and students will be held accountable for noncompliance with this policy.</p> <p><b>2. Authority</b></p> <p>The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p> <p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The district reserves the right to log and monitor Internet use, computer network activity, e-mail, electronic communications and fileserver space utilization. District Information Technology staff may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system responsibly. Users should not expect that files stored on district servers, computers, network appliances or other technology devices will be private. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity.</p>
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3. Delegation of Responsibility	<p>Staff and students have the responsibility to respect and protect the rights of every other network user in the district and on the Internet. District staff have a professional responsibility to help students develop skills necessary to evaluate information sources, identify age-appropriate information and utilize online media resources to meet educational goals.</p>
24 P.S. Sec. 4604	<p>The district shall provide copies of this policy to parents/guardians, staff and students upon written request.</p>
4. Guidelines	<p>The use of personal technology devices is permitted on district-designated networks only. Students, parents/guardians, community members and guests who connect to permitted networks agree to the requirements of the Responsible Use of Internet and Network policy and should consider his/her personal device subject to the same level of monitoring and access as any district-owned technology device. The district reserves the right to monitor Internet and network use of personal devices on district guest networks.</p>
SC 1303.1-A Pol. 249	<p><u>Acceptable And Responsible Use</u></p> <p>Students and staff are expected to act in a professional, responsible, ethical and legal manner when utilizing district technology, network and Internet resources:</p> <ol style="list-style-type: none"> <li>1. Use of the Internet and network resources must be in support of district educational, operational and research programs.</li> <li>2. Illegal activity, commercial activities, lobbying, and unauthorized advertising are prohibited.</li> <li>3. Hate mail, discriminating remarks, profanity, inappropriate language and offensive communications are prohibited.</li> <li>4. Bullying, cyberbullying and harassment is prohibited. The student shall abide by district bullying policies when utilizing district technology, network and Internet resources.</li> <li>5. Access to or distribution of pornographic, obscene, lewd, illegal or other material deemed harmful to minors is prohibited.</li> <li>6. Users shall not intentionally seek information on, modify or obtain copies of files, other data, or passwords belonging to other users, or misrepresent other users on the network.</li> </ol>
Pol. 237	

7. Use of school technology or network connectivity for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.
8. Loading, distribution, or use of unauthorized software, programs or utilities on district technology or network services without prior approval from the Information Technology Director is strictly prohibited.
9. Staff, students and community members are expected to adhere to copyright laws and regulations. The illegal use of copyrighted software, materials, or files is prohibited.
10. The network will not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
11. Staff and students will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.
12. Any attempt to circumvent security measures on the district network or technology devices is prohibited. Unauthorized access, deletion or modification of passwords, files and data belonging to other users is prohibited. Staff and students should report any security problems to the school administration.

#### Content Filtering And Internet Safety

20 U.S.C.  
Sec. 6777  
47 U.S.C.  
Sec. 254

In accordance with the requirements set forth by the United States Congress in the Children's Internet Protection Act (CIPA), Penn Manor School District filters, logs and monitors access to the Internet and blocks offensive, obscene, and inappropriate images and content including pornography. Even with a content filter and other technology protection measures in place, the district cannot guarantee the filter to be 100% effective. In cases where a site is wrongly blocked or in the interest of bona fide educational research, staff may override the filter.

#### Security

District staff and students are expected to act responsibly and protect the integrity and security of district data, passwords and identify. Staff and students are expected to keep passwords and other digital security credentials confidential. Staff and students should not attempt to gain access to unauthorized systems. Use of another person's identity to access technology and network resources is prohibited.



Disclaimer

Penn Manor School District makes no warranties of any kind, whether express or implied, for the network or technology services provided. The district is not responsible for any damages incurred including loss of data resulting from data delivery delays, missed deliveries, or financial obligations incurred through the use of Internet web sites. Use of any information obtained through the district's technology devices is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or other forms of electronic communication.

Consequences For Inappropriate Use

Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to network resources. Other appropriate disciplinary procedures may take place, as needed, for students and employees.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.

Violation of any of the above provisions in this policy will result in the suspension or termination of a user's privilege to technology resources and/or a restriction of the user's privileges. Staff and students should understand that if they commit any violation of this policy, their access privileges will be suspended or revoked, disciplinary action will be taken, and/or appropriate legal action may be instituted.

References:

School Code – 24 P.S. Sec. 1303.1-A

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777

Internet Safety – 47 U.S.C. Sec. 254

Board Policy – 249, 814

Penn Manor School District  
**INTERNET SAFETY POLICY**

It is the policy of Penn Manor School District to:

1. Prevent district network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications.
2. Prevent unauthorized access and other unlawful online activity.
3. Prevent unauthorized online disclosure, use, or dissemination of student personal information.
4. Provide Internet safety education to students.
5. Comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA).

Penn Manor School District takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, Penn Manor School District utilizes a technology protection measure (filter) that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to:

1. Pornography.
2. Child pornography.
3. Sexual acts or conduct.
4. Other obscene material that may be deemed harmful to minors.

