

Item 1.
(7:15 – 7:30)

Board Presentation Schedule – Dr. Leichliter

Committee Action Requested:
Information Only

Item 2.
(7:30 – 7:45)

Board Meeting Calendar – Dr. Frerichs

Committee Action Requested:
Information Only

Item 3.
(7:45 – 8:00)

First Reading Policy #237 – Student Electronic Devices –
Dr. Leichliter
(see pages 4 – 6)

Committee Action Requested:
Approval for Placement on July 12 School Board Meeting Agenda

Item 4.
(8:00 – 8:15)

Millersville 250th – Ms. Pollock

Committee Action Requested:
Approval for Placement on July 12 School Board Meeting Agenda

Item 5.
(8:15 – 8:25)

PSBA Legislative Policy Council – Dr. Frerichs

Committee Action Requested:
Approval for Placement on July 12 School Board Meeting Agenda

Item 6.
(8:25 – 8:35)

Retreat Update – Dr. Frerichs

Committee Action Requested:
Information Only

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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

Agenda – School Board Meeting
Penn Manor School District
Monday, July 12, 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: Mr. Ken Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, August 9, 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: June 7, 2010
(<http://www.pennmanor.net/board/minutes.html>)

SUPERINTENDENT’S REPORT:

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

PAYMENT OF BILLS: June 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. “First Reading” Student Personal Electronic Devices Policy #237 – The committee is recommending the approval of the “First Reading” of the Student Electronic Devices Policy #237 (see pages 8 – 10).
- B. 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.
- C. Waiver of Custodial Fees – The committee is recommending a waiver of custodial fees for Millersville 250 Presentation on May 21, 2011 at Manor Middle School.

Item 3. Consent Agenda for Administrative Actions – (ROLL CALL)

- A. Disposal of Assets – The administrative staff is recommending approval of the disposal of the technology equipment listed (see pages 11 – 12).

Explanation: The technology department is recommending disposal of the items on the attached list. None of the items on the list are in working condition. There is no resale value for the items. Apple Inc. will remove the items at no charge to the school district.

- B. Disposal of Vehicles – The administrative staff is recommending approval of the disposal of the following vehicles via sealed bid.

1996 Chevrolet VIN# XXXXXXXXXXXX140064
1999 Chevrolet VIN# XXXXXXXXXXXX029483
2000 Chevrolet VIN# XXXXXXXXXXXX517840

Explanation: The district would like to dispose of three trucks formerly used by the maintenance department. Sealed bids will be accepted through August 2, 2010.

- C. Conrad Siegel Actuaries Contract – The administrative staff is recommending the approval of contract with Conrad Siegel Actuaries for actuarial services required under GASB 45 in the amount not to exceed \$8,050 based upon group size and complexity as negotiated by the Pennsylvania Trust.

Explanation: GASB 45 required the district to provide a valuation of post employment benefits as part of the annual financial statement presentation.

- D. Acceptance of Gift – The administrative staff is recommending the board accept a donation from The Ressler Mill Foundation for 360 copies of dictionaries to be used for 3rd grade classrooms.

- E. Employee Assistance Program – The administrative staff is recommending WellSpan Employee Assistance Program to serve as the district’s employee assistance program provider effective 7/1/2010 through 6/30/2011 at a rate of \$17 per covered employee per year.

Explanation: The district implemented an employee assistance program in 2007. The district is recommending continuation of the services of WellSpan. The indicated rate represents no increase over the original agreement.

- F. School District Physician – The administrative staff is recommending approval Dr. John Ichter as the School District’s Physician for the 2010-2011 school year at the rate of \$4,000 (see page 13).

Explanation: Dr. Ichter has agreed to continue his service. There will be no rate increase again this year.

- G. Tuition Students – The administrative staff is recommending the approval of the following tuition students for the 2010-2011 school year.

Eryn McCoy – grade 10
Emily McCoy – grade 10

- H. National School Lunch and School Breakfast Program – The administrative staff is recommending approval of the National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2010 to June 30, 2011.

Explanation: Annual application is made to PDE to register the school district as a participant in the National School Lunch and School Breakfast Program.

- I. Food Service Agreement with IU 13 – The administrative staff is recommending approval of program between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2010. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the IU13.

- J. Food Service Agreement with LCCTC – The administrative staff is recommending approval of program between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2010. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the LCCTC.

