

Agenda – Committee of the Whole  
Penn Manor School District  
Tuesday, September 6, 2016  
Manor Middle School – Board Room

**EXECUTIVE SESSION**

**6:30**

Student Matters: Special Education Agreement Update

**6:40**

Personnel (4C – Leaves)

**COMMITTEE OF THE WHOLE**

**7:00**

CALL TO ORDER:

Mr. Long

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on **Monday, September 19, 2016** 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 Student Matters and Personnel as detailed above.

ROLL CALL:

APPROVAL OF MINUTES:

August 15, 2016

<http://www.pennmanor.net/boardminutes/>

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

INTRODUCTION OF NEW TEACHERS:

Dr. Shaffer and Dr. Egan

**Item 1.**

(7:15 – 7:30)

**50 American Heroes** – Dr. Frerichs

*Explanation: Dr. Frerichs will present books for the Penn Manor school libraries written by local authors Dr. Dennis Denenberg and Lorraine Roscoe.*

**Approval for Placement on September 6 Board Meeting Agenda**

**Item 2.**  
(7:30 – 7:50)

Opening of School – Leadership Team

*Explanation: A review of the opening of school will be shared with the board.*

**Information Only**

**Item 3.**  
(7:50 – 8:05)

Superintendent Goal Milestones - Dr. Leichliter

*Explanation: Dr. Leichliter will review the milestones for goals created during the annual Board retreat in June.*

**Approval for Placement on September 6 Board Meeting Agenda**

**Item 4.**  
(8:05 – 8:25)

2017-2018 Budget Calendar – Mr. Johnston

*Explanation: Mr. Johnston will be reviewing the proposed calendar for developing, discussing and approving the budget for the 2017-2018 school year.*

**Information Only**

**ADJOURNMENT**

**SCHEDULING AN APPEARANCE ON THE AGENDA**

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

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

Agenda – School Board Meeting  
Penn Manor School District  
Tuesday, September 6, 2016  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE                      Mr. Long

FLAG SALUTE:                              Mr. Long

NEXT MEETING:                              The next scheduled meeting of the Penn Manor School Board will be held on **Monday, September 19, 2016** following the Committee of the Whole meeting.

ANNOUNCEMENT:                              An Executive Session was held prior to the Committee of the Whole meeting for the purpose of discussing: Student Matter: Special Education and Personnel (4C Leaves) as detailed on the Committee of the Whole agenda.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES:                      August 15, 2016  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

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

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

- A.    Donation of Books - donation from Dr. Richard L. Frerichs of the book “50 American Heroes” written by Dr. Dennis Denenberg and Lorraine Roscoe for each of the ten Penn Manor school libraries.

- B. Approval of Superintendent Goal Milestones
- C. Lancaster County Career & Technology Center Authority Board Member – The committee is recommending approval to appoint Joseph DeLuca to the position of Lancaster County Career and Technology Center Authority Board Member for the remainder of a four year term that began January 1, 2015 and ends on December 31, 2019.

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

- A. IDEA Part B Use of Funds Agreement – for the use of Federal Funds from the 2016-2017 allocation pertaining to the Individuals with Disabilities Education Act

*Explanation: Expected funds totaling \$1,088,775 will be used as follows - \$816,275 to be used as an offset to special education contracted services and \$272,501 to be used for “on behalf” services.*

- B. Lancaster General Hospital Drug Screening Contract for the 2016-2017 school year (see pages 6-11)

*Explanation: The clinic hourly fee increased from \$30 to \$35. The travel time fee of \$32 per hour was eliminated.*

- C. Pequea Elementary Project Change Order - (see page 12)

Change Order 3 - Add \$2,440.00 Jay R. Reynolds, Inc. (Plumbing)

*Explanation: Change Orders occurred as part of the Pequea Renovation process. Changes are detailed in the attachments.*

- D. Letort Water Line Installation Change Orders - (see pages 13-15)

Change Order 1 - Add \$9,045.00 BN Excavating, Inc.

Change Order 2 - Add \$3,819.20 BN Excavating, Inc.

Change Order 3 - Add \$945.45 BN Excavating, Inc.

