

Agenda – Committee of the Whole
Penn Manor School District
Tuesday, February 22, 2011
Manor Middle School – Board Room

EXECUTIVE SESSION

(6:00 – 6:40) Negotiations

(6:40 – 6:45) Student Matter

Personnel

COMMITTEE OF THE WHOLE

7:00

CALL TO ORDER: Dr. Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, March 7, 2011 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS: Name and Address

APPROVAL OF MINUTES: February 7, 2011
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Katie Maisel and Evan Bigler

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1. Contracted Student Assistance Program Update – Ms. Pollock & Mrs. Cox
(7:15 – 7:40)

Explanation: Ms. Pollock and Mrs. Cox will discuss the programs related to Pennsylvania Counseling Services.

Committee Action Requested:
Information Only

Item 2.
(7:40 – 7:50)

High School Student Discussion Group – Dr. Leichter

Explanation: The board will discuss forums for interacting with groups of students.

Committee Action Requested:
Information Only

Item 3.
(7:50 – 8:05)

Property Tax Rebate Program – Mr. Johnston
(see enclosure)

Explanation: Background information will be presented on the district's tax rebate program.

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

Item 4.
(8:05 – 8:20)

Energy Program Update – Mr. Johnston

Explanation: Mr. Johnston will update the board on initiatives to conserve energy.

Committee Action Requested:
Information Only

Item 5.
(8:20 – 8:30)

Millersville University Lease Update – Dr. Leichter

Explanation: Dr. Leichter will discuss the status of talks with Millersville University in relation to the mutual lease of the track of land behind Penn Manor's high school math/science wing owned by Millersville University, and Millersville University's Pucillo gym owned by Penn Manor.

Committee Action Requested:
Information Only

Item 6.
(8:30 – 8:45)

Employee Recognition Dinner – Mrs. Friedman

Committee Action Requested:
Information Only

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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

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

**PENN MANOR SCHOOL DISTRICT
LANCASTER COUNTY, PENNSYLVANIA**

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF PENN MANOR SCHOOL DISTRICT, LANCASTER COUNTY, PENNSYLVANIA, PROVIDING PROPERTY TAX REBATES TO CERTAIN SENIOR CITIZENS, WIDOWS, WIDOWERS, AND DISABLED PERSONS WITH FIXED AND LIMITED INCOMES; ESTABLISHING UNIFORM STANDARDS AND QUALIFICATIONS FOR ELIGIBILITY TO RECEIVE A REBATE; AND PROVIDING PENALTIES FOR FRAUDULENT CLAIMS.

WHEREAS, the Board of School Directors ("Board") of the Penn Manor School District, Lancaster County, Pennsylvania ("School District") considers it to be a matter of sound public policy to make special provisions for property tax rebates to that class of senior citizens, widows, widowers and disabled person who are real property taxpayers and who are without adequate means of support to enable them to remain in peaceable possession of their homes and to relieve their economic burden; and

WHEREAS, pursuant to this Resolution, the Board is demonstrating a willingness to help the above individuals.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. **Definitions.** The following words and phrases, when used in this Resolution, shall have the meanings ascribed to them in this Section 1, except where the context clearly indicates or requires a different meaning.

(a) "Act" means Chapter 13 (Senior Citizens Property Tax and Rent Rebate Assistance) of the Taxpayer Relief Act, Act 1 of Special Session 2006.

(b) "Claimant" means a person who files a claim for property tax rebate under the Act and, during the 2010 calendar year, (i) was sixty-five (65) years of age or over, or whose spouse (if a member of the household) was sixty-five (65) years of age or over, (ii) was a widow or widower and was fifty (50) years of age or over, or (iii) was a permanently disabled person eighteen (18) years of age or over. For the purposes of this Resolution, the term "widow" or "widower" shall mean the surviving wife or surviving husband, as the case may be, of a deceased individual and who has not remarried, and the term "permanently disabled person" shall mean a person who is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to continue indefinitely.

(c) "Claim Form" means the form attached hereto as Exhibit B and the additional information required to be filed with the Business Manager of the School District as set forth on such form.

(d) "Rebate Percentage Factor" shall be the percentage set forth in Exhibit A next to the Claimant's Total Income.

(e) "Total Income" shall mean all income of a Claimant and Claimant's spouse from whatever source derived, including, but not limited to:

- (i) Salaries, wages, bonuses, commissions, income from self-employment, alimony, support money, cash public assistance and relief;
- (ii) 50% of railroad retirement benefits;
- (iii) 50% of all benefits received under the Social Security Act (49 Stat. 620, 42 U.S.C. § 301 et seq.), except Medicare benefits;
- (iv) All benefits received under State unemployment insurance laws and veterans' disability payments;
- (v) All interest received from the Federal or any state government, or any instrumentality or political subdivision thereof;
- (vi) Realized capital gains and rentals;
- (vii) Workers' compensation;
- (viii) The gross amount of loss of time insurance benefits, life insurance benefits and proceeds, except the first \$5,000 of the total of death benefit payments; and
- (ix) Gifts of cash or property, other than transfers by gift between members of a household, in excess of a total value of \$300.