- K. Signing of Student Activity Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Fund account:

Phil Gale
Eric Howe
Jason D’Amico
Krista Cox
Douglas Eby
Christopher Johnston
Judy Duke

Dana Edwards
Scott Keddie
Richard Eby
Chris Santaniello
J. Kenneth Long
Richard L. Frerichs
Carlton L Rintz

Explanation: Annual resolution to re- authorize the signers for the Student Activity Fund accounts. All checks are processed in the business office after required authorization by representatives of the student organizations and building administration. All checks require two signatures.

- L. Signing of Student Activity Athletic Fund Checks – BE IT RESOLVED that the following people are hereby authorized to sign checks (or use facsimile) for the Student Activity Athletic Fund account:

Phil Gale
Krista Cox
Eric Howe
Jason D’Amico
Douglas Eby
Jeff Roth

Judy Duke
Chris Johnston
J. Kenneth Long
Richard L. Frerichs
Carlton L. Rintz

Explanation: Annual resolution to re-authorize the signers for the Student Activity Athletic Fund accounts. All checks are processed in the business office after required authorization by the Athletic Department. All checks require two signatures.

- M. Western PA School for the Deaf Transportation Contract – The administrative staff is recommending approval of the contract for services to transport students to the Western PA School for the Deaf for 2010-2011. Annual cost is \$4,250 per child.

Explanation: Students receiving instruction at the Western PA School for the Deaf require transportation to the school’s location in Pittsburgh. Students are transported by the IU13 to a WPSD location in Camp Hill. This contract is to get the students from Camp Hill to Pittsburgh and back. Transportation from the student’s home to Camp Hill and back is billed through the IU13 transportation program.

- N. Ratification of Art Supplies Bid Award – The administrative staff is recommending ratification of the Art Supplies bids as cited for 2010-2011 (see page 14).

- O. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).

- P. Approval of Trane Company Service Contract – Penn Manor High School – The administrative staff is recommending approval of an extended service agreement with Trane company for two centrifugal chillers, cooling tower and water treatment at Penn Manor High School effective July 1, 2010, through June 30, 2013, at the costs listed below:

2010-2011	\$16,234
2011-2012	\$16,883
2012-2013	\$17,558

Explanation: The Trane contract replaces an expiring contract and represents a 4.00% increase.

- Q. Health Care Reinsurance Contract – The administrative staff is recommending ratification of a contract with Highmark for health care reinsurance for the 2010-2011 year at the rates listed below:

Specific reinsurance \$19.53 per employee per month (\$200,000 deductible, 2 year rate guarantee).
Aggregate reinsurance \$2.23 per employee per month (\$7,386,600 attachment point).

Explanation: The health care consortium approved this contract at its last meeting. Reinsurance provides an insured safety net for the district even though the district is self-insured for medical claims. Reinsurance limits the district's total liability. Highmark would reimburse the district if any claim exceeds the amounts listed above.

- R. Ratification of Change Order – Manor Middle School and Pequea Elementary School Caulking and Expansion Joint Project – The administrative staff is recommending ratification of a change order with Houck Services for the Manor Middle School and Pequea Elementary School caulking and expansion joint project in the net amount of \$1,972.00 as per the breakdown below.

Window Sill Brick Flashing Detail	\$7,922.00	ADD
Credit of 153 Lineal Feet	\$(3,910.00)	DEDUCT
Unused Recaulking and Repointing	\$(2,040.00)	DEDUCT

Payment to be made from the Capital Reserve Fund

Explanation: Upon demolition of the existing brick surrounding the windows at Pequea, it was discovered that the originally installed flashing was terminated 2 inches from the face of the brick. This allowed the water to drain into the building. New counter-flashings were installed under the brick along the east side of the building to correct this problem. The windows on the west side of Pequea have a different type of flashing detail that was not completed. The \$3,910.00 credit was for this amount. The original contract specified an amount of repointing and caulking. The actual amounts replaced were below the estimated quantities and the credits are for the unused amounts.

- S. 2010-2011 Fuel Oil and Motor Fuels Bid – The administrative staff is recommending ratification for the awarding of the Fuel Oil and Motor Fuels Bid as per the attached (see page 15).

- T. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited (see page 16).

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 page 17).
- B. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.

Karlene Acker – learning support aide, effective June 24, 2010
Justin Baylor – teacher, effective August 24, 2010
Barbara Gareis-Still – nurse, effective June 10, 2010
Stephen Skrocki – CFO, effective August 15, 2010
Lynn Stoltzfus – health room tech, effective June 10, 2010
Lisa Vilani – learning support aide, effective June 10, 2010

- C. Retirement – The administrative staff is recommending the board approve the retirement of the individual listed per the effective date.