*Explanation: Change Orders occurred as part of the Letort Water Line Installation process. Changes are detailed in the attachments.*

**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 pages 16-19)

- B. Resignation of the individuals listed per the effective date:  
Sallie Brandt—Cafeteria/Building Aide at Letort, effective 8/11/16  
Karen Eshbach—Cafeteria Substitute, effective 8/24/16  
Sharon Spearing –ERA for Pequea, effective 9/9/16
- C. Leaves to the individuals according to the terms listed:  
Professional Employees:  
*Employee F1* - Family Medical - on or before October 14, 2016 – December 1, 2016  
*Employee F2* – Family Medical - on or before October 7, 2016 – October 21, 2016  
  
Classified Employees:  
*Employee F3* – Family Medical - June 27, 2016 – August 26, 2016  
*Employee F4* – Family Medical - August 1, 2016 – August 16, 2016
- D. 2016-2017 Coaching Position as listed  
Timothy Hite—Strength Training Coach  
Elena Konas –Strength Training Coach  
Jon Zajac—Strength Training Coach  
James Kanyha—JH Head Coach for Boys Soccer  
Carenn Neely—Volunteer Field Hockey Coach  
Judah Buckwalter –JH Assistant Soccer Coach  
Tom Barley—Asst. Wrestling Coach  
Don Martin—7<sup>th</sup> Grade Basketball Coach
- E. Middle School Tutors for the 2016-2017 school year at a rate of \$32.00 per hour.  
Lisa Bitler  
Courtney Costello  
Maricia Kligge  
Colleen Sohl  
Jenn Ennis  
Connie Jackson  
Amy Niemkiewicz  
Jon Bittenbender  
Daryn Vinson
- F. Detention/Saturday School for the 2016-2017 school year at a rate of \$32.00 per hour.  
Lisa Bitler  
Brad Aungst  
Curt Snelbaker  
Jon Bittenbender
- G. Middle School Weight Room Coverage for the after school middle school weight room for the 2016-17 school year at the rate of \$24.48 per hour, 1 hour per day, 2 days per week  
Steve Evans  
Ginny Neiss  
Steve Kramer

- H. Middle School Peer Helpers for the 2016-2017 school year  
       Brett Sheaffer - Marticville Middle School - \$1,580  
       Ken Webster - Marticville Middle School - \$1,580
- I. Pennsylvania Constables to provide security for the school district during the 2016-2017 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.  
       Brad Weinoldt  
       Tom Graver  
       Mike Phenneger
- J. 2016-2017 Fall Play – Co-curricular Positions (see page 20)
- K. Athletic Worker – John Tercha
- L. Special Education Stipend for Semester 1 due to completion of IEP’S for a Special Education Teacher on FMLA  
       Michelle Wagner       \$120.00  
       Jodie Henderson       \$120.00  
       Jodi Swartz-Rankin   \$120.00  
       Kim Tercha             \$120.00  
       Patrick Eichelberger \$120.00
- M. Additional Teacher Support Hours for Student with IEP for 30 minutes per day/2.5 hours per week  
       Eric Polaski—2<sup>nd</sup> Grade Pequea Teacher                     \$43.08 per hour  
       Vita Caruso—Pequea Learning Support Teacher             \$33.70 per hour
- N. Contractors  
       Jean Semder, Reading Specialist--\$150 per day for 181 days
- O. Mentors for the 2016-2017 school year as listed (see page 21)
- P. Nursing Coverage for Conestoga Students at Marticville Middle in approximately 45 minute increments when nursing coverage is needed (180 days)  
       Gretchen Ayres             \$37.20 per hour  
       Deb Sensenig             \$15.70 per hour
- Q. Director of Buildings and Grounds  
       Carl "Chip" Mathias, effective 10/3/16, \$88,000 per year

ADJOURNMENT

#### SCHEDULING AN APPEARANCE ON THE AGENDA

Any district resident or taxpayer 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 chair 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.

**LANCASTER GENERAL HEALTH  
OCCUPATIONAL MEDICINE  
RANDOM POOL AGREEMENT  
2016-2017**

**Penn Manor School District** (hereinafter referred to as "the District") hereby agrees to participate in a random drug testing pool for its students participating in athletics and co-curricular activities, as well as those who volunteer to participate in the program. This random pool, to be called "Lancaster General Hospital Occupational Medicine/Penn Manor School District Pool" (hereafter "The Pool"), will be administered by Lancaster General Hospital Occupational Medicine, 2110 Harrisburg Pike, Suite 21, Lancaster, PA 17604-3200 (hereafter "LG Health"), which will also provide Medical Review Officer (MRO) services.