Notwithstanding the foregoing, the term does not include surplus food or other relief in kind supplied by a governmental agency, property tax or rent rebate or inflation dividend.

(f) "Property Tax Paid" shall be the property taxes paid to the School District during the 2010/2011 School District Fiscal Year and set forth on Line 14 of Form PA-1000 2010 prepared and filed by the Claimant with the Pennsylvania Department of Revenue.

(g) "School District Fiscal Year" means July 1st to the following June 30th.

(h) "Resolution" means this Resolution.

2. Property Tax Rebate.

(a) Subject to the other provisions of this Resolution, during the 2011/2012 School District Fiscal Year, the School District shall pay a property tax rebate to each Claimant equal to the Claimant's Property Tax Paid times the applicable Rebate Percentage Factor.

(b) Notwithstanding the foregoing, a Claimant with Total Income greater than \$15,000 shall not be eligible for a property tax rebate and any property tax rebate to be paid by the School District to an otherwise eligible Claimant in the 2011/2012 School District Fiscal Year shall be limited to the lesser of:

(i) The excess of property taxes paid to the School District by the Claimant in the 2010/2011 School District Fiscal Year over the property tax rebate paid to the

Claimant under the Act during the 2011/2012 School District Fiscal Year by reason of the payment of such property taxes to the School District; and

(ii) Six Hundred Fifty Dollars (\$650.00).

3. **Filing.** To claim and receive the property tax rebate provided for under Section 2 from the School District, the Claimant must file a claim for the property tax rebate with the Business Manager of the School District on or before the end of the 2011/2012 School District Fiscal Year. Only one Claimant from a homestead during the 2011/2012 School District Fiscal Year shall be entitled to a property tax rebate from the School District. If two or more persons are able to meet the qualifications for a Claimant, the rebate shall be paid to the Claimant(s) who received the property tax rebate under the Act.

4. **Claim Form.**

(a) When filing for a property tax rebate from the School District, Claimant shall timely file with the Business Manager of the School District a Claim Form (and all required additional information which shall include evidence of the rebate amount received from the Commonwealth of Pennsylvania). Appropriate evidence of the rebate amount received from the Commonwealth of Pennsylvania shall include a copy of the rebate check received from the Pennsylvania Department of Revenue or a copy of the Claimant's bank statement reflecting the deposit of the rebate amount.

(b) The following is an example to illustrate the requirements of Sections 2 through 4. The example is for illustration purposes only.

Example: Claimant files for a property tax rebate under the Act with the Pennsylvania Department of Revenue by filing Form PA-1000 2010 (Property Tax or Rent Rebate Claim) in connection with property taxes paid in 2010. On July 15, 2011, Claimant receives a property tax rebate from the Commonwealth of Pennsylvania in connection with such filing. Claimant may now file for a property tax rebate with the School District by submitting a Claim Form to the School District (with a copy of the Form PA-1000 2010 (Property Tax or Rent Rebate Claim) filed with the Pennsylvania Department of Revenue and evidence of the rebate amount received) on or before June 30, 2012.

5. **Incorrect Claim.** Whenever the Business Manager of the School District finds a claim to have been incorrectly determined, the Business Manager shall redetermine the correct amount of the claim and notify the Claimant of the reason for the redetermination and the amount of the corrected claim.

6. **Fraudulent Claim; Conveyance to Obtain Benefits.**

(a) In any case in which a claim is excessive and was filed with fraudulent intent, the claim shall be disallowed in full and a penalty of twenty-five percent (25%) of the amount claimed shall be imposed. The penalty and the amount of the disallowed claim, if the claim has been paid, shall bear interest at the rate of one-half (½) of one (1%) percent per month from the date of the claim until repaid. The Claimant and any person who assisted in the

preparation of filing of a fraudulent claim shall be subject to criminal prosecution in accordance with applicable provisions and penalties as provided in the Pennsylvania Crimes Code.

(b) A claim shall be disallowed if the Claimant received title to the homestead primarily for the purpose of receiving a property tax rebate.

7. **Petition for Redetermination.** Any Claimant whose claim for a property tax rebate is either denied, corrected or otherwise adversely affected by the Business Manager of the School District, may file with the Board a petition for redetermination within ninety (90) days after the date of mailing or written notice by the Business Manager of such action. Such petition shall set forth the grounds upon which the Claimant alleges that such action of the Business Manager is erroneous or unlawful, in whole or in part, and shall be accompanied by an affidavit of affirmation that the facts contained therein are true and correct. The Board shall hold such hearings as may be necessary for the purpose of redetermination and each Claimant who has duly filed such petition for redetermination shall be notified by the Board of the time when, and the place where, such hearing in his or her case will be held. The determination of the Board after such hearings and any required further review shall be final.