District administrators, supervisors, or other authorized staff may disable technology protection measures for legitimate educational purposes, bona fide research or other lawful purposes. Penn Manor School District may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

Penn Manor School District staff monitor student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the district's instructional program, educational goals, and to enforce the Internet Safety Policy and Acceptable Use Policy. Additionally, the district takes reasonable precautions to prevent unauthorized access (hacking) to electronic student records and information. These precautions include, but are not limited to:

1. Network firewalls.
2. Confidential passwords.
3. Data encryption.
4. Electronic monitoring.
5. Physical data security.

Penn Manor School District provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include, but are not limited to:

1. Online behavior and ethics.
2. Social networking safety.
3. Chat room safety.
4. Cyberbullying awareness.
5. Response and other online privacy and security issues.

Penn Manor School District's network and computing systems are for educational use only. The district makes no assurances of any kind, whether expressed or implied, regarding any Internet, network, or electronic communication services. Even with the above provisions, Penn Manor School District cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.

Penn Manor School District  
**AGREEMENT: RESPONSIBLE USE OF INTERNET AND NETWORK RESOURCES**

Name: (please print) \_\_\_\_\_

Home Building: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

I agree to abide by the Penn Manor School District's Responsible Use of Internet and Network Resources Policy. I understand that the use of the Internet, district network, and access to electronic communication tools is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use Penn Manor School District's computers or technology devices. I understand that my computer use is subject to monitoring, logging and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of Penn Manor School District's computers. I further acknowledge that I understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of my access to the Internet, network resources and e-mail, disciplinary action and/or legal action.

I understand that the Penn Manor School District makes no assurances of any kind, whether expressed or implied, regarding any Internet, network, or e-mail services. I further understand that the use of any information obtained via the Internet and/or e-mail is at my own risk; that the Penn Manor School District specifically disclaims responsibility for the accuracy or quality of such information; and that Penn Manor School District is not, will not be, responsible for any damage or loss which I suffer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Penn Manor School District  
**STUDENT RESPONSIBLE USE OF INTERNET AND NETWORK RESOURCES**

I understand and will abide by Penn Manor School District's Acceptable Use of Internet and Network Resources Policy. I further understand that a violation of this policy may be unethical and could constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; disciplinary and/or appropriate legal action may also be taken.

\_\_\_\_\_  
 Student Name (please print)

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**PARENT/GUARDIAN**

As parents, teachers, and administrators, we are concerned about inappropriate material available on the Internet. Penn Manor School District takes reasonable measures to ensure that students do not access unacceptable material. Those measures include filters, supervision, child-friendly web sites and staff modeling of appropriate Internet etiquette.

As the parent/guardian of this student, I have read the Acceptable Use of Internet and Network Resources Policy. I understand that the Internet is utilized as a critical educational and instructional tool across all grade levels and subjects. However, I recognize it is impossible for Penn Manor School District to prevent access to all inappropriate and objectionable material, and I will not hold Penn Manor School District responsible for materials acquired or contacts made through the Internet.

\_\_\_\_\_ **I grant** permission for my child to use the Internet for educational purposes. I understand that Internet use will be in support of the educational program. In addition, I will not hold Penn Manor School District responsible for students accessing inappropriate materials that are not at the direction of the teacher.

\_\_\_\_\_ **I do NOT** give permission for my child to use the Internet.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Student ID Number

\_\_\_\_\_  
 Date

SECTION: OPERATIONS

TITLE: MOBILE TECHNOLOGY

ADOPTED:

REVISED:

# PENN MANOR SCHOOL DISTRICT

	815.1. MOBILE TECHNOLOGY
1. Purpose	Penn Manor School District is committed to the use of technology in supporting the instructional program, educational research and district business operations. It is the purpose of this policy to define the responsible use of district issued Mobile Technology Devices.
2. Definition	Mobile technology devices are defined as laptop computers, portable digital assistants (PDA), cell phones, tablet PCs, netbooks, pad/slate device, wireless access points, wireless devices, digital cameras, video cameras and other mobile electronics that may be carried on a person.
3. Authority	Mobile technology devices are to be used for school-related business as a productivity tool, curriculum enhancement tool, and for research and communications. Mobile technology devices are the property of the Penn Manor School District. Upon termination of employment or leave of absence, employees must return the mobile technology devices to the informational technology department.
4. Guidelines	<p>Employees who are issued mobile technology devices shall abide by the following terms:</p> <ol style="list-style-type: none"> <li>1. Employee assumes sole responsibility for the safety and security of the mobile technology device. Damage or theft off of school property shall be the individual carrier's responsibility. It is recommended that employees verify personal insurance coverage exists to cover equipment damages that may occur off school district property.</li> <li>2. Employees are not permitted to install software or make configuration changes to mobile technology devices <b>unless first approved by district information technology staff</b>. Software installs and configuration changes shall be completed by or under the direction of district technology staff or by other authorized persons.</li> </ol>