**I. Responsibilities of the District**

- A. It is the responsibility of the District to determine and include only its students subject to the drug screening policy (hereafter "the Policy").
- B. The District will provide to LG Health the list of students eligible to be entered into the Pool with the following demographic information:
  - 1. Student name
  - 2. Student ID number.
  - 3. School
- C. The District will provide to LG Health the name(s) of the individuals within the District who serve as a Designated Employer Representative(s) (DER) and who may be contacted regarding the random selection and the right to be notified of and/or receive the testing results. Information provided should include both the primary and alternate DER's along with their telephone and confidential FAX numbers.
- D. It is understood that the notification to the District of students selected is confidential and that the authorized contact persons shall not disclose the names of the students selected for testing to any non-authorized individuals prior to notifying the student of his/her selection to be tested.
- E. The District will ensure that the students report for testing on the date determined by the District, which will be provided by the District no later than the time of notification of the students selected for testing. If a student is absent on the day of testing, one of 5 alternately selected students will be tested.
- F. The District will notify LG Health of any eligible student status changes *as soon as they occur* and *no later than the deadline date of the current selection period*. Such changes include, but are not limited to the following:
  - 1. Terminated students to be removed from the Pool; and/or

*Confidential*



2. Students who are on an extended absence such as vacation, illness, injury, etc. As long as there is a reasonable expectation that the student will be returning to school the student shall remain in the Random Pool. The notification of the extended absence is necessary to adjust the number of selections to meet the annual testing percentage requirement.
  3. Newly enrolled students.
- G. The District will provide an updated list of its students by the deadline date of the current selection period. A \$5.00 fee per student may be assessed for alternate selections required due to the failure of the school to provide an updated student list prior to the monthly selections.
  - H. If requested to do so by the MRO, the District will make a reasonable attempt to contact a parent who has not responded to the MRO's attempts to discuss a student's controlled substances test result. The District will provide the MRO with written evidence of its attempts to contact the parent/guardian in writing.
  - I. The District shall pay LG Health for services within the scope of this agreement and agrees to accept final responsibility for payment of the services. Services may include any charges incurred for providing testimony in court or deposition.
  - J. The District agrees that LG Health, its MRO, physicians, employees or agents assume no responsibility for maintaining or enforcing the District's controlled substance policy.
  - K. The District will assure that student and parent consent forms are executed and are on file.

## **II. Responsibilities of LG Health**

- A. All testing performed by LG Health will be conducted in accordance with federal regulations.
- B. LG Health will be responsible for the selection of the students to be random tested as follows:
  1. LG Health will conduct random selections in compliance with the District's Drug Screening Policy.
  2. The list of names of students to be tested shall be randomly selected, computer-generated and confidential.
  3. The testing frequency will be mutually determined by LG Health and the District's Superintendent during the school year. The District's Superintendent will decide upon testing dates.
  4. The list of students selected for the School will be provided to the District's DER marked "*Confidential*".

*Confidential*

- C. The scope of MRO services include, but are not limited to the following:
  - 1. Review of drug screening results in accordance with the District's Policy.
  - 2. Contacting the donor's parent and/or guardian if necessary to discuss the results of any positive test. This contact may include a request to the District by the MRO to contact the donor on his/her behalf.
  - 3. The MRO will forward a final result for each controlled substance test in accordance with the District's Policy.
- D. LG Health and/or MRO will maintain all records in accordance with the District's Policy.
- E. LG Health will provide annual statistical summaries for the Pool.

### **III. Miscellaneous Provisions**

- A. This Agreement does not constitute a contract of employment. The relationship of LG Health to the District created by this Agreement is that of an independent contractor. The District and LG Health further agrees that LG Health's MRO(s), physicians, employees or agents shall not be considered to be employees of the District.
- B. Indemnifications
  - 1. LG Health agrees that it shall indemnify and defend the District, its officers, directors, employees or agents from all claims, demands, actions or other proceedings asserted or commenced against them by any person or entity arising from the negligent or intentional acts of LG Health in the performance of any service under this Agreement.
  - 2. Without waiving any immunity provided to the District under The Political Subdivision Tort Claims Act, The District agrees to indemnify and defend LG Health from all claims, demands, actions or other proceedings asserted or commenced against them by any person or entity arising from the negligent or intentional acts of the District, its officers, employees or agents in the performance of any service under this Agreement, whether or not acting within the scope of their authority.
- C. Neither the District nor LG Health shall assign or transfer its obligations or rights in this Agreement without the written consent of the other. Nothing herein shall be construed as giving rights or benefits herein to anyone other than the District or LG Health.
- D. If during the term or any subsequent term of this Agreement there is a significant change(s) in the requirements of the District's Policy affecting the contracted services covered under this Agreement or the contracted services are significantly affected as the result of other regulatory changes or changes mandated by federal, state, or local law, both parties agree to re-negotiate the services and fees.