8. **Severability.** The provisions of this Resolution are severable; if any word, phrase, clause, sentence, section or provision of this Resolution is for any reason held to be unconstitutional or illegal or invalid, the decision of any Court shall not affect or impair any of the remaining provisions of this Resolution. It is hereby declared to be the intent of the Board of the School District that this Resolution would have been adopted had such unconstitutional or illegal or invalid word, phrase, clause, sentence, section or provision thereof not been included herein.

9. **Effective Date.** This Resolution shall be effective solely for the 2011/2012 School District Fiscal Year and shall be deemed repealed for all School District Fiscal Years thereafter.

RESOLVED by the Board this 22nd day of February, 2011.

Attest:

PENN MANOR SCHOOL DISTRICT

Secretary

By: _____
President

(SEAL)

EXHIBIT A

Rebate Percentage Factor Table

Total Income	Rebate Percentage Factor
0 to \$5,499	100%
\$5,500 to \$5,999	90%
\$6,000 to \$6,499	80%
\$6,500 to \$6,999	70%
\$7,000 to \$7,499	60%
\$7,500 to \$7,999	50%
\$8,000 to \$8,499	40%
\$8,500 to \$8,999	35%
\$9,000 to \$9,999	25%
\$10,000 to \$11,999	20%
\$12,000 to \$12,999	15%
\$13,000 to \$15,000	10%
\$15,001 or over	Not Eligible

EXHIBIT B

PENN MANOR SCHOOL DISTRICT

**PROPERTY TAX REBATE
Tax Year - 2011/2012**

FILING INSTRUCTIONS

WHERE TO FILE: Manor Middle School, P.O. Box 1001, Millersville, PA 17551

WHEN TO FILE: After July 1, 2011 but before June 30, 2012

Please print legibly or type

PART A – Personal Information

Name of Claimant:
Address of Claimant:
Tax Bill Number:
Birth date of Claimant:
Social Security Number of Claimant:

PART B – Form PA-1000 2010 (Property Tax or Rent Rebate Claim)

Insert amount from Line 12 on Form PA-1000 2010 (Total Income)	\$
<i>Inserted amount may not exceed \$15,000</i>	

PART C – Calculation of Property Tax Rebate from School District

(a)	Insert total property taxes paid to School District	\$
(b)	Insert amount from Line 14 on Form PA-1000 2010 (Property Tax Rebate)	\$
(c)	Subtract line (b) from line (a)	\$
(d)	Insert Percentage Rebate Factor (see Rebate Percentage Table)	
(e)	Multiple line (a) by line (d)	\$
(f)	Property Tax Rebate from the School District (insert the lessor of line (c) and line (e))	
<i>Inserted amount on line (f) may not exceed \$650</i>		

PART D – Required Information

(a)	Copy of Form PA-1000 2010 (Property Tax or Rent Rebate Claim) filed with the PA Dept. of Revenue
(b)	Evidence of receipt of amount set forth in Part C, Line (b)

I declare that this form is true, correct and complete, that the documents required and attached hereto under Part D are true and correct copies of those documents, and that to the best of my knowledge and belief this is the only claim filed by members of my household.

Claimant's Signature

Signature of Preparer (if other than Claimant)

_____/_____/_____
Date

Telephone Number

Agenda – School Board Meeting
Penn Manor School District
Tuesday, February 22, 2011
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER: Dr. Richard Frerichs

PRAYER AND FLAG SALUTE: Dr. Richard Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, March 7, 2011 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: February 7, 2011
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: January 2011
<http://www.pennmanor.net/blog/category/tr/>

PAYMENT OF BILLS: January 2011
(ROLL CALL)
<http://www.pennmanor.net/blog/category/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. Property Tax Rebate Program – The committee is recommending approval of the attached resolution (see enclosure).

Explanation: The Penn Manor Tax Rebate Program began in 2006-07 for taxes paid in 2005. This program is budgeted to supply real estate tax rebate payments totaling \$57,000 to low income residents that are approved for the state rebate program.

Item 3.

Consent Agenda for Administrative Actions –
(ROLL CALL)

- A. 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/>).
- B. Plancon J Approval – The administrative staff is acknowledging review and approval of Plancon Part J, Project Accounting Based on Final Costs, by the Pennsylvania Department of Education for Martic Elementary School Renovation Project at a reimbursable percentage of 30.61% of the project cost.
- C. Plancon J Approval – The administrative staff is acknowledging review and approval of Plancon Part J, Project Accounting Based on Final Costs, by the Pennsylvania Department of Education for Marticville Middle School Renovation Project at a reimbursable percentage of 30.61% of the project cost.
- D. Cable Modem Contract – The administrative staff is recommending approval of business class cable modem service with Comcast for the period of 7/1/2011 to 6/30/2012 for the High School and 7/1/2011 to 6/30/2013 for Manor Middle School as per the terms of the attached proposals (see pages 5 – 11).

