

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, May 15, 2017  
Manor Middle School – Board Room

**EXECUTIVE SESSION**

**6:30**

Personnel (Review of Items 4C – Leaves, 4G – Resignations)

**COMMITTEE OF THE WHOLE**

**7:00**

CALL TO ORDER: Mr. Long

FLAG SALUTE: Students from Pequea Elementary School

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, June 5, 2017 at 7:00 p.m. in the Board Room of the Manor Middle School.

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole Meeting for the purpose of discussing Personnel and Student Matter as detailed above.

ROLL CALL:

APPROVAL OF MINUTES: May 1, 2017  
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Victoria Martin and Jeff Taylor

RECOGNITION OF SENIORS: Victoria Martin and Jeff Taylor

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

WELCOME FROM PSBA: Karen Devine

**Item 1.**  
(7:20-7:45)

**Bond Refinancing and High School Financing Discussion** – Mrs. Lauren Stadel, RBC Capital Markets, LLC

*Explanation: As a follow-up to the May 1, 2017 Budget Workshop, Mrs. Stadel will present information on a refinancing of the Series 2014 Bonds and Series 2013A Note. In addition, Mr. Long will lead a discussion regarding financing options available to the School Board for the Penn Manor High School project.*

**Approval for Placement on June 5, 2017 School Board Agenda**

**Item 2.**  
(7:45-8:05)

**Pre K Counts** – Dr. Egan and Dr. Sugra

*Explanation: Review of upcoming Pre K Counts grant application process and implications for Penn Manor for the 2017-2018 school year.*

**Informational Only**

**Item 3.**  
(8:05-8:25)

**2017-2018 Budget Update** – Mr. Johnston

*Explanation: Review of the Proposed Final Budget.*

**Informational Only - Placed on 5/15/17 voting agenda at 5/1/17 meeting**

## ADJOURNMENT

### SCHEULING 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.



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

- A.    Renewal of the Open Campus Intermunicipal Cooperative Agreement
- B.    Adoption of the 2017-2018 Penn Manor School District Proposed Final Budget
  - 1. Adoption of a proposed final budget for 2017-2018 listing expenditures in the amount of \$
  - 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 19, 2017 for consideration of the final budget
- C.    The Lancaster County Academy Proposed Budget for 2017-2018

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

- A.    Approval of Graduates – The members of the Class of 2017 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- B.    Ratification of IU Bid Awards as cited for 2017-2018 (see page 6)
  - IU Copy Paper
  - IU Athletic/Trainer/Medical Supplies
  - IU Custodial
- C.    Tax Exonerations as cited (see page 7)
- D.    Special Education Contract with Intermediate Unit 13 to provide special education services, special education support services in 2017-2018 and to set hourly rates for services for interpreters, physical therapy and occupational therapy.
- E.    IU13 Job Training Services contract for Job Training services provided by IU13 for the 2017-2018 school year

*Explanation: This contract is based upon preliminary unit costs of \$363.75 per day in the 2017-2018 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.*

- F.    IU13 Occupational/Physical Therapy Services provided by IU13 for the 2017-2018 school year

*Explanation: This contract is based upon preliminary unit costs of \$109.50 per hour in the 2017-2018 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.*

- G.    IU13 Speech/Language Services provided by IU13 for the 2017-2018 school year

*Explanation: This contract is based upon preliminary unit costs of \$109.50 per hour in the 2017-2018 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)*

H. Production Express (see page 8)

*Explanation: Commencement video production services at F&M.*

I. New Story – Extended School Year

*Explanation: Three students will receive extended school year services at a cost of \$375 per day per student.*

J. PSBA All Access Package – Membership in the Pennsylvania School Boards Association, Inc. for the 2017-2018 school year and payment of membership dues in the amount of \$15,025.00

*Explanation: The rate is unchanged from last year.*

K. District Income Protection Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2017 to 6/30/2018 at a rate of .14% of covered payroll.

*Explanation: Income Protection (disability) benefits are provided to all employees eligible for health care benefits, except for long-term substitutes. The level of coverage is defined in the negotiated agreement. The rate was reduced from the previous year.*

L. District Life Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2017 to 6/30/2018 at a rate of .07 per \$1,000 for Life coverage and .02 per \$1,000 for Accidental Death and Dismemberment coverage.