*Confidential*

- E. The responsibilities, obligations, and liabilities shall survive the term of this Agreement.

#### **IV. Fee Schedule**

- A. See Attachment I. Fee Schedule, for all pricing.
- B. LG Health reserves the right to review prices and adjust them to reflect its general pricing policies from time-to-time.

#### **V. Term**

- A. This Agreement shall be in effect for a period of one year from the date of execution. Either party may terminate the Agreement with a 30-day written notice to the other party sent via certified mail, with a copy also sent by regular mail. The 30- day period will commence with the post-mark date of the certified article and/or the post-mark date of the notification sent via regular mail, whichever comes first.
- B. Both parties may terminate the Agreement by mutual consent and waive the 30-day period only if all District students selected prior to the mutual agreement to terminate have been tested.
- C. LG Health may terminate the Agreement for non-payment of services at any time upon written notice to the District of its intentions to terminate the Agreement following a good faith effort to collect payment. If the Agreement is terminated under these conditions, the 30-day period will be considered to be waived.
- D. Either the District or LG Health may either terminate the Agreement for non-compliance if either party fails to perform its responsibilities under this Agreement.
- E. Notification of termination of the Agreement will be addressed as follows:

- 1. To LG Health:

Attention: Supervisor  
Lancaster General Occupational Medicine  
2110 Harrisburg Pike - Suite 21  
P.O. Box 3200  
Lancaster, PA 17604-3200

- 2. To District:

Attention: Superintendent  
Penn Manor School District  
P.O. Box 1001  
Millersville, PA 17551

*Confidential*

## **VI. Execution of Agreement**

Intending to be legally bound, the District agrees to enter into the Lancaster General Hospital Occupational Medicine Random Substance Abuse Testing Program with LG Health. The Agreement will commence on the date the Agreement is endorsed by the LG Health. Both parties agree to abide by the terms of the Agreement as evidenced by the signatures below:

By District:

_____	_____
Date	Signature, Authorized Representative

By Lancaster General Health:

_____	_____
Date	Signature, Authorized Representative

*Confidential*

## **Attachment I. Fee Schedule**

Set up of collection area before each random tasting session	\$25.00
5-Panel urine Drug Screen (Includes specimen collection, lab testing and MRO function.)	\$41.00 each
5-Panel Rapid Urine Drug Screen (Negatives)	\$30.00
Confirmation Test for Non-Negative Specimen (Includes specimen collection, lab testing and MRO function.)	\$25.00
8-Panel Urine Drug Screen (Includes specimen collection, lab testing and MRO function.)	\$41.00
Retesting specimen if there is a challenge on a positive test result	\$65.00
Clinical Hourly Fee	\$35.00

*Confidential*



**Crabtree, Rohrbaugh & Associates  
Architects**

401 East Winding Hill Road  
Mechanicsburg, Pennsylvania 17055  
phone: (717) 458-0272 - fax: (717) 458-0047

**Contractor:** Jay R. Reynolds, Inc.

**Address:** One Brooks Avenue

**Address:** PO Box 326

**City, State, ZIP:** Willow Street, PA 17584

**Project :** Pequea Elementary School

**Address:** 802 Millwood Road

**Change Order No:** 3

**Date:** 6/10/2016

**Architect's Project No:** 2724

**The contract is changed as follows:**

**Contract Type:** Plumbing Construction

**Contract Date:** 6/16/2015

Add	\$2,440.00
Deduct	

ADD \$2,440.00 to the contract amount for the following:

COR #50 - Provide isolation valves on domestic water system in boiler room

Additional Documentation Attached ☒

***This Change Order is not valid until signed by the Owner, Architect, and Contractor.***

Original Contract Amount	\$ 654,700.00
Net Change by previous Change Orders	\$ 13,385.00
Contract Amount prior to this Change Order	\$ 668,085.00
Net Change by this Change Order	\$ 2,440.00
Contract Amount after this Change Order	\$ 670,525.00

Contract Time adjustment as a result of this Change Order

0 Days

Date of Substantial Completion as of this Change Order

**Architect**

Crabtree Rohrbaugh & Assoc.  
401 East Winding Hill Road  
Third Floor  
Mechanicsburg, PA 17055

**Contractor**

Jay R. Reynolds, Inc.  
One Brooks Avenue  
PO Box 326  
Willow Street, PA 17584

**Owner**

Penn Manor School District  
2950 Charlestown Rd  
Lancaster, PA 17603  
PO Box 1001, Millersville, PA 17551

By: 

By: 

John F. Bailey, Proj. Mgr.