Explanation: Comcast has been the cable modem provider for the district for the past 3 years. The primary cable modem resides at the high school and serves to provide additional bandwidth for district instructional Internet access. A second cable mode is being requested at Manor Middle School to serve as a backup in case of an outage at the High School facility. Both cable modem help re-route internet traffic and lessen the use of the bandwidth used from the district’s Internet service provider. The district conducts an annual RFP in order to satisfy E-rate requirements. E-rate is a federal program that provides approximately 40% reimbursement for telecommunication and internet services. Proposals were received from 1 provider.

- E. Act 80 Report – The administrative staff is recommending the approval of the Act 80 report as cited (see pages 12 – 13).

Explanation: Mandatory submission to PDE for detailed school calendar.

- F. Approval of Auditing Services – The administrative staff is recommending approval of Brown Schultz Sheridan & Fritz for district auditing services for the years and prices as stated below:
2010-2011 audit \$30,600
2011-2012 audit \$31,600
2012-2013 audit \$32,000

Explanation: This three year extension holds the first year costs at current levels. The average increase over the three year period is 1.5%.

- G. Shaw Integrated Solutions Proposal – The administrative staff is recommending approval of the proposal from Shaw Integrated Solutions to replace carpet at Manor Middle School at a cost of \$72,506.71 to be paid through Capital Reserve.

Explanation: Carpet replacement project for badly worn areas of Manor Middle School has been scheduled for several years on past capital improvement plans. Pricing is through state contract.

- H. Tuition Free Senior – The administrative staff is recommending approval of the following student as a tuition free senior for the 2010-2011 school year.
Daniel Kauffman

Item 4.

Consent Agenda for Personnel – (ROLL CALL)

- A. Leaves – The administrative staff is recommending granting Family Medical and Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 14).
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed be approved for substitute teaching within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list (see page 15).
- C. Security – The administrative staff is recommending approval for the following Pennsylvania Constable to provide security for the school district during the 2010-11 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.
Dan Harsh
- D. Head Boys' Soccer Coach – The administrative staff is recommending the employment of Mr. Steve McCabe as the Head Boys' Soccer Coach for the fall 2011 season.
- E. Spring Musical Co-curricular Position – The administrative staff is recommending approval of the following individual as the costume coordinator for the spring musical.
Elizabeth Sheerer \$1,600.00

- F. Contracted Psychologist – The administrative staff is recommending approval of a contract with George Graupera, a bilingual psychologist to complete 3 special education evaluations on non-English speaking students at the cost of \$425 per evaluation (includes report) for a total of \$1,275.
- G. Enrollment Related Aide – The administrative staff is recommending approval of the following individual to provide 1.5 hours per day as a learning support aide at Conestoga Elementary School at the rate of \$9.90 per hour. These hours are enrollment related and are for the 2010-2011 school year only.

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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BUSINESS CLASS SERVICE ORDER AGREEMENT

Account Name: Penn Manor High School

Order Type: Renewal

ID#: 10537351

CUSTOMER INFORMATION (Service Location)	
Address 1 100 E COTTAGE AVE	City Millersville
Address 2 *	State PA
Primary Contact Name Charles Reisinger	ZIP Code 17551
Business Phone (717) 872-9500 X2226	County
Cell Phone (717) 201-9930	Email Address charlie@penmanor.net
Pager Number	Primary Fax Number
Technical Contact Name	Tech Contact On-Site? No
Technical Contact Business Phone	Technical Contact Email
Property Manager Contact Name	Property Mgr. Phone

COMCAST BUSINESS CLASS SERVICES

Selection (X)	
Business Class Voice	
Business Class Internet	X
Business Class TV	

Service Term (Months)	12
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COMCAST BUSINESS CLASS SERVICES DETAILS

Business Class Voice*			
VOICE SELECTIONS	Quantity	Unit Cost	Total Cost
Full Feature Voice Lines			
Adtl. F.F. Voice Lines w/ pkg.			
4+ Lines			
Basic Lines			
Fax Lines			
Toll Free Numbers			
Voice - eMTA Equipment Fee			
VOICE OPTIONS	Selection(X)	Total Cost	
VoiceMail			
Directory Listing Suppression Fee			
Auto-Attendant			

* Voice offers & options not available in all markets.

Business Class Internet*		
INTERNET SELECTIONS	Selection(X)	Total Cost
Starter		
Preferred		
Other Deluxe	X	\$189.95
Internet Equipment Fee		
INTERNET OPTIONS	Selection(X)	Total Cost
Microsoft Outlook Office Email	X	Included
Web Hosting - Starter	X	Included
Web Hosting - Business		
Web Hosting - Commerce		
Web Hosting - Professional		
Static IP - 1		
Static IP - 5		
Static IP - 13	X	\$34.95

* Internet selections & options not available in all markets.