*Explanation: Life and AD&D benefits are provided to all active employees eligible for health care benefits. The level of coverage is defined in the negotiated agreement. The rate was reduced from the previous year.*

M. Trane Service Contract – Manor Middle School - service agreement with Trane for the building automation services and HVAC equipment at Manor Middle School effective July 1, 2017 through June 30, 2020, at the costs listed below:

2017-2018	\$53,779
2018-2019	\$55,930
2019-2020	\$58,167

N. Trane Service Contract – Penn Manor High School - service agreement with Trane for the building automation services at Penn Manor High School effective July 1, 2017 through June 30, 2020, at the costs listed below:

2017-2018	\$33,123
2018-2019	\$34,448
2019-2020	\$35,826

- O. Choice Security Proposal – Agreement to supply video upgrades and security card access to Comet Fieldhouse and to the district maintenance facility per the attached proposal as part of the approved Capital Projects Plan. (Payment to be made from the Capital Reserve Fund) (see pages 9-11)
- P. Conestoga Elementary Project Change Orders  
 Change Order 4 – Add \$31,714.15 Perrotto Builder’s Ltd. (General Contractors)
  - PCO #42 – Soffit in Academic Commons per ASI #17 - \$998.17*
  - PCO #46 – Masonry Infills per RFI CG #101 - \$1,364.45*
  - PCO #54 – Deck steel supports per RFI CG #119 - \$2,329.40*
  - PCO #55 - Glazed block infill in B per CRA direction - \$1,005.67*
  - PCO #57 – Deck steel supports in D per RFI GC #124 - \$5,079.73*
  - PCO #59 – Metal panel changes per RFI CC #91 - \$1,085.50*
  - PCO #60 – Vandalism damage repairs - \$6,202.35*
  - PCO #63 – Joist changes per RFI GC #86 - \$4,116.98*
  - PCO #72 – Gym floor leveling due to existing conditions - \$9,531.90*

**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 2016-2017 school year (see page 12)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2017-2018 school year (see page 13)
- C. Leaves to the individuals according to the terms listed
  - Professional
    - Employee F48 - Family Medical - April 21, 2017 – June 7, 2017*
    - Employee F49 - Family Medical - April 19, 2017 – June 7, 2017 [3 hours/day p.m.]*
    - Employee F50 - Family Medical - May 1, 2017 – August 20, 2017*
  - Classified
    - Employee F51 - Family Medical - April 13, 2017 – July 5, 2017*
- D. Professional Leaves – of the individuals listed, for the 2017-2018 school year, for the purpose of study pending appropriate documentation of courses. They will be taking the required number of credits in accordance with the district Compensated Professional Leave Policy #338.1. (see page 14)

*Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant professional development leaves of absence to professional employees who meet specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #338.1, and Article XXVIII of the negotiated agreement.*

- E. STS Guest Teacher Listing (see page 15)

- F. Act 86 – Locally Issued Day to Day Substitute Permits for the 2016-17 school year:  
Sara Gonzalez
- G. Resignation of the individuals listed below:  
Dale Wile, PT Custodian at Central Manor, effective 5/12/17  
Jillian B. Pechiro, 4<sup>th</sup> grade at Pequea, effective August 20, 2017
- H. Secondary Coordinator Job Description (see pages 16-17)
- I. PM Virtual School Learning Facilitator Job Description (see pages 18-19)
- J. Systems Administrator Job Description (see pages 20-21)

## ADJOURNMENT

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**Board Ratification is recommended for the following 2017-2018 IU 13 Bids:**

**IU COPY PAPER BID SUCCESSFUL VENDOR:**

W B MASON CO \$ 28,025.66

**TOTAL \$ 28,025.66**

**IU ATHLETIC/TRAINER/MEDICAL SUPPLIES BID SUCCESSFUL VENDORS:**

BSN Sports \$ 2,108.60

Collins Sports Medicine \$ 222.21

MEDCO \$ 3,434.31

Moore Medical LLC \$ 1,125.80

Henry Schein Inc. \$ 584.78

School Health Corp. \$ 553.18

**TOTAL \$ 8,028.88**

PENN MANOR SCHOOL DISTRICT - MAY 15, 2017  
 REAL ESTATE TAX EXONERATION  
 2016 INTERIM REAL ESTATE TAX EXONERATION

BILL NO.                      NAME                      TAX PARCEL                      REASON                      ASSESSMENT CHANGE                      TAX DOLLARS LOST