Corliss Kirsch – custodian, effective May 19, 2010

- D. Leave – The administrative staff is recommending granting the designated family medical leave to the individual listed according to the terms listed.

Ruth S. Frey – April 20, 2010 – June 10, 2010

- E. Summer Weight Room – The administrative staff is recommending approval of the following individual to provide coverage for the summer weight room for the summer of 2010 at the rate cited below.

Jon Zajac – 88 scheduled summer weight room hours at \$23.20 per hour

- F. Team Training Hours – The administrative staff is recommending approval of the following individual to provide up to 100 hours of weight room athletic team training for the 2010-2011 school year at the rate cited below.

Jon Zajac – up to 100 weight room athletic team training hours at \$23.20 per hour

- G. Speed Training Hours – The administrative staff is recommending approval of the following individual to provide up to 30 hours of speed training for the 2010-2011 school year at the rate cited below.

Jon Zajac – up to 30 speed training hours at \$23.20 per hour

ADJOURNMENT

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PENN MANOR SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELECTRONIC
COMMUNICATION DEVICES

ADOPTED:

REVISED:

237. ELECTRONIC COMMUNICATION DEVICES	
1. Purpose	<p>The School Board believes that students should have an educational environment free from unnecessary disruptions, distractions and threats. The School Board has determined that the presence of personal electronic devices in schools have the potential to distract students from their primary purpose of receiving education and otherwise disrupt the educational environment. Therefore, the School Board adopts this policy to establish reasonable rules and regulations to authorize students to possess personal electronic devices in school while still ensuring the presence of these devices do not disrupt the educational environment or are used to distract, harass or threaten other students or staff.</p>
2. Definitions	<p>The following definitions shall apply for purposes of this policy:</p> <p>“Personal Electronic Device” or “PED” is an electronic device that emits an audible or visual signal, displays a text message, visual image or otherwise summons the user of the device in some manner. This definition of this term includes, but is not limited to, CD/DVD/audio cassette tape players, cellular telephones, digital audio players (iPods or MP3 players), digital cameras, digital video recorders, electronic e-mailing devices, laptop computers, tablet computers (iPads and similar devices), pagers, portable game players, radios, smart phones, video cameras or any device that provides a wireless connection to the Internet.</p> <p>“Use” shall mean any of following: (1) carrying or possessing a personal electronic device that is either visible (regardless if it is “on” or “off”) or can be heard; (2) a personal electronic device that emits an audible signal, vibrates, is in “sleep mode,” displays a message or otherwise summons the device user. A personal electronic device in an “off” position and stored out-of-sight in a backpack, book bag, locker, pocket, purse, vehicle, etc. shall not be deemed “in use.”</p>
3. Guidelines	<p>A. Prohibitions Against Use of PEDs in School</p> <p style="padding-left: 40px;">a. Students shall not use personal electronic devices during instructional and non-instructional times during the school day, which includes home room, study halls, lunch periods and the time between classes,</p>

unless a teacher or school administrator has authorized a student's use of personal electronic device in the classroom for instructional purposes.

- b. Students shall not use personal electronic devices in locker rooms, lavatories or the nurse' office for any reason.
- c. Students shall not engage in the unauthorized audio or video recording of another person during the school day.
- d. Students shall not use personal electronic devices to bully, harass or threaten another person in violation of school district policies and rules.
- e. Students shall not use personal electronic devices to take, display or transfer video images depicting nude or partially nude individuals. Students who have received such images, and who are not otherwise involved in the taking or distribution of such images, may report such activity to school officials without violating this policy.

B. Permissible Use of PEDs in School

- a. Students may use personal electronic devices in the classroom during the school day for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.
- b. Students may use personal electronic devices outside of the school day, so long as such use does not:
 - i. disrupt school activities;
 - ii. violate any of the prohibits set forth in this policy;
 - iii. violate the state or federal law; or
 - iv. any other school policy or directive associated with a student's participation in interscholastic athletics, extracurricular activities or school-sponsored trips.
- c. Students who serve as members of volunteer fire company, ambulance or rescue squad may use personal electronic devices during the school day for the exclusive purpose of being called by their company or squad in order to response to an emergency, if the students have received the prior permission of their building principal.
- d. A student who has an Individualized Education Plan ("IEP") or Section 504 plan may use a personal electronic device during the school day, if the authorized plan expressly contemplates the student's use of the device for instructional purposes and the device is be used in a manner

consistent with stated purpose in the plan.