Business Class Packages	
Package Name:	
PACKAGE DESCRIPTION	

Business Class TV*			
TV SELECTIONS	Selection(X)	Total Cost	
Basic			
Information & Entertainment			
Standard			
Preferred			
Music Choice Standalone			
TV OPTIONS	Selection	Total Cost	
Sports Pack**			
Music Choice W/Business Class			
Canales Selecto			
Other Programming			
Other Programming			
Other Programming			
TV OUTLETS	Quantity	Unit Cost	Total Cost
Additional Outlets			
HD TV Box Charges			

* Not available in home offices or public view establishments. TV selections & options not available in all markets.
 ** Available for Information & Entertainment, Standard & Preferred TV offers only.

COMCAST BUSINESS CLASS TOTAL SERVICE CHARGES

Business Class	Selection(X)	Unit Cost	Total Cost
Installation Fee	X	\$0.00	\$0.00
Voice Activation Fee*			
Auto-Attendant Setup Fee			
Voice Jack Fee			
Toll Free Activation Fee			

Total Monthly Service Charge	\$224.90
Promotional Code (if applicable) 89.00Enh2yrFreeInst	
Less Discount (if applicable)	\$0.00

* Per line activation fee, up to four (4) line maximum charge.
Total Installation Charges:* \$0.00
 * Does not include Custom Installation Fees referenced below.

Total Recurring Monthly Bill:* \$224.90
 * Applicable federal, state, and local taxes and fees may apply.

GENERAL SPECIAL INSTRUCTIONS

Promotion Code 89.00Enh2yrFreeInst - 8 Megs High Speed Internet for 89.00/mo for 24 months, Free install



BUSINESS CLASS SERVICE ORDER AGREEMENT

Account Name: Penn Manor High School

Order Type: Renewal

ID#: 10537351

CUSTOMER BILLING INFORMATION

Billing Account Name	<u>Penn Manor High School</u>	City	<u>Millersville</u>
Billing Name (3rd Party)	_____	State	<u>PA</u>
Address 1	<u>100 E Cottage Ave</u>	ZIP Code	<u>17551</u>
Address 2	_____	Billing Contact Email	<u>charlie@pennmanor.net</u>
Billing Contact Name	<u>Charles Reisinger</u>	Billing Contact Phone	<u>(717) 872-9500 X2226</u>
Tax Exempt?*	<u>No</u>	Billing Fax Number	_____

* If yes, please provide and attach tax exemption certificate.

AGREEMENT

1. This Comcast Business Class Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Class Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Class Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments"), collectively referred to as the "Agreement". In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (<http://business.comcast.com/terms-conditions/index.aspx>). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Class Service ("Service") carries a 30 day money back guarantee. If within the first thirty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, custom installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within thirty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00.

3. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS CLASS VOICE SERVICE, I ACKNOWLEDGE RECEIPT AND

E911 NOTICE

Comcast Business Class Voice service ("Voice") may have the E911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using Voice, Comcast must have the correct service address for the Voice Customer. If Voice is moved to a different location without Comcast's approval, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or Voice (including 911) may fail altogether.
- Voice uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if the battery back-up in the associated multimedia terminal adapter is not installed, fails, or is exhausted after several hours.
- Voice calls, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.
- Comcast will need several business days to update a Customer service address in the E911 system. All change requests and questions should be directed to 1-800-391-3000. USE OF VOICE AFTER DELIVERY OF THIS DOCUMENT CONSTITUTES CUSTOMER ACKNOWLEDGEMENT OF THE E911 NOTICE ABOVE.

4. To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

5. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

6. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE	
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx .	
Signature:	_____
Print:	_____
Title:	_____
Date:	_____

FOR COMCAST USE ONLY	
Sales Representative:	<u>Jeff Naticchia</u>
Sales Representative Code:	_____
Sales Manager/Director:	<u>Terri Lawson</u>
Sales Manager/Director:	_____
Division:	<u>East</u>
Lead ID:	<u>10537351</u>



BUSINESS CLASS SERVICE ORDER AGREEMENT

Account Name: Penn Manor High School

Order Type: Renewal

ID#: 10537351

IP Justification Form

Comcast conforms to the North American IP Registry (ARIN) policies regarding IP address allocation. As part of its standard service, Comcast will assign up to eight IP addresses for customer use on their local area network (LAN). Customers can use this form for initial assignments and additional augments. Comcast requires a written justification form for any IP address blocks requested so that we can demonstrate to ARIN that IP addresses allocated to Comcast, or any underlying providers, are being used efficiently.

Per ARIN guidelines (<http://www.arin.net/intro.html>), organizations will be assigned address space based on immediate utilization plus three month and six month projected utilization. Organizations must exhibit a high confidence level in their three month and six month utilization rate and supply documentation to justify the level of confidence.