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

Date: 7.26.16

Date: 7.25.16

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



## PROPOSED CHANGE ORDER

To: Chris Johnston  
 Company: Penn Manor School  
 \_\_\_\_\_  
 \_\_\_\_\_

Date:	8/23/2016
Job Name:	Letort Waterline
Location:	
Proposed Change Order No.	PCO#1

### Geothermal Line Crossing/ Relocate Watermain

per pricing and scope of work on proposal dated 7/27/16 approved by Denny Coleman.

\$9,045.00

B.N. Excavating Inc.	SUBTOTAL:		\$9,045.00
By: <u>Dwayne A. Brown, Estimator</u>	OVERHEAD & PROFIT:	10%	\$904.50
Date: 8/23/2016	Total Amount Of This Change Order:		\$9,949.50

**Accepted** - The above modifications are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract.

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

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

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

Please sign and return acknowledgement copy by 8/28/2016



## PROPOSED CHANGE ORDER

To: Chris Johnston  
 Company: Penn Manor School  
 \_\_\_\_\_  
 \_\_\_\_\_

Date:	8/23/2016
Job Name:	Letort Waterline
Location:	
Proposed Change Order No.	PCO#2

### 3/4" Service Line to Alternate location, (70 lf)

8/1/2016	Excavate/Probe to find waterline outside existing house.					
	Kubota Mini Hoe	2	hr	@	\$138.00	\$276.00
	Labor	4	hr	@	\$67.00	\$268.00
	Foreman	1	hr	@	\$99.00	\$99.00
8/10/2016	3/4" Water Service to House, Exc/Install					
	Kubota Mini Hoe	5	hr	@	\$138.00	\$690.00
	Track Skidloader	2	hr	@	\$139.00	\$278.00
	Labor	10.50	hr	@	\$67.00	\$703.50
	Foreman	2	hr	@	\$99.00	\$198.00
	3/4" Copper Pipe	100	lf	@	\$4.40	\$440.00
8/11/2016	3/4" Water Service to House, Backfill					
	Kubota Mini Hoe	2.5	hr	@	\$138.00	\$345.00
	Track Skidloader	1.5	hr	@	\$139.00	\$208.50
	Labor	4.00	hr	@	\$67.00	\$268.00
	Foreman	2	hr	@	\$99.00	\$198.00
	Additional Seeding	850	sf	@	\$0.25	\$212.50
	CREDIT DEDUCT	15	lf	@	-\$47.50	-\$712.50

B.N. Excavating Inc.	SUBTOTAL:		\$3,472.00
By: <u>Dwayne A. Brown</u> Dwayne A. Brown, Estimator	OVERHEAD & PROFIT:	10%	\$347.20
Date: 8/23/2016	Total Amount Of This Change Order:		\$3,819.20

**Accepted** - The above modifications are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract.

Accepted By:

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

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

Please sign and return acknowledgement copy by

8/28/2016





## PROPOSED CHANGE ORDER

To: Chris Johnston  
 Company: Penn Manor School District  
 \_\_\_\_\_  
 \_\_\_\_\_

Date:	8/23/2016
Job Name:	Letort Waterline
Location:	
Proposed Change Order No.	PCO#3

### Flowable Fill Backfill in Tank

Flowable Fill Backfill in Existing Tank	16 cy @ \$75.00 cy	\$1,200.00
Credit 2B Stone	30 tn @ -\$11.35 tn	-\$340.50

B.N. Excavating Inc.	SUBTOTAL:		\$859.50
By: <u>Dwayne A. Brown, Estimator</u>	OVERHEAD & PROFIT:	10%	\$85.95
Date: 8/23/2016	Total Amount Of This Change Order:		\$945.45

Accepted - The above modifications are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract.