<u>MANOR TOWNSHIP</u>					
<u>BILL NO.</u>	<u>NAME</u>	<u>TAX PARCEL</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
41016-4-8200	HCRI PENNSYLVANIA PROPERTIES (SIGNATURE SENIOR LIVING)	4106968700000	Tax Abatement	\$ 4,751,000.00	\$ 38,146.56



**PRODUCTION EXPRESS, INC.**

340 E. Boundary Ave.  
 York, PA 17403-3236  
 717-854-5265 PH  
 717-843-7031 FAX

**Estimate**

Date	Estimate #
5/5/17	6749

Name / Address
PENN MANOR SCHOOL DIST PO BOX 1001 MILLERSVILLE PA 17551-0301

BBB Accredited Business
PA Contractor #PA062350
PA COSTARS #008197

Rep	P.O. No.	Terms	Pick Up	Return
MDD		Net 15	6/6/17	6/6/17

Quantity	Description	Cost	Total
	Hempfield High School and Penn Manor High School Graduations		
2	12k Video Projector w/ Cabling	1,350.00	2,700.00
2	9' x 16' FP Video Screen - Wide Screen	250.00	500.00
4	Head Rigger for Load-In and Load-Out	34.00	136.00
4	Stagehand for Load-In and Load-Out	27.00	108.00
480	8'h Black Pipe and Drape	3.75	1,800.00
1	LESS DISCOUNT for 1/2 Payment	-2,622.00	-2,622.00

CONFIRMED	<b>Subtotal</b>	\$2,622.00
	<b>Sales Tax (0.00)</b>	\$0.00
	<b>Total</b>	\$2,622.00

**PLEASE NOTE:**

1. Credit card purchases over \$1,000 will be subject to a 2.5% surcharge to your final total.

2. All rentals must be paid in full upon pick-up of equipment.

3. Renter is responsible for repair and/or replacement costs of damaged and/or destroyed rental equipment.

Thank you for your cooperation and your business.

Signature \_\_\_\_\_

E-mail	Web Site
salesinfo@proexp.com	www.proexp.com

# PROPOSAL

Prepared for  
**Chip Mathias**  
**Director of Buildings and Grounds**

Prepared by  
**Matt Schlegelmilch**  
matts@choicsecuritysvc.com

April 17, 2017

Chip Mathias  
Director of Buildings and Grounds  
P.O. Box 1001  
Millersville, PA

**Penn Manor School District Fire Alarm Monitoring & Inspections**

**DMP XR550 Panel Replacement**

Quan	Part #	Description			
1	XR550DNPCB	Network Fire Alarm Control Panel			
1	263c	Cellular Transmitter			
2	PW-PS1270	Battery, 7ah			
1	Lot	Installed Wire			
1	Lot	Installation Hardware			
		TOTAL Per Panel:			\$1,265.00
		TOTAL for 11 Panels:			\$13,915.00

**Fire Alarm System Services for PMSD:**

- Monitoring Fire Alarm (Network & Cell)
- Semi-Annual Inspections of Fire Alarm System  
Inspections on pull stations, horn/strobes, strobes,  
control panel and smoke detectors
- MSAPro Account App

**Total Monthly Investment:      Below**

**Note:**

This quotation is for the items listed above and includes: installation, wire, shipping, one-year warranty, technical installation support, installation drawings, and programming.

This quotation excludes: plenum wire, conduit systems, fire caulking, lifts, permit fees, HVAC control and any additional requirements by the Authority Having Jurisdiction.

The installation of necessary power receptacles and LAN connections will also be the responsibility of the owner.

This quotation is for the items listed above; it assumes that ALL existing equipment (horn/strobes, keypads, motion detectors, and any existing devices) will be re-used. Should any devices be found to be faulty and not useable, they would be replaced at additional cost to the Customer

\*Price is guaranteed for 30 days.

We are looking forward to doing business with you and The District. I will contact you shortly to review this proposal. Should you have any questions in the meantime please do not hesitate to contact me at 1-866-246-4232 or 717-207-0155.