Pol. 815

3. The Responsible Use of Internet and Network Resources policy applies to mobile technology devices and accessories both on and off school property. Employees are required to have a signed policy before mobile technology devices will be issued.
4. Employees may connect mobile technology devices to non-Penn Manor networks and public wireless access points. District information technology staff does not support these connections. Problem resolution and troubleshooting resulting from personal internet service providers and community access points will be at the discretion of the Information Technology Department.
5. Employees assume all responsibility for the safety, security, and confidentiality of data on mobile technology devices. Employees must immediately report data breeches, loss or theft to district information technology personnel.
6. The Penn Manor School District reserves the right to audit, examine, monitor, or recall mobile technology devices at any time and for any reason.
7. All repairs to mobile technology devices shall be facilitated by district information technology staff. No external vendors or individuals are authorized to make repairs to district mobile technology devices.

Consequences For Inappropriate Use

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to mobile technology devices, loss of access to network resources, and appropriate disciplinary action up to and including termination of employment. Illegal use of the mobile technology device, such as intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.

General Guidelines For The Care And Safety Of Mobile Technology Devices

Back up your data. Important files on the mobile technology devices should be backed up to the network as a safety precaution against device failure. Note that district information technology staff will not attempt to restore nondistrict related data from mobile technology devices.

Extreme temperatures, or sudden changes in temperature, may permanently damage portable electronics. Do not expose mobile technology devices to extreme temperatures.

Touch pads, touch screens and other input devices should remain clean or they may not function properly. Spilled food or drink may ruin mobile technology devices.

Leaving mobile technology devices unattended in meetings or conferences and/or in unlocked vehicles invites theft. Keep your mobile technology device in your home overnight, not in your car.

When using a laptop, keep it on a flat, solid surface. This will permit the proper flow of air in and around the device and prevent overheating. Using a laptop on a rug or a bed, for example, can cause it to become damaged by overheating.

Do not leave an unattended meeting or conference room without your mobile technology device. Take it with you. Be alert and aware of your surroundings.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 815



PENN MANOR SCHOOL DISTRICT  
MOBILE TECHNOLOGY POLICY AGREEMENT

I agree to abide by the Penn Manor School District's Mobile Technology Device Policy. I understand that the use of the mobile technology devices is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use Penn Manor School District mobile technology devices. I understand that my use of district mobile technology is subject to monitoring and review without cause and without notice, and I consent to the monitoring and review of all aspects of my use of Penn Manor School District's mobile technology. I understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of my access to mobile technology devices, termination of access to the Internet and e-mail, and disciplinary action and/or legal action.

I understand that the Penn Manor School District makes no assurances of any kind, whether expressed or implied, regarding the reliability of any mobile technology devices. I further understand that the use of any information obtained via mobile technology devices is at my own risk; that the Penn Manor School District specifically disclaims responsibility for the accuracy, reliability, and quality of such information; and that Penn Manor School District is not responsible for any damages or loss that I may suffer.

Upon leave from or termination of my employment, I agree to surrender any district issued mobile technology device. Failure to surrender district property will result in the district withholding the device's value from my paycheck and/or legal action.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School: \_\_\_\_\_

Employee Number: \_\_\_\_\_

TO: CHRIS JOHNSTON  
FROM: RANDY WOLFGANG  
DATE: AUGUST 2, 2010  
RE: CAFETERIA MILK/DRINKS & ICE CREAM BID AWARD

On July 28, 2010, 9:15 a.m., the milk/drinks and ice cream bids were opened as advertised.

After reviewing the bids, I am recommending for the 2010-2011 school year the milk/drinks bid be awarded to Turkey Hill Dairy, and the ice cream bid be awarded to Rakestraws Ice Cream. A bid summary sheet is attached. I will be glad to answer any questions.

## **BID TABULATION**

### **Milk and Drinks Bid-Turkey Hill**

Price Table	Regular Price	200 Quart Price
Unflavored whole milk-1/2 pint	.2515	.2428
Low-fat Chocolate milk(1%)-1/ 2 pint	.2416	.2329
Unflavored skim milk-1/2 pint	.2228	.2141
Unflavored 2% milk-1/2 pint	.2298	.2211
Yogurt-6 oz.	.90	.90
Iced tea drinks-16 oz	.295	.295
½ pint orange drink, iced tea, lemonade	.190	.190

### **Ice Cream Bid-Turkey Hill & Rakestraw's**

Price Table	Weight of Product	Turkey Hill Price per dozen	Rakestraws Price per dozen
Nut Cone	4 oz.	4.25	3.43
Chocolate Éclair	3 oz.	4.80	3.28
Cookies/Cream Cone	3 oz.	10.16	4.00
Snickers Bar	4 oz.	11.76	7.50
StrawberryShortcake	3 oz.	4.80	3.28
Ice Cream Sandwich	4 oz.	3.30	2.7066
Vanilla Foam Cup	4 oz.	3.75	2.675
Chocolate Foam Cup	4 oz.	3.75	2.675
Fudge Bar	3 oz.	3.00	3.28
Orange Cream Bar	3 oz.	3.42	3.28
Strawberry Sundae	6 oz.	8.50	3.30
Chocolate Sundae	6 oz.	8.50	3.30
Twin Pop, assorted	3 oz.	2.38	2.605
Ice Cream Bar	3 oz.	<u>3.70</u>	<u>3.61</u>
		\$76.07	\$48.92