Accepted By:

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

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

Please sign and return acknowledgement copy by 8/28/2016

PENN MANOR SCHOOL DISTRICT

September 6, 2016 Board Agenda

New employees for the 2016-2017 school year:

Blehschmidt, Courtney L. – secondary professional employee, full-time, long-term substitute, first semester, retroactive to the start of the 2016-2017 school year, B.S. Degree, no experience, Step 1, \$43,087 [\$20,976.23 prorated 88 days plus 4.5 in-service days], pending receipt of required documents. Assignment: English Teacher/Penn Manor High School

*Miss Blehschmidt graduated from Millersville University in May 2005 with a BA in English and received her post baccalaureate certification in English in 2006. Courtney has been working with substitute teacher service for the past several years and has successfully completed extended day-to-day substitute positions in Lancaster and York counties and long-term substitute positions in Columbia Borough and Manheim Central School Districts. Courtney is an avid reader that prefers to be outdoors in her free time. She likes to go hiking, biking and kayaking with her family.*

Pearson, Sophie J. – elementary professional employee, full-time, long-term substitute, first semester, retroactive to the start of the 2016-2017 school year, B.S. Degree, no experience, Step 1, \$43,087 +\$1,200 = \$44,287 [\$21,444.28 prorated 88 days plus 4 in-service days], pending receipt of required documents. Assignment: Learning Support Teacher/Hambright Elementary School

*Miss Pearson graduated from West Chester University in May 2016 with a BS in early childhood education PK-4 and special education PK-8. Sophie completed her student teaching assignment at the Arcola Intermediate and Audubon Elementary Schools in the Methacton School District. Sophie loves to read books, any fiction, especially mystery novels, baking, specifically with her Nan, whenever she gets to see her, and spending time with friends on the weekends.*

Change in status [\*] for the 2016-2017 school year:

Hohenwarter, Emily N.\* – elementary professional employee, full-time, permanent position, Speech/Language Impaired Teacher/Martic/Conestoga @ Martic/Conestoga @ Pequea Elementary Schools, [change from elementary/secondary professional employee, removing Manor Middle School assignment]

Sellers, Steven J.\* – elementary professional employee, full-time, permanent position, Gifted Teacher/Central Manor/Letort/Martic/Pequea Elementary Schools/Conestoga {grades K-4}, [change from Central Manor/Martic/Pequea Elementary Schools]

Sigman, Melissa A.\* – elementary professional employee, full-time, permanent position, Speech/Language Impaired Teacher/Eshleman/Hambright Elementary Schools, [change from elementary/secondary professional employee, removing Penn Manor High School assignment]

Orihuel, Lori A.\* – elementary/secondary professional employee, full-time, permanent position, Gifted Teacher/Marticville Middle/Eshleman Elementary Schools/Conestoga {grades 5-6}, [change from Marticville Middle/Eshleman Elementary Schools]

Zimmerman, Jonathan M.\* – secondary professional employee, full-time, permanent position, Gifted Teacher/Penn Manor High School, [change from elementary/secondary professional employee, removing Central Manor/Conestoga/Letort assignment]

# Support Staff Personnel Action Items

Board	Last	First	Position	Building	Hours per	Days per	Rate	Status	Total Overall	Notes
Action	Name	Name			Day	Year			Daily Hours	
9/6/2016	MARTIN	REBECCA	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 8/24/16
9/6/2016	KING	SHARON	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 8/12/16
9/6/2016	RANKIN	JENNIFER	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 8/18/16
9/6/2016	FOX	SHANNON	ENROLLMENT RELATED AIDE	CENTRAL MANOR	5.00	180	\$9.28	For the 2016-2017 school year only	5.00	Effective 8/12/16
9/6/2016	PEARCE	DAWN	HEALTH ROOM NURSE--RN	PEQUEA	6.50	109	\$17.75	Permanent	6.50	Effective 8/18/16; 3 DAYS PER WEEK
9/6/2016	* MARTIN	CHRISTINE	HEALTH ROOM TECH	NEW DANVILLE	AS NEEDED	180	\$13.78	For the 2016-2017 school year only	AS NEEDED	Approx.. 70 hours for the 2016-2017 school year
9/6/2016	* SNYDER	SAMANTHA	HEALTH ROOM TECH --RN	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 8/24/16
9/6/2016	* BURKLAND	LORIE	HEALTH ROOM NURSE--LPN	HAMBRIGHT	6.50	145	\$12.91	Permanent	6.50	4 DAYS PER WEEK, Effective for the 2016-2017 school year
9/6/2016	* PULLAN	PHYLLIS	HEALTH ROOM NURSE--LPN	ESHELMAN	6.50	37	\$12.91	Permanent	6.50	1 DAY PER WEEK, Effective for the 2016-2017 school year
9/6/2016	* BOWERS	TIA	HEALTH ROOM NURSE--LPN	MANOR MIDDLE	7.00	145	\$14.46	Permanent	7.00	4 DAYS PER WEEK, Effective for the 2016-2017 school year