If you have any questions about the IP assignment policy or process, please refer to ARIN's IP Address Assignment Policy and Procedures, and RFC 2050 that can found at <ftp://www.arin.net/rfc/rfc2050.txt>.

Please complete the following form and submit it to your Comcast sales representative.

Customer Site

Location	<u>Penn Manor High School</u>	1
Street	<u>400 E COTTAGE AVE</u>	2a
Rm/Ste/FI	<u>*</u>	2b
City,State Zip	<u>Millersville,PA 17551</u>	2c
Phone #	<u>(717) 872-9500 X2226</u>	2d

Technical Contact

Name(First Last)	<u>Charles Reisinger</u>	3a
Title		3b
Phone #	<u>(717) 872-9500 X2226</u>	3c
Email	<u>charlie@penmanor.net</u>	3d

Note: If more than one domain, use first domain registered.

4. Domain _____

5. Do you have previously assigned addresses from Yes No

5b. If yes, what addresses were _____

6. Number of IP addresses requested/needed within 6 13

Note: If your organization already has IP space assigned, you must utilize 80% before applying for

7. Use the following Network Table to describe your IP assignments within the next six

THIS IS REQUIRED

IP Number	IP Address (if known)	Below, provide a description of use for each IP requested
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

I verify that I am authorized to represent the organization below and that the above information is true and correct. I understand that Internet Protocol Version 4 address space is limited and that users of the Internet are responsible for conserving address space and ensuring that space is utilized efficiently.

Print Name _____

Title _____

Organizatio Penn Manor High School

Phone #(day) (717) 872-9500 X2226

Email charlie@penmanor.net

Fax _____



BUSINESS CLASS SERVICE ORDER AGREEMENT

Account Name: Penn Manor School District

ID#: 3646033

CUSTOMER INFORMATION (Service Location)

Address 1 2950 CHARLESTOWN RD	City Lancaster
Address 2 mdm 2	State PA
Primary Contact Name Charlie Reisinger	ZIP Code 17603
Business Phone (717) 872-9500 X2226	County
Cell Phone	Email Address charlie@pennpamor.net
Pager Number	Primary Fax Number
Technical Contact Name	Tech Contact On-Site? No
Technical Contact Business Phone	Technical Contact Email
Property Manager Contact Name	Property Mgr. Phone

COMCAST BUSINESS CLASS SERVICES

Selection (X)	
Business Class Voice	
Business Class Internet	X
Business Class TV	
Service Term (Months)	24

COMCAST BUSINESS CLASS SERVICES DETAILS

Business Class Voice*				Business Class Packages			
VOICE SELECTIONS	Quantity	Unit Cost	Total Cost	PACKAGE DESCRIPTION			
Full Feature Voice Lines							
Adtl. F.F. Voice Lines w/ pkg.							
4+ Lines							
Basic Lines							
Fax Lines							
Toll Free Numbers							
Voice - eMTA Equipment Fee							
VOICE OPTIONS	Selection(X)	Total Cost					
VoiceMail							
Directory Listing Suppression Fee							
Auto-Attendant							
* Voice offers & options not available in all markets.							
Business Class Internet*				Business Class TV*			
INTERNET SELECTIONS	Selection(X)	Total Cost		TV SELECTIONS	Selection(X)	Total Cost	
Starter				Basic			
Preferred				Information & Entertainment			
Other Premium	X	\$99.95		Standard			
Internet Equipment Fee	X	\$5.00		Preferred			
				Music Choice Standalone			
INTERNET OPTIONS	Selection(X)	Total Cost		TV OPTIONS	Selection	Total Cost	
Microsoft Outlook Office Email	X	Included		Sports Pack**			
Web Hosting - Starter	X	Included		Music Choice W/Business Class			
Web Hosting - Business				Canales Selecto			
Web Hosting - Commerce				Other Programming			
Web Hosting - Professional				Other Programming			
Static IP - 1	X	\$14.95		Other Programming			
Static IP - 5							
Static IP - 13							
* Internet selections & options not available in all markets.							

COMCAST BUSINESS CLASS TOTAL SERVICE CHARGES

Business Class	Selection(X)	Unit Cost	Total Cost	Total Monthly Service Charge	
Installation Fee	X	\$99.00	\$99.00	\$119.90	
Voice Activation Fee*				Promotional Code (if applicable)	
Auto-Attendant Setup Fee				Less Discount (if applicable)	
Voice Jack Fee				\$0.00	
Toll Free Activation Fee					
* Per line activation fee, up to four (4) line maximum charge.				Total Installation Charges:* \$99.00	
* Does not include Custom Installation Fees referenced below.				Total Recurring Monthly Bill:* \$119.90	
* Applicable federal, state, and local taxes and fees may apply.					