# Eschbach Bus Service

## Penn Manor Field Trips 2010 - 2011 SCHOOL YEAR

(2.7% Increase)

1. Trips Outside Lancaster County:      **\$2.00 Per Mile Driven**      (Rounded to nearest Dime)  
    **\$1.40 Per Mile Deadhead**      (Rounded to nearest Dime)  
    **\$17.10 Per Hour Layover Time**      (Rounded to nearest Dime)

2. Trips Within Lancaster County:      **\$38.30 Per Hour**      (Rounded to nearest Dime)  
    **\$115.00 3 Hr. Minimum**      (Rounded to nearest \$)

3. Trips Within Penn Manor District:      **\$27.50 Per Hour**      (Rounded to nearest Dime)  
    **\$83.00 3 Hr. Minimum**      (Rounded to nearest \$)

### 4. Sports & Performance Trips:

(2.7% Increase Rounded to nearest \$)

Annville-Cleona	\$172	L-S	\$132
Cedar Cliff	\$236	Lancaster City	\$132
Cedar Crest	\$172	Lebanon	\$216
Central Dauphin	\$242	Locust Grove	\$132
Coatesville	\$242	Manheim Central	\$132
Cocalico	\$136	Manheim Township	\$132
Columbia	\$132	Messiah	\$236
Conestoga Valley	\$132	Middletown	\$216
Conrad Weiser	\$236	Norlebo	\$236
Cumberland Valley	\$264	Octorara	\$172
Dallastown	\$236	Oxford	\$220
Donegal	\$132	Palmyra	\$216
Downingtown	\$236	Pequea Valley	\$136
Eastern York	\$179	Reading	\$236
Eastern Lebanon (ELCO)	\$216	Robesonia	\$236
Elizabethtown	\$136	Schuylkill	\$264
Ephrata	\$136	Solanco	\$132
Exeter	\$243	Susquehannock	\$236
Garden Spot	\$136	Upper Dauphin	\$299
Govenor Mifflin	\$216	Warwick	\$132
Hempfield	\$132	West Chester	\$236
Hershey	\$220	Wilson	\$236
		York	\$220

These rates include five (5) hours or less of total trip time. A charge of \$17.90 per hour will be levied exceeding five (5) hours.      (2.7% Increase Rounded to nearest Dime)

(2.7% Increase Rounded to nearest Dime)

5. Van Charges:      **\$24.70 Per Hour**

(2.7% Increase Rounded to nearest Dollar)

6. Bus to Comet Field and Eshleman      **\$56.00 Per Day**

(2.7% Increase Rounded to nearest Dollar)

7. Bus from Marticville to High School      **\$61.00 Per Day**

PEQUEA AND CONESTOGA PAVING

CONTRACTOR	BASE BID	ORIGINAL BID FORM	BID SECURITY	AGREEMENT TO COMPLY WITH SECTION 111	NON-COLLUSION AFFIDAVIT	NON-DISCRIMINATION AFFIDAVIT	WORKERS COMPENSATION AFFIDAVIT	ADDENDUM 1
BURKHOLDER PAVING	\$106,269.00	X	X	X	X	X	X	X
B.R. KREIDER AND SONS	\$119,444.00	X	X	X	X	X	X	X
HANDWERK SITE CONTRACTORS	\$170,609.05	X	X	X	X	X	X	X
KINSLEY CONSTRUCTION	\$136,100.00		X	X	X	X	X	X

**Eschbach Bus Service  
2010-2011 Penn Manor Drivers**

Bagnall, William  
Benner, William  
Bill, Anne  
Blake, Wendy  
Blank, Kathy  
Blessing, Terry  
Bomberger-Fox, Kristy  
Bower, Susan  
Brown, Rebecca  
Buterbaugh, Kim  
Campbell, William  
Carrigan, Roxy  
Coffroad, Jack  
Comp, Christine  
Cramer, Marilyn  
Cunningham, Lisa  
Dearolf, Brenda  
Dearolf, Larry  
Dellinger, Tracey  
Diaz, Jane  
Dougherty, James  
Erisman, Dawn  
Eschbach, David  
Eshelman, Jerralynn  
Flores, Israel  
Froehlich, Susan  
Fuhrman, Tina  
Gorby, David  
Haines, Karl  
Harnish, Donald  
Harsh, Jennifer  
Henry, Michelle  
Hess, R. Kay  
Higgins, Sherry  
Hodgson, Mike  
Jackson, Christi  
Jacyszyn, Erika  
Jenks, Christine  
Johnson, Jennyfer  
Kelley, Tracy  
Kenneson, Robert  
Kenneson, Rowena  
Kiker, Angela  
Krause, Kenneth  
Landis, David  
Martin, Randy