9/6/2016	*	MICHENER	BETH	HEALTH ROOM NURSE--LPN	LETORT	6.50	145	\$12.91	Permanent	6.50	4 DAYS PER WEEK, Effective for the 2016-2017 school year
9/6/2016	*	SENSENI	DEBORAH J	HEALTH ROOM NURSE--LPN	ESHELMAN	6.50	181	\$15.70	Permanent	6.50	3 DAYS PER WEEK, Effective for the 2016-2017 school year
9/6/2016	*	SENSENI	DEBORAH J	HEALTH ROOM NURSE --LPN	MARTICVILLE	7.00	181	\$15.70	Permanent	7.00	2 DAYS PER WEEK, Effective for the 2016-2017 school year
9/6/2016	*	WENGER	VERONIKA	HEALTH ROOM NURSE--LPN	CENTRAL MANOR	6.50	145	\$12.69	Permanent	6.50	4 DAYS PER WEEK, Effective for the 2016-2017 school year
9/6/2016	*	ANDERSON	BRITTANY	HEALTH ROOM NURSE--RN	CENTRAL MANOR	6.50	109	\$18.59	Permanent	6.50	3 DAYS PER WEEK, Effective for the 2016-2017 school year
9/6/2016	*	ECHTERLING	TANYA	HEALTH ROOM NURSE --RN	MARTIC	6.50	37	\$18.59	Permanent	6.50	Every other week, Effective for the 2016-2017 school year
9/6/2016	*	ECHTERLING	TANYA	HEALTH ROOM NURSE--RN	MARTICVILLE	7.00	37	\$18.59	Permanent	7.00	Every other week, Effective for the 2016-2017 school year
9/6/2016	*	RODRIGUEZ	REBECCA	HEALTH ROOM NURSE--RN	HIGH SCHOOL	7.00	73	\$20.55	Permanent	7.00	2 DAYS PER WEEK, Effective for the 2016-2017 school year
9/6/2016	*	MORRELL	NANCY	HEALTH ROOM NURSE--RN	HIGH SCHOOL	7.00	73	\$18.08	Permanent	7.00	2 DAYS PER WEEK, Effective for the 2016-2017 school year
9/6/2016		LASHLEY	SYLVIA	CAFATERIA AIDE	LETORT	1.25	180	\$9.28	Permanent	2.75	Effective 8/18/16
9/6/2016		LASHLEY	SYLVIA	BUILDING AIDE	LETORT	1.50	180	\$9.28	Permanent	2.75	Effective 8/18/16
9/6/2016		NORSTROM	DEANA	LIBRARY AIDE	MARTICVILLE MIDDLE	3.25	180	\$11.44	Permanent	3.25	Effective 8/19/16

9/6/2016		KILDUFF	PATRICIA	CAFATERIA AIDE	CENTRAL MANOR	2.00	180	\$9.28	Permanent	2.00	Effective 8/25/16
9/6/2016	* BRANDT	SALLIE	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 8/11/16

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

POSITION	LAST NAME	FIRST NAME	DIRECTOR'S ALLOCATION
Fall Play Director	Shellenberger	Carole	\$ 2,300.00
Fall Play Asst. Director	Mintzer	Melissa	\$ 2,100.00
Fall Play Costume Coordinator	Telesco	Melissa	\$ 340.00
Fall Play Set Design/Set Construction	Bates	Diane	\$ 1,425.00
Fall Play Audio Technician	Moore	Ben	\$ 550.00
Fall Play Lights/Set Construction	Jordan	Dakota	\$ 1,175.00
			\$ 7,890.00

2016-2017 NEW EMPLOYEES WITH MENTORS

New Hires' Name	Building	Assignment	Status	Mentor's Name	Stipend
Courtney L. Blechschmidt	High School	English	LTS/Semester 1	Drew A. Wilson	\$450.00
Sophie J. Pearson	Hambright	Learning Support	LTS/Semester 1	Julie A. Yost	\$450.00