GENERAL SPECIAL INSTRUCTIONS

this price reflects 22/5 internet connection with 1 static IP



BUSINESS CLASS SERVICE ORDER AGREEMENT

Account Name: Penn Manor School District

ID#: 3646033

CUSTOMER BILLING INFORMATION			
Billing Account Name	<u>Penn Manor School District</u>	City	<u>Lancaster</u>
Billing Name (3rd Party)	_____	State	<u>PA</u>
Address 1	<u>2950 Charlestown Rd</u>	ZIP Code	<u>17603</u>
Address 2	_____	Billing Contact Email	<u>charlie@pennpamor.net</u>
Billing Contact Name	<u>Charlie Reisinger</u>	Billing Contact Phone	<u>(717) 872-9500 X2226</u>
Tax Exempt?*	<u>No</u>	Billing Fax Number	_____

* If yes, please provide and attach tax exemption certificate.

AGREEMENT

1. This Comcast Business Class Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Class Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Class Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments"), collectively referred to as the "Agreement". In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (<http://business.comcast.com/terms-conditions/index.aspx>). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Class Service ("Service") carries a 30 day money back guarantee. If within the first thirty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, custom installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within thirty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00.

3. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS CLASS VOICE SERVICE, I ACKNOWLEDGE RECEIPT AND

E911 NOTICE

Comcast Business Class Voice service ("Voice") may have the E911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using Voice, Comcast must have the correct service address for the Voice Customer. If Voice is moved to a different location without Comcast's approval, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or Voice (including 911) may fail altogether.
- Voice uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if the battery back-up in the associated multimedia terminal adapter is not installed, fails, or is exhausted after several hours.
- Voice calls, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.
- Comcast will need several business days to update a Customer service address in the E911 system. All change requests and questions should be directed to 1-800-391-3000. USE OF VOICE AFTER DELIVERY OF THIS DOCUMENT CONSTITUTES CUSTOMER ACKNOWLEDGEMENT OF THE E911 NOTICE ABOVE.

4. To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

5. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

6. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx .
Signature: _____
Print: _____
Title: _____
Date: _____

FOR COMCAST USE ONLY
Sales Representative: <u>Dan Monaghan</u>
Sales Representative Code: <u>leb98z</u>
Sales Manager/Director: <u>Jonathan Starry</u>
Sales Manager/Director: _____
Division: <u>East</u>
Lead ID: <u>3646033</u>

2010-2011 School Term
Act 80 Calendar Submission for Board Approval February 7, 2011

DATE	DISMISSAL TYPE	ACTIVITY	Grade Level	Session Days
Sep 17, 2010	Early Dismissal	Parent-teacher meeting	Elementary (Gr. 1 - 6)	Aug. 30, 2010 - June 8, 2011 181 Days in Session 992 hours 35 minutes Minimum to meet: 900 hours
Oct 07, 2010	Early Dismissal	Curriculum planning		
Oct 08, 2010	Full Day	Curriculum planning		
Nov 05, 2010	Full Day	Curriculum planning		
Nov 10, 2010	Early Dismissal	Parent-teacher meeting		
Nov 11, 2010	Early Dismissal	Parent-teacher meeting		
Nov 12, 2010	Early Dismissal	Parent-teacher meeting		
Dec 10, 2010	Early Dismissal	Curriculum planning		
Feb 04, 2011	Early Dismissal	Curriculum planning		
Feb 25, 2011	Early Dismissal	Curriculum planning		
May 20, 2011	Early Dismissal	Curriculum planning		

Sep 17, 2010	Full Day	Curriculum planning	AM Kindergarten	Aug. 30, 2010 - June 7, 2011 176 Days in Session 454 hours 40 min. Minimum to meet: 450 hours
Oct 08, 2010	Full Day	Curriculum planning		
Nov 05, 2010	Full Day	Curriculum planning		
Nov 10, 2010	Full Day	Parent-teacher meeting		
Nov 11, 2010	Full Day	Parent-teacher meeting		
Dec 10, 2010	Full Day	Curriculum planning		
Feb 25, 2011	Full Day	Curriculum planning		

Oct 07, 2010	Full Day	Curriculum planning	KP Kindergarten	Aug. 30, 2010 - June 7, 2011 176 Days in Session 452 hours 5 minutes Minimum to meet: 450 hours **Lost Sept. 30, 2010 - no Make-up
Oct 08, 2010	Full Day	Curriculum planning		
Nov 05, 2010	Full Day	Curriculum planning		
Nov 10, 2010	Full Day	Parent-teacher meeting		
Nov 12, 2010	Full Day	Parent-teacher meeting		
Feb 04, 2011	Full Day	Curriculum planning		
May 20, 2011	Full Day	Curriculum planning		