Mellinger, Penny  
Menapace, Jake  
Miller, Linda  
Mitchell, Lynette  
Moore, Corrine  
Muschlitz, Bob A.  
Muschlitz, Rob C.  
Mutzabaugh, Melissa  
Myers, Rachel  
Mylin, Holmes  
Neff, Jean  
Newcomer, Bernadette  
Noffz, Roxanne  
Pfister, Dottie  
Pike, Helen  
Pilsner, Sherry  
Poulk, Jr., Robert  
Raugh, Donald  
Reath, Robert  
Reilly, John  
Renshaw, Dina  
Ressler, Charles  
Rineer, Joan  
Rineer, Karen  
Rittenhouse, Shellene  
Rosario, Mary  
Rudy, Nancy  
Sama, Al  
Schaum, Patricia  
Sensenig, Ella  
Sheaffer, Kim  
Smith, Bruce  
Smith, Erin  
Smith, Kelly  
Sourbeer, Leona  
Sterling, Beth  
Strawser, Stephanie  
Stubbs, Patricia  
Swinehart, Joanna  
Taska, Susan  
Ulmer, Sharon  
Wiker, David  
Winters, Beth  
Witmer, Wanda  
Zecher, Barry

## **SHULTZ TRANSPORTATION CO.**

8 Beaver Valley Pike  
Willow Street, PA 17584  
Phone: (717) 464-5800  
Fax: (717) 464-4808

### **DRIVER LIST – 2010-2011**

Tania Cooper  
Deborah Williams  
Joan Shenk  
Sonya Dean  
Stacy Phillips  
Shannon Rivera  
Nancy Barley  
Missy Frankford  
Becky Way  
Connie Flowers  
Hope Krantz

### **Substitute Drivers**

Jane Everhart  
John Hiemenz  
Anna Hipple  
Judy Jones  
Carson Kauffman  
Jen Kendig  
Wanda Moore  
Cindy Wipprecht  
Michael Kramer  
Rick Warfel

PENN MANOR SCHOOL DISTRICT

August 9, 2010 Board Agenda

New employees for the 2010-2011 school year:

Groff, Jenny L. – elementary/secondary professional employee, full-time, permanent position, B.S. Degree, 1.21 years experience, Step 2, \$41,089. Assignment: Art Teacher/Manor Middle School/Letort Elementary School

*Jenny has worked as a long-term sub for two semesters at Penn Manor. She also has two years experience as a day-to-day substitute and was employed by Knowledge is Power Tutoring Services, teaching at risk elementary students.*

Heisler, Lisa A. – elementary professional employee, full-time, permanent position, B.S. Degree, no experience, Step 1, \$40,987, pending receipt of required documents. Assignment: School Nurse K-12/Hambright/Martic Elementary Schools

*Lisa is a graduate of Chester County Hospital School of Nursing, Wilmington College and Millersville University. She has experience as a health room technician at Clermont Elementary School in the Solanco School District. She was also employed as Primary Care Nurse for obstetrical patients and newborns at Jennersville Regional Hospital, and was an RN at Christian Care Health Systems prior to going back to school to earn her school nursing certificate.*

Loreto, Jennifer L. – elementary professional employee, full-time, permanent position, B.S. + 24 Degree, 1.52 years experience, Step 3, \$43,039. Assignment: Grade 1 Teacher/Hambright Elementary School

*Ms. Loreto earned her B.S. Degree from Millersville University. She has successfully served in the Penn Manor School District as a long-term substitute in grade 3 during the spring semester of the 2008-2009 school year and as a kindergarten teacher at Conestoga Elementary School during the 2009-2010 school year. She resides in Penn Manor.*

Swartz, Nicholas G. – secondary professional employee, full-time, permanent position, B.S. +24 Degree, no experience, Step 1, \$41,376, pending receipt of required documents. Assignment: Earth and Space Science Teacher/Penn Manor High School

*Nick is a graduate of Penn Manor High School and graduated from Millersville University as a post bac student in 2009. He earned a degree in Earth Science and Philosophy as well as his Earth and Space Science Education degree and is also certified in secondary math. He did a long-term substitute position at Warwick and worked as a day-to-day substitute in Penn Manor.*



# 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
8/9/2010	Howard	Donald	Learning Support Aide	District	5.00	181	\$ 10.00	For the 2010-11 School Year Only	5.00	Effective 8/30/10 Enrollment Related - 2010-11 School Year
8/9/2010	Kaufman	Wanette	Food Service	Martic	4.00	180	\$ 9.02	Permanent	4.00	Effective 8/30/10 Replaces Holden
8/9/2010	* Charles	Melissa	Food Service	Conestoga	0.50	180	\$ 9.26	Permanent	4.50	Effective 8/30/10 Replaces Guhl
8/9/2010	Hess	Tara	Food Service Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 8/20/10 Substitute - As Needed