- e. Coaches of interscholastic athletic teams and sponsors of extracurricular activities shall have discretion to regulate and limit student use of personal electronic devices while participating in interscholastic athletics, extracurricular activities and school-sponsored trips.

C. Loss or Damage to Personal Electronic Devices

Students are solely responsible for safe storage of the personal electronic devices that they choose to bring to school. The School District shall not be liable or responsible for the loss or damage to any personal electronic device that a student brings to school, interscholastic athletics events, extracurricular activities or school-sponsored trips or any financial loss stemming from the confiscation of a personal electronic device as a result of a policy violation.

D. Enforcement of Policy

Building administrators are authorized and required to enforce this policy and any administrative guidelines under this policy.

E. Penalties for Violations

Building principals, teachers and security personnel are authorized to confiscate a student's personal electronic device when used in violation of this policy. All confiscated personal electronic devices shall be delivered to the building principal's office as soon as practical for return to student at the end of school day or the student's parent/guardian for a second or subsequent offense.

School administrators may impose additional disciplinary sanctions against students for policy violations, including suspensions from school or recommendations for expulsion from school as warranted by the facts and circumstances in a particular case.

F. Development of Administrative Guidelines

The Superintendent of Schools or his designee may develop administrative guidelines to implement this policy. The Superintendent shall ensure that students are made aware of this policy and any administrative guidelines by means of each school's student handbook or other reasonable means of written communication.

Apple Recycle 2010

Building	Item	From Location	Asset Tag
MMS	imac	CM	101710
MMS	emac	Martic	8183
MMS	monitor	Martic	NA
MMS	iMac	IDF	4254
MMS	iMac	IDF	5914
MMS	iMac	IDF	5898
MMS	iMac	IDF	4123
MMS	iMac	IDF	4308
MMS	iMac	IDF	5911
MMS	iMac	IDF	4299
MMS	iMac	IDF	5075
Manor	PC Tower		5369
Manor	PC Tower		7226
Manor	Macbook Shell		4159
Manor	Gateway Laptop		10094
Manor	Gateway Laptop		10001
Manor	Gateway Laptop		10089
Manor	Gateway Laptop		10096
Manor	Gateway Laptop		10091
Manor	Macbook Shell		4707
Manor	Macbook Shell		6050
Manor	HP Printer (2)		NA
Eshleman	eMac		10091
Eshleman	iMac		13672
Eshleman	iMac		2357
Eshleman	iMac		13693
Eshleman	eMac		13834
Eshleman	iMac		10114
Eshleman	iMac		10107
Eshleman	Mac Tower		13265
Eshleman	iMac		10143
Eshleman	iMac		13700
Hambright	iMac		11557
Hambright	iMac		5940
Hambright	iMac		5879
Hambright	iMac		5011
Hambright	iMac		6882
Conestoga	iMac		4636
Conestoga	iMac		4771
Conestoga	iMac		4823
Conestoga	iMac		4404

District	2 SmartCell Batteries	NA
District	Dlink WAPs (4)	NA
District	Allied Telesyn Switch (4)_	NA
High School	Assorted Keyboards (25)	NA
High School	Emac (6)	NA
High School	Assorted Monitors (6)	NA
High School	Assorted PC Units (62)	NA
High School	Assorted Printers (2)	NA
High School	Assorted Laptops (2)	NA
Pequea	iMac/eMac (2)	Various
Pequea	iBook (5)	Various
Pequea	Custom PCs (6)	Various

School Physician's Agreement
2010-2011 School Year

Dr. John Ichter shall provide to the Penn Manor School District the services outlined below as an independent contractor:

1. Provide sports physicals each spring for the high school and middle school students. This would be performed once yearly. Dr. John Ichter will retain any monies billed by the Health Center and paid by the students for these physicals.
2. Provide recertification exams, at no cost, for each sport's season for those students who had spring physicals. This would be done twice yearly, and scheduled cooperatively.
3. Perform physicals on students at the elementary, middle, and high school levels that have failed to have their own doctors perform physical exams. This would be done one time per year and scheduled cooperatively.
4. Perform scoliosis checks at both middle schools for those students that did not pass screening exams. This would be done one time per year and scheduled cooperatively.
5. Provide yearly in-service training for staff required to give emergency injections for diabetic children and severe allergic reactions. This would be done one time per year and scheduled cooperatively.
6. Provide physician coverage for all home football games and home scrimmages.
7. Provide year-round availability for consultation with the athletic trainer regarding injuries and other issues needing physician advice for those students involved in sports programs.
8. Provide assistance in developing and updating school policies regarding health issues.
9. Provide year-round availability for consultation with the school administration on health issues.