Sep 24, 2010	Early Dismissal	Parent-teacher meeting	Middle Schools	Aug. 30, 2010 - June 8, 2011 181 Days in Session 1019 hours 44 minutes Minimum to meet: 990
Oct 07, 2010	Early Dismissal	Curriculum planning		
Oct 08, 2010	Full Day	Curriculum planning		
Nov 10, 2010	Early Dismissal	Curriculum planning		
Nov 11, 2010	Early Dismissal	Curriculum planning		
Nov 12, 2010	Early Dismissal	Curriculum planning		
Dec 10, 2010	Early Dismissal	Curriculum planning		
Jan 18, 2011	Full Day	Curriculum planning		
Feb 04, 2011	Early Dismissal	Curriculum planning		
Feb 25, 2011	Early Dismissal	Curriculum planning		
May 20, 2011	Early Dismissal	Curriculum planning		

Sep 17, 2010	Early Dismissal	Curriculum planning	High School (Gr. 9 - 11)	Aug. 30, 2010 - June 8, 2011 181 Days in Session 1019 hours 44 minutes Minimum to meet: 990
Oct 07, 2010	Early Dismissal	Curriculum planning		
Oct 08, 2010	Full Day	Curriculum planning		
Nov 10, 2010	Early Dismissal	Project evaluations		
Nov 11, 2010	Early Dismissal	Project evaluations		
Nov 12, 2010	Early Dismissal	Project evaluations		
Dec 10, 2010	Early Dismissal	Curriculum planning		
Jan 18, 2011	Full Day	Curriculum planning		
Feb 04, 2011	Early Dismissal	Curriculum planning		
Feb 25, 2011	Early Dismissal	Curriculum planning		
May 20, 2011	Early Dismissal	Curriculum planning		

2010-2011 School Term
Act 80 Calendar Submission for Board Approval February 7, 2011

DATE	DISMISSAL TYPE	ACTIVITY	Grade Level	Session Days
Sep 17, 2010	Early Dismissal	Curriculum planning	SENIORS	Aug. 30, 2010 - June 7, 2011 180 Days in Session 1014 hours Minimum to meet: 990
Oct 07, 2010	Early Dismissal	Curriculum planning	Grade 12	
Oct 08, 2010	Full Day	Curriculum planning	Grade 12	
Nov 10, 2010	Early Dismissal	Project evaluations	Grade 12	
Nov 11, 2010	Early Dismissal	Project evaluations	Grade 12	
Nov 12, 2010	Early Dismissal	Project evaluations	Grade 12	
Dec 10, 2010	Early Dismissal	Curriculum planning	Grade 12	
Jan 18, 2011	Full Day	Curriculum planning	Grade 12	
Feb 04, 2011	Early Dismissal	Curriculum planning	Grade 12	
Feb 25, 2011	Early Dismissal	Curriculum planning	Grade 12	
May 20, 2011	Early Dismissal	Curriculum planning	Grade 12	

22CTE-PT-H	1/2 day CTC - PM follow Grades 9 - 11 Calendars 181 Days in Session
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22CTE-IHC	1/2 day CTC - AM follow - Grade 12 Calendar 180 Days in Session
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Oct 08, 2010	Full Day	Curriculum planning	TWILIGHT (Gr. 12)	Aug. 30, 2010 - June 8, 2011 180 Days in Session
Jan 18, 2011	Full Day	Curriculum planning	TWI (Gr. 12)	
Oct 08, 2010	Full Day	Curriculum planning	TWILIGHT (Gr. 7 - 11)	Aug. 30, 2010 - June 8, 2011 181 Days in Session
Jan 18, 2011	Full Day	Curriculum planning	TWI (Gr. 7 - 11)	

Oct 08, 2010	Full Day	Curriculum planning	Lancaster Co. Academy	Aug. 30, 2010 - June 7, 2011 180 Days in Session
Mar 11, 2011	Full Day	Curriculum planning	LCA	

Calendar Submission (ACT 80) is now done and approved on-line through Pennsylvania Information Management System (PIMS) by Carol A. Alexander, Child Accounting

Days Lost with No Make-Up:

We have already lost one day - September 30, 2010 for the afternoon kindergarten group. They are as of January 25, 2011 showing 175 days in session with 452 hours and 5 minutes in session. 450 minutes is the minimum to have with no penalties.

LEAVES

February 22, 2011 Board Agenda

PROFESSIONAL EMPLOYEES

- Employee U* - March 17, 2011 – end of 2010-11 school year
Family Medical
- Employee V* - January 14, 2011 – February 21, 2011
Designated Family Medical
- Employee W* - May 2, 2011 – end of 2010-11 school year
Family Medical

Substitutes for February 22, 2011 School Board Meeting

* Pending receipt of required documents

Titus J. Allamena

Karen G. Bierly*

Ryan P. Flattery

Judy R. Gontz

Ellen R. Hivner

Jacob A. Hoffman

Daniel C. Newman

Mary E. Nolt

Joshua D. Snyder