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

\* signifies a change in status

FALL 2010 ATHLETIC COACHING CONTRACTS					
Sport	Coach	Title	Salary Schedule	Actual Salary	Variance
Football	Todd Mealy	Head Varsity	8,155	8,155	-
	Scott Lackey	Var. Asst.	4,659	4,353	(306)
	Darryl Daniel	Assistant	4,193	4,393	200
	Chris Maiorino	Assistant	4,193	4,493	300
	John Banzhof	Assistant	4,193	1,266	(2,927)
	Gordon Eck	Assistant	4,193	4,093	(100)
	Streeter Stuart	Frosh Var.	4,193	3,973	(220)
	Barry Groff	Frosh Asst.	4,193	3,053	(1,140)
	Mike Treier	Frosh Asst.	-	3,257	3,257
	Steve Weidner	7th/8th Grade	4,193	3,411	(782)
	Pat Weaver	7th/8th Asst.	4,193	2,621	(1,572)
	Nick Kohler	7th/8th Asst.	-	2,340	2,340
	Jeff Klugh	Assistant	-	950	950
	Joel Boas	Volunteer			
	Mel Ruth	Volunteer			
	Zach Fisher	Volunteer			
	Joe Cross	Volunteer			
<b>Total for Football</b>			<b>46,358</b>	<b>46,358</b>	<b>-</b>
Girls Tennis	Diane Vickers	Head Varsity	4,236	4,236	-
	Vickie Miller	Volunteer			
<b>Total for Girls Tennis</b>			<b>4,236</b>	<b>4,236</b>	<b>-</b>
Girls Volleyball	Jarod Staub	Head Varsity	5,428	5,000	(428)
	Tim Joyce	Assistant	3,553	3,200	(353)
	Megan Urban	Assistant	-	781	781
<b>Total for Girls Volleyball</b>			<b>8,981</b>	<b>8,981</b>	<b>-</b>
Boys Soccer	Jack Kremer	Head Varsity	6,089	6,089	-
	Dave Chalfant	Asst. to Varsity	3,553	3,600	47
	Davon Garcia	JV Coach	3,146	3,100	(46)
	Tim Kurtz	JH Head Coach	3,146	3,318	172
	Bert Hampton	Asst. JH	3,146	2,973	(173)
<b>Total for Boys Soccer</b>			<b>19,080</b>	<b>19,080</b>	<b>-</b>
Cross Country	Robert Ulmer	Head Varsity	5,590	4,600	(990)
	Tom Ecker	Asst. to Varsity	3,659	4,600	941
	Dan Myers	Assistant	1,980	1,015	(966)
	Laura Weiner	Assistant	-	1,015	1,015
<b>Total for Cross Country</b>			<b>11,229</b>	<b>11,229</b>	<b>-</b>
Field Hockey	Matt Soto	Head Varsity	6,089	6,047	(42)
	Lisa McCoy	Asst. to Varsity	3,553	3,538	(15)
	Denise Gobretch	Assistant	3,146	3,509	363
	Britney Clugston	Assistant	3,146	3,123	(23)
	Liz Chismar	Assistant	3,146	2,863	(283)
<b>Total for Field Hockey</b>			<b>19,080</b>	<b>19,080</b>	<b>-</b>
Golf	Trevor Pope	Head Varsity	4,236	4,236	-
<b>Total for Golf</b>			<b>4,236</b>	<b>4,236</b>	<b>-</b>
Cheerleading	Megan Szentesy	Head Varsity	6,089	6,089	-
	Cindy Bachman	Asst. to Varsity	3,553	3,553	-
	Ashley Knepp	Assistant	2,504	2,504	-
<b>Total for Cheerleading</b>			<b>12,146</b>	<b>12,146</b>	<b>-</b>
<b>Total for Fall Sports 2010</b>			<b>125,346</b>	<b>125,346</b>	<b>-</b>

				0 = Entry		
		Last	First	2010-11	2010-11	2010-11
Position		Employee	Employee	Level	Position	Pay
MAMS	Team Leaders	Aukamp	Carrie	6	1.0	1,730
MAMS	Team Leaders	Kreck	Erin	6	1.0	1,730
MAMS	Team Leaders	Ennis	Jennifer	10	1.0	1,947
MAMS	Team Leaders	Kligge	Maricia	1	1.0	1,558
MAMS	Team Leaders	Brown	Sandy	9	1.0	1,890
MAMS	Team Leaders - Special Ed	Elledge	Curt	1	1.0	1,558
MVMS	Team Leaders - Special Ed	Bitler	Lisa	2	1.0	1,588
MVMS	Team Leader	Goodhart	Debra	16	1.0	2,325
MVMS	Team Leader	Webster	Kenneth	6	1.0	1,730
MVMS	Team Leader	Evans	Steve	2	1.0	1,588
MVMS	Team Leader	Aungst	Brad	2	1.0	1,588
						19,232