Sincerely,

*Matthew J Schlegelmilch*  
Matthew J. Schlegelmilch  
Choice Security Services

Choice Security Services  
 Penn Manor School District - Fire Alarm Monitoring Systems - by Building  
4/17/2017

School & Address	Network Cell Backup	MSA Pro Text	Inspections		
District Office & Manor Middle School 2950 Charlestown Road, Lancaster 17603	\$ 40.00	\$ 5.00	\$ 62.50	\$	107.50
Penn Manor High School 100 Cottage Ave. Millersville 17551	\$ 40.00	\$ 5.00	\$ 100.00	\$	145.00
Central Manor Elementary School 3717 Blue Rock Road Washington Boro 17582	\$ 40.00	\$ 5.00	\$ 31.25	\$	76.25
Eshleman Elementary School 545 Leaman Ave Millersville 17551	\$ 40.00	\$ 5.00	\$ 31.25	\$	76.25
Hambright Elementary School 3000 Charlestown Road Lancaster 17603	\$ 40.00	\$ 5.00	\$ 37.50	\$	82.50
Letort Elementary School 561 Letort Road Washington Boro 17582	\$ 40.00	\$ 5.00	\$ 31.25	\$	76.25
Martic Elementary School 266 Martic Heights Drive Holtwood 17532	\$ 40.00	\$ 5.00	\$ 31.25	\$	76.25
Pequea Elementary School 802 Millwood Road Willow Street 17584	\$ 40.00	\$ 5.00	\$ 31.25	\$	76.25
Conestoga Elementary School 100 Hill Street Conestoga Pa 17519	\$ 40.00	\$ 5.00	\$ 31.25	\$	76.25
Marticville Middle School 356 Frogtown Road Pequea Pa 17565	\$ 40.00	\$ 5.00	\$ 31.25	\$	76.25
Comet Field Millersville Road Lancaster PA 17603	\$ 40.00	\$ 5.00	\$ 12.50	\$	57.50
Total	\$ 440.00	\$ 55.00	\$ 431.25	\$	926.25
Count	11	11	11		11
Average	\$ 40.00	\$ 5.00	\$ 39.20	\$	84.20

**Support Staff Personnel Action Items**

Board Action	Last Name		First Name		Position	Building	Hours per		Days per		Rate	Status	Total Overall	
	Name	Name	Name	Name			Day	Year	Day	Year			Daily Hours	
5/15/17	* JONIEC		NICK		SYSTEMS ADMINISTRATOR	DISTRICT	8		261		\$ 23.46	Permanent	8	Effective 5/15/16

**NOTE: All new hires must pass the pre-employment drug test. New Hires & Transfer must successfully complete a 60 working day probationary period.**

\* signifies a change in status

PENN MANOR SCHOOL DISTRICT

May 15, 2017 Board Agenda

Change in status [\*] for the 2017-2018 school year:

Borgoyn, Melissa D.\* – elementary professional employee, full-time, permanent position, [change from Grade 5 Teacher/Hambright Elementary School]. Assignment: Grade 3 Teacher/Pequea Elementary School

Bower, Kevin M.\* – elementary professional employee, full-time, permanent position, [change from Grade 3 Teacher/Pequea Elementary School]. Assignment: Grade 3 Teacher/Hambright Elementary School

Gilbert, Amber Lorien\* – elementary professional employee, full-time, permanent position, [change from Grade 6 Teacher/Central Manor Elementary School]. Assignment: Grade 3 Teacher/Hambright Elementary School

Klube, Jessica A.\* – elementary professional employee, full-time, permanent position, [change from Learning Support Teacher/Central Manor Elementary School minus special education stipend]. Assignment: Grade 2 Teacher/Hambright Elementary School

Muehlbach, Elizabeth A.\* -- secondary professional employee, full-time, permanent position, [change from Reading/English Teacher/Manor Middle/Penn Manor High School]. Assignment: Reading Teacher/Manor Middle School

Pearson, Sophie J.\* – elementary professional employee, full-time, permanent position, [change from Learning Support Teacher/Hambright Elementary School]. Assignment: Learning Support Teacher/Pequea Elementary School

## PROFESSIONAL DEVELOPMENT LEAVE REQUESTS – 2017-2018 SCHOOL YEAR

As per the Penn Manor School District Compensated Professional Leave Policy #338.1, all applicants have filed the proper forms and hearings before the committee have been held. Please refer to the following brief description of each request.