The Penn Manor School District shall pay to Dr. John Ichter the total of \$4,000 (one payment of \$2,000 before July 31, 2010, and a second payment of \$2,000 before January 31, 2011). This agreement shall be renewable with the consent of both parties and following action by the Penn Manor School Board in July of each year.

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

Penn Manor Art Supplies Bid:

Dick Blick	3436.42
Kurtz Brothers	1336.80
School Specialty	15426.69
Standard Stationery Supply Co.	7067.06

TOTAL	\$27266.97
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Firm Fixed Pricing						
	Requirements (gallons)	Pilot Per Gallon	Shipleys Per Gallon	ISO Bunkers Per Gallon	Talley Petroleum Per Gallon	Petroleum Traders Per Gallon
FUEL OILS:	Transport	311,100	2.3565	2.3408	2.3091	2.3041
	Tankwagon	111,300	NB	2.5508	2.4516	NB
MOTOR FUELS:						
	Transport	592,500	2.3665	2.6185	2.3968	2.4346
Bio Diesel 2%	Transport	197,100	NB	2.8285	2.6235	NB
	Tankwagon					
Additional for 80/20 Kerosene Winter Blend	Transport		0.0550	NB	NB	0.2000
	Tankwagon		NB	NB	NB	NB
Additional for Diesel Fuel Winter Additive	Transport		0.0200	0.0225	0.0500	0.0500
	Tankwagon		NB	0.0225	0.0995	0.0500
Off-road diesel	Transport	0	NB	NB	NB	NB
	Tankwagon	0	NB	NB	NB	NB
Gasoline 87 Octane	Transport	66,000	NB	NB	2.1960	2.1949
	Tankwagon	146,250	NB	NB	2.4370	NB
Gasoline 89 Octane	Transport	0	NB	NB	NB	NB
	Tankwagon	38,000	NB	NB	2.5031	2.4685
Gasoline 92 Octane	Transport	0	NB	NB	NB	NB
	Tankwagon	0	NB	NB	NB	NB

PENN MANOR SCHOOL DISTRICT

July 12, 2010 Board Agenda

New employees and change in status [*] for the 2010-2011 school year:

Bittenbender, Amy L. – elementary professional employee, full-time, permanent position, B.S. Degree, 1 year experience, Step 2, \$41,089. Assignment: Grade 1 Teacher/Hambright Elementary School

Mrs. Bittenbender graduated from Millersville University and she resides in the Penn Manor School District. She has successfully served as a long-term substitute in grade 1 during the 2009-2010 school year at Hambright Elementary.

ONeil, Megan A. – elementary professional employee, full-time, permanent position, B.S. Degree, no experience, Step 1, \$40,987 + \$600 stipend = \$41,587. Assignment: Special Education Teacher/Eshleman Elementary School

Ms. ONeil earned her bachelor's degree from Millersville University in May of 2009. Her certification includes Elementary K-6 as well as Special Education K-12. Ms. ONeil successfully served in a grade 5 position at Letort Elementary in the fall of 2009 and in a grade 3 position at Martic during the spring of 2010. She finished out the 2010 spring semester serving as a special education teacher at Marticville Middle School.

Howe, Eric J.* – professional administrative employee, full-time, 10 month, 210 days, permanent position, Assistant Principal [change from Dean of Students], Administrative Act 93 Level. Assignment: Assistant Principal/Penn Manor High School

Santaniello, A. Christine* – secondary administrative/professional employee, 200 days, full-time, permanent position, Assistant Principal/50% [change from Dean of Students/50%], Administrative Act 93 Level prorated 50%. Assignment: 50%/CSS Teacher/50% Assistant Principal/Marticville Middle School

Zimmerman, Jonathan S. – elementary professional employee, long-term substitute, first and second semesters, Masters' +15 Degree, 1 year experience, Step 2, \$47,943. Assignment: Grade 4 Teacher/Martic Elementary School

Mr. Zimmerman graduated with a BS from Temple University in 2003 with a degree in Kinesiology. He earned a Master's Degree from Temple in Kinesiology in 2005. He went on to earn his elementary teaching certificate from Millersville University in May of 2009. Mr. Zimmerman successfully served in a fifth grade position at Pequea Elementary during the 2009-2010 school year.