## LEAVES

August 9, 2010 Board Agenda

### PROFESSIONAL EMPLOYEES

- Eichler, Rebecca L. - October 4, 2010 – November 17, 2010  
Family Medical
- Helwig, Amanda J. - October 21, 2010 – December 15, 2010  
Family Medical
- Malek, Jennifer L. - August 30, 2010 – November 21, 2010  
Family Medical
- Moyer, Jenna E. - October 25, 2010 – January 16, 2011  
Family Medical

### CLASSIFIED EMPLOYEES

- Saxton, Edward R. - June 14, 2010 – August 1, 2010  
Designated Family Medical
- Smith, Barry L. - April 12, 2010 – July 4, 2010  
Designated Family Medical

# Substitutes for August 9, 2010 Board Approval

Reuben	W.	Andreessen	Hilari	A.	Hinnant
Cynthia	F.	Barley	Annemarie	F.	Hull
Courtney	R.	Bender	Mary	K.	Iovino
Kristi	N.	Boyd	Joseph	M.	Irwin
Lori	A.	Bradley	David	L.	Kemmick
Christine	C.	Brubaker	Leni	D.	Kerekgyarto
Melissa	A.	Burkhart	Jenni	R.	Kirkley
Gregory	F.	Caldwell	Brett	M.	Kirkpatrick
Melissa	A.	Carpenter	Donald	L.	Krow
Melissa	A.	Carrodo	Tricia	L.	Landis
Lori	E.	Clark	Janice	D.	Lauris
Angela	M.	Crook	Scott	M.	Lingo
Stephanie	A.	Dell'Estate	Trisha	A.	Loch
Derek	L.	Denlinger	Rebekah	S.	Long
Karen	B.	Donaldson	Lori	J.	Longenecker
Catherine	A.	Douts	Diane	E.	Lowery
Faith	C.	Drummond	Valerie	S.	Lutter
Jeannette	L.	Eddowes	Dianne	L.	Malcomb
Pamela	M.	Egan	Patricia	D.	Marion
Heidi	W.	Enck	Nathan	S.	Moser
Ann	M.	Erisman	Maureen	M.	Nolt
Mary	K.	Ferris	Nancy	J.	Pechiro
Jerald	I.	Figgins	Sandra	J.	Peifer
Craig	T.	Fish	Megan	A.	Quinn
Kristina	L.	Frank	Anita	F.	Ratcliffe
Deborah	K.	French	Elizabeth	J.	Rayha
Jamie	L.	Friedman	Tiffany	N.	Ritter
Jeanne	A.	Funk	Kelly	M.	Rohrer
Valerie	S.	Gemmill	Jennifer	L.	Sappington
Krista	J.	Ginn	Brenda	M.	Souders
Lorena	S.	Glenn	Tara	L.	Vitti
Angela	M.	Golazeski	Justine	P.	Webster
Tanya	M.	Goss	Brittany	C.	Wendler
Jennifer	L.	Grimm	Lucille	K.	Wenger
Ernest	E.	Guyll	Todd	A.	Wenger
Heather	F.	Heagy	D. Janine		Wheeler
Carol	E.	Henson	Janielle	P.	Willemin
Stephanie	J.	Hersh	Courtney	L.	Young

Mentors - 2010-2011	Step	Total Pay	Pay %	Total Pay	New Teacher	Assignment
MENTORS FOR NEW TEACHERS						
Julie Yost	Entry	\$ 788.00	100%	\$ 788.00	Megan A. O'Neil	ELEMENTARY
MaryAnn Farmer	Entry	\$ 788.00	100%	\$ 788.00	Lisa A. Heisler	ELEMENTARY
NONE NEEDED	Entry	\$ 788.00	100%	\$ 788.00	Amy L. Bittenbender	ELEMENTARY
NONE NEEDED	Entry	\$ 788.00	100%	\$ 788.00	Jennifer L. Loreto	ELEMENTARY
Ann Grosh	Entry	\$ 788.00	100%	\$ 788.00	Amy F. D'Amico	SECONDARY
Paul Chismar	Step 1	\$ 803.00	100%	\$ 803.00	Nicholas G. Swartz	SECONDARY
NONE NEEDED	Entry	\$ 788.00	100%	\$ 788.00	Jenny L. Groff	SECONDARY
NONE NEEDED	Entry	\$ 788.00	100%	\$ 788.00	Theresa E. Kreider	SECONDARY
MENTORS FOR TRANSFERS						
	Entry	\$ 788.00	100%	\$ 788.00		SECONDARY
MENTORS FOR LTS - FULLYEAR						
NONE NEEDED	Entry	\$ 600.00	100%	\$ 600.00	Jonathan M. Zimmerman	ELEMENTARY
MENTORS FOR LTS - 1 SEMESTER						
Lee Jordan	Entry	\$ 600.00	50%	\$ 300.00	Daniel S. Stauffer	ELEMENTARY
MENTORS FOR DTD SUBS						
			100%	\$ -		