**Jodie Henderson** – Committee (Dr. Lechlitter and Dr. Gale) recommends approval for the first semester at full pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

**JoLynn Drexel** – Committee (Dr. Lechlitter and Mrs. Murray) recommends approval for the second semester at full pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

**Jeffrey Eshleman** – Committee (Dr. Lechlitter, Mrs. Chiodi, and Dr. Gale) recommends approval for the first semester at half pay for the purpose of study pending appropriate documentation of courses. He will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

**Patricia Shover** – Committee (Dr. Lechlitter, Mrs. Chiodi, and Mr. Malek) recommends approval for the 2017-2018 school year at half pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

**Megan Szentesy** – Committee (Dr. Lechlitter, Mrs. Chiodi, and Mr. Howe) recommends approval for the first semester at half pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

May 15, 2017 School Board

SUBSTITUTE TEACHER SERVICE  
GUEST TEACHER LISTING 1/1/2017-3/31/2017

AL FAYADH, HIND  
ALLEN, ASHLEY S  
ALTER, NATHANIEL C  
ASCANIO, DANIEL E  
ATKINS, LEE T  
AVIS, JONATHAN M  
BAGWELL, CLIFFORD  
BARNETT, KRISTEN E  
BAUMANN, AMY K  
BEATTIE, JOHN A  
BEAVER, MATTHEW J  
BLAIN, GORDEN J  
BLUMBERGS, SHARON L  
BONGARDNER, RAYMOND A  
BREITBACH, KARA J  
BUCKWALTER, TIFFANY M  
CANTRELL TELLEZ, MARY L  
CARTY, LINDA F  
CAULER, SANDRA L  
COLE, SARAH K  
COVERDALE, DONALD W  
DEIBLER, ROBERT L  
DEVONSHIRE, HELEN L  
DINERSTEIN-PRUDHOMME,  
ALEXIS  
FRISBIE, THERESA  
FUNK, LYND SAY N  
GALGON JR, ROBERT J  
GARRITY, EDWARD R  
GARRITY, ILONA R  
GLONEK, JODI J  
GOLDEN, PHILP F  
HARRIS, NOELL M  
HENSON, ABIGAIL L  
HUFFORD, HEATHER L  
HURLBURT, PAUL S  
JOFFRED, RACHAEL A  
KAUFFMAN, KAITLYN M  
KEICH, DANIEL C  
KEMMERLY, MIKAYLA R  
KENDALL, CHELSEA G  
KILNER, MATTHEW D  
KRAMER, LEANN M  
LEE, MAI X  
LONG, SHANNON T  
LONGENECKER, LESLIE A  
LUKES, JANET

MADAVARAM, MERLINA H  
MARTEN, ELENA R  
MC CLOUD, MIA R  
MCCOMSEY, AMANDA S  
MELLINGER, DANIEL E  
MILLER, ADAM D  
MILLER, YVONNE D  
MITTIG, MAELIS C  
MOLDOFF, AARON J  
MONSON, ABBY E  
MORRISON, THOMAS  
MUHSIN, ZAHRAA  
MYERS, GLENN F  
NESTER, LINDSEY A  
NEWMAN, COREY MICHELLE  
O'DONNELL, CHRISTINE  
PETTI, DAWN M  
POET, MITCHELL A  
POLADIAN, IRA B  
PRINCE, MICHAEL N  
RADOVANOVIC, ZELIKO  
RANDAZZO, JOSEPH P  
REBER, JEFFREY R  
RIOS, MAURA Y  
ROWELL, HEATHER A  
SALISBURY, KARL N  
SAMAAN, EZZAT  
SANDS, PATRICK A  
SANTIAGO, KEVIN A  
SCHAEFER, KEENAN M  
SCHIEBER, RUTH A  
SCHINDLER, SAMUEL M  
SCHOCK, DARBY R  
SCHOENBERGER, SHARYN G  
SHEA, JANET E  
SHELTON, MICHAEL S  
SIGMAN, JENNIFER K  
SMITH, DEVONNA D  
SODEN, VINCENT  
SPURLOCK, JOHN W  
STAUFFER, RANDAL D  
STEFAN, BRANDY L  
STEFAN, GREGORY L  
STEWART, CYNTHIA Y  
STEWART, JAMES P  
STITT, JOSHUA R  
STRAUB, CONDY B

STRAUSE, VIRGINIA A  
STROH, MIRIAM  
THOMAS, SARA M  
WARD, SHELBY A  
WEBB, BRANDON F  
WHITMORE, ADRIAN R  
WILLIAMS, KEN M  
WILLIAMS, KIERSTAN C  
WILSON, DENNIS C  
WILSON, JODY S