\$ 8,007.00

				0 = Entry	2010-11	2010-11	2010-11
		Last	First	2010-11	2010-11	2010-11	2010-11
Position		Employee	Employee	Level	Position	Pay	
MAMS	A.V. Director	Bittenbender	Jon	1	1.0	1,389	
MAMS	Choral Competition	Riccardi	Sara	1	0.5	260	
MAMS	Choral Competition	Mumma	Thomas	1	0.5	260	
MAMS	Band Competition	Mumma	Thomas	1	1.0	520	
MAMS	Orchestra Competition	Riccardi	Sara	1	1.0	520	
MAMS	Intramurals	Neiss	Ginny	8	1.0	1,425	
MAMS	Newspaper	Miller	Kerri	8	1.0	952	
MAMS	Peer Helpers	Kligge	Maricia	8	1.0	1,425	
MAMS	Peer Helpers	Brown	Sandy	8	1.0	1,425	
MAMS	Quiz Bowl	Nadig	Nancy	4	0.5	643	
MAMS	Quiz Bowl	Bittenbender	Jon	1	0.5	606	
MAMS	School Play Director	Aukamp	Carrie	8	0.5	713	
MAMS	School Play Director	Galgon	Angela	3	0.5	639	
MAMS	Student Council	Youtz	Cheryl	8	1.0	1,008	
MAMS	TSA	Adams	Janice	7	1.0	990	
MAMS	Yearbook	Gue	Deron	4	1.0	1,645	
MVMS	A.V. Director	Young	John	8	0.5	806	
MVMS	A.V. Director	Craig	Christa	3	0.5	723	
MVMS	Choral Competition	Eckman	Terry	4	1.0	552	
MVMS	Band Competition	Reddig	Skip	4	1.0	552	
MVMS	Orchestra Competition	Riccardi	Sara	2	1.0	530	
MVMS	Intramurals	Costello	Courtney	5	1.0	1,330	
MVMS	Newspaper	Goodhart	Deb	4	1.0	871	
MVMS	Peer Helpers	McKnight	Christine	8	1.0	1,425	
MVMS	Peer Helpers	Kopp	Erica	8	1.0	1,425	
MVMS	Quiz Bowl	Aungst	Brad	0	1.0	1,188	
MVMS	School Play Director	Webster	Kenneth	8	1.0	1,425	
MVMS	Student Council	Scheiber	Cindy	3	0.5	452	
MVMS	Student Council	Smoker	Lindsey	4	0.5	461	
MVMS	TSA	Evans	Steve	8	1.0	1,010	
MVMS	Yearbook	Craig	Christa	0	0.5	899	
MVMS	Yearbook	Paparo	Patricia	0	0.5	899	
PMHS	Yearbook	Anderson	Doug	3	1.0	3,230	
PMHS	Newspaper	Baldrige	Susan	1	1.0	2,251	
PMHS	Band Director	Mumma	Thomas	6	1.0	1,877	
PMHS	Orchestra	Riccardi	Sara	2	1.0	1,268	
PMHS	Stage Band Director	Mumma	Thomas	6	1.0	888	
PMHS	Choral Director	Telesco	Melissa	3	1.0	1,197	
PMHS	Audio-Visual Director	Himes	Jeff	6	1.0	2,035	
PMHS	Chess Team Advisor	Yearsley	Jim	4	1.0	1,440	
PMHS	National History Day	Brady	Donna	1	1.0	1,561	
PMHS	Science Fair	Bender	Dave	3	1.0	1,624	
PMHS	Rocket Club	Osmolinski	Brian	3	1.0	1,624	
PMHS	Model UN	Bookman	Sallie	4	1.0	552	
PMHS	Senior Class Advisor	Dutchess	Erick	1	1.0	832	
PMHS	Senior Class Advisor	Paquette	Heather	1	1.0	832	
PMHS	Junior Class Advisor	Myers	Dan	0	1.0	724	
PMHS	Junior Class Advisor	Rottmund	Mindy	0	1.0	724	
PMHS	Student Council (50%)	Brenton	Richard	0	1.0	732	
PMHS	Student Council (50%)	Vita	Maria	0	1.0	732	
PMHS	Quiz Bowl (50%)	Bookman	Sallie	8	1.0	2,234	
PMHS	Quiz Bowl (50%)	Meier	Chris	3	1.0	2,003	
PMHS	Mock Trial	Boxleitner	Jon	8	1.0	1,811	
PMHS	National Honor Society (50%)	Dutchess	Erick	1	1.0	409	
PMHS	National Honor Society (50%)	Grenier	Kathy	1	1.0	409	
PMHS	Aud Technical supervisor Fall Play	Dennis	Mark	6	1.0	1,057	
PMHS	Aud Technical supervisor Spring Musical	Dennis	Mark	7	1.0	1,775	
PMHS	Aud Tech Supervisor Entertainment PM	Dennis	Mark	7	1.0	358	
PMHS	Aud Tech Supervisor General	Dennis	Mark	6	1.0	1,460	

64,606