**PENN MANOR SCHOOL DISTRICT**

**TITLE:** Secondary Coordinator

**DATE:** May 9, 2017

**REPORTS TO:** Assistant Superintendent for Secondary Education

**APPROVED:** May 15, 2017

**LOCATION:** High School (Home-base)

**STATUS:** Act 93 A-1 Salaried Position - 12 Month Employee

**JOB SUMMARY:**

Under the supervision of the Secondary Assistant Superintendent and/or the Secondary Coordinator provides collaborative, thoughtful, innovative and responsive leadership in Penn Manor School District's programs in Grades 7-12 and service. The Secondary Coordinator will set strategic priorities for programmatic implementation for students and create professional development for staff, parents and students. This individual will oversee secondary transitional programs between grade levels, career exploration, academic advising and planning, and post-secondary readiness. In addition, the Secondary Coordinator will communicate with building administrators and department coordinators for the effective use of services and funds used for this capacity.

**PRIMARY DUTIES AND RESPONSIBILITIES**

- Develop the vision and goals in collaboration with building administrators for organized transition services and post-secondary readiness in Grade 7-12
- Conduct supervisor meetings to stay apprised of concerns, issues in curriculum, instruction, and assessment, based on student needs
- Attend business and community meetings to ensure the district is apprised of workforce needs and opportunities.
- Use student data to ensure appropriate level placements
- Address social and emotional needs of students entering new building levels and provide appropriate levels of support
- Coordinate SAP, AST, and Special Education services between grade levels
- Facilitate transition meetings between sending and receiving building level staff
- Utilize Career Cruising with students to develop a plan for life after high school
- Provide students with guidance about potential career fields
- Offer students opportunities to participate in job-related experiences
- Arrange career mentors for students
- Facilitate academic advising to ensure appropriate challenge for all students at all levels for post-secondary success
- Collaborate with the Lancaster County Career and Technology Center (CTC) to provide career options for students
- Develop options for credit recovery
- Provide remediation or enrichment support opportunities
- Guide students through the post-secondary education process
- Offer opportunities to showcase post-secondary options
- Explore the financial aid process with students and parents
- Work with outside agencies to provide students with available post-secondary options

**OTHER DUTIES**

- Attend Intermediate Unit #13 student-service or related meetings and other meetings as requested by the Superintendent or the Assistant Superintendent.

- Perform other duties as assigned by the Superintendent, Assistant Superintendent or Director of Special Services.
- Serve on community, business or other institutions to keep the district apprised of workforce and post-secondary opportunities.

## **QUALIFICATIONS**

Successful administrative experience is required and a principal's certificate or Superintendent's Letter of Eligibility certificate is as determined by the Pennsylvania Department of Education. The Secondary Coordinator must be technology literate, highly organized, possess strong writing and speaking skills and have a resourceful knowledge of secondary-level school course offering as well as post-secondary readiness. In addition, the Secondary Coordinator must be able to collaborate with teachers, counselors, social workers, and other staff to provide clear direction.

## **GENERAL SKILLS AND CAPABILITIES**

- A temperament appropriate to work as an instructional leader and team member to interpret, organize, prioritize, evaluate and problem-solve.
- Maintain confidentiality and use professional discretion.
- Able to communicate effectively in both written and verbal expression at all levels within the organization.
- Exercise good judgment in prioritizing tasks and decision-making.
- Ability to form appropriate relationships and to work collaboratively as a team member, modeling a professional demeanor.
- Create and delegate assignments to administrators and teachers.
- Utilize appropriate keyboarding skills, technological communication tools including, but not limited to word processing, Excel, web (Moodle) design, internet access and utilization, on-line budgeting, and full and effective use of the district's e-mail software.
- An aptitude to utilize and analyze student assessment data and programs related to math curriculum, instruction and remediation.
- A valid Pennsylvania driver's license and access to independent transportation.

## **PHYSICAL AND PERSONAL LIMITATIONS AND REQUIREMENTS**

- Lifting and carrying materials or equipment – 15 to 30 pounds.
- Mobility is needed for frequent sitting (50%), walking and standing (50%).
- Mental ability to plan, analyze, integrate, and problem solve.
- Verbal ability to speak clearly and effectively.
- Ability to communicate clearly in writing.
- Visual acuity to read correspondence, reports and computer screen data for extended periods of time.
- Auditory acuity for telephone and oral communication.
- Repetitive movement of fingers and hands for keyboarding and communication.
- Manual dexterity for the operation of office equipment.
- Travel within the district between buildings will be required.

## **PENN MANOR SCHOOL DISTRICT**

**TITLE:** Penn Manor Virtual School (PMVS) Learning Facilitator

**DATE:** May 4, 2017

**REPORTS TO:** Secondary Coordinator

**APPROVED:** May 15, 2017

### **JOB SUMMARY:**

The Penn Manor Virtual School Learning Facilitator, a 209 day salaried bargaining unit position, promotes academic success for students enrolled in online courses and virtual school programs. The Penn Manor Learning Facilitator interfaces with students, staff, and families on a continuous basis. The position requires a high degree of interpersonal skills and human relations ability. All job functions are to be executed with the intent of providing high quality customer service. Examples of high quality service include: prompt responses to inquiries; professional, courteous verbal and nonverbal communication; proactive problem solving; and providing continuous oversight, encouragement, and support to students enrolled in virtual schools programs.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Interact with students on an ongoing basis to ensure their academic success
- Manage the daily instructional functions of the PMVS program
- Facilitate online course(s) in area(s) of certification
- Prepare IEPs for special education students; conduct/attend IEP/504 meetings
- Monitor all regular education and special education students' daily academic progress
- Provide weekly attendance/progress reports to students, parents, and appropriate staff members
- Perform course customizations in the virtual learning management system
- Communicate with building administrator(s), counselors, and Open Campus PA Director for information and direction related to online courses
- Arrange tutoring and remediation opportunities for students who need additional support
- Maintain student records/files; e.g. signed paperwork, progress reports, and transcripts
- Conduct student and parent orientation for the PMVS Program
- Perform other duties and projects assigned by the Secondary Coordinator, building principals, and Open Campus PA Director

### **QUALIFICATIONS**

A Bachelor's Degree is required, a master's degree is preferred. Instructional certification (7-12) in special education and one content area is required. Experience creating and facilitating online courses is preferred. Prior cyber learning experience is preferred.

- Valid Pennsylvania driver's license and access to personal transportation required
- 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 25 lbs.
- Ability to frequently walk, stand and move 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
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY**

- Ability to communicate effectively, organize tasks, and handle multiple tasks
- Ability to exercise good judgment
- Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications

**SPECIFIC SKILLS**

- Must possess technology troubleshooting and support skills across a range of hardware, software, devices, and operating systems
- Excellent written communication skills are essential

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:** Systems Administrator

**DATE:** 04/24/2017

**REPORTS TO:** Technology Director

**APPROVED:** May 15, 2017

**JOB SUMMARY:**

The Systems Administrator is responsible for the installation, configuration, maintenance, troubleshooting and repair of physical and virtual server hardware, software, and network devices in a mixed platform, mixed vendor environment. 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 nonverbal communication, and proactive problem solving.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Analyzes, designs, develops, documents, tests and modifies server and network operating systems, hardware and software programs, including prototypes, based on and related to unique staff, faculty, and student design specifications.
2. Provides accurate and timely technical troubleshooting, repair and problem resolution support for faculty, staff and students. Researches and collaborates with cross functional teams to provide high quality support solutions.
3. Configure, design, install, repair and manage Windows and Linux servers, building switches, wireless systems, video/voice systems, mobile devices, structured cabling, and network-based applications.
4. Manages network and server security, data backups and software patches.
5. Maintains accurate software revision history and documentation for client software and operating systems.
6. Prepares, tests, and implements client software images, packages and scripts for automated machine deployment and software updates.
7. Collaborates with building administration and staff on technology solutions and purchases.
8. Provides technical training and professional development for building staff, faculty and students.
9. Provides building support and troubleshooting for websites, content management systems, course management systems and student management software.
10. Grows and learns in the field of technology by attending workshops, reading online and print publications, and observing other academic programs.
11. Performs other duties as assigned by the Technology Director, Assistant Technology Director, or district Leadership Team.

**QUALIFICATIONS:**

Associate degree or higher in a technical related field, or 2-3 years broad technical experience in a mixed platform environment Demonstrated experience with Linux and Windows system administration, network technologies and TCP/IP.

Valid Pennsylvania driver's license and access to personal transportation required

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 frequently walk, stand and move 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  
Must be able to work in an environment with frequent interruptions  
Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:** Ability to communicate effectively Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment  
Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications

**SPECIFIC SKILLS:** Must possess technology troubleshooting and support skills across a range of hardware, software, devices and operating systems

*(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.)*