

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, February 7, 2011  
Manor Middle School – Board Room

**DINNER**

(4:45)

**BOARD WORKSHOP**

(5:00 – 5:45)

Changing Accountability: Keystones/Common Core Standards

**EXECUTIVE SESSION**

(5:45 – 6:15)

Superintendent Evaluation

(6:15 – 6:45)

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 **Tuesday, February 22, 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:

January 18, 2011

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

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.

(7:15 – 7:20)

11<sup>th</sup> Annual Read-a-Thon – Mrs. Wall

Committee Action Requested:  
Information Only

Item 2.  
(7:20 – 7:40)

First Draft of the Long Range Capital Improvement Plan– Mr. Coleman & Mr. Johnston  
(see page 4)

*Explanation: A draft plan will be presented that addresses the long range capital needs of the district. The focus of improvements has shifted to deal primarily with energy conservation measures throughout the district. Also included will be a tentative timeline for 20 year life cycle building renovations.*

Committee Action Requested:  
Information Only

Item 3.  
(7:40 – 8:10)

Adoption of the Proposed Preliminary Budget for 2011-12 – Mr. Johnston  
(see enclosure)

*Explanation: The proposed preliminary budget will be presented for approval. Under Act 1, the district is required to pass a preliminary budget by February 16<sup>th</sup>. The budget is still in its early stages – the board will have the opportunity to pass another preliminary budget in May with the final budget being presented for adoption on June 6<sup>th</sup>.*

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

Item 4.  
(8:10 – 8:25)

RFP Discussion for Services – Dr. Leichliter and Mr. Johnston

*Explanation: Discussion will center around the practice of annually reviewing service contracts in place and recommendations for renewal or formal requests for proposals.*

Committee Action Requested:  
Information Only

Item 5.  
(8:25 – 8:45)

IU 13 Cyber Solutions – Dr. Leichliter and Mr. Reisinger

*Explanation: Dr. Leichliter and Mr. Reisinger will update the board on the status of the IU partnership.*

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.
- 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  
Capital Projects Plan - Preliminary

BUILDING	PROJECT	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	BUILDING TOTAL
CENTRAL MANOR	TOTAL - CENTRAL MANOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CENESTOGA	20 YEAR LIFE CYCLE BUILDING RENOVATION				\$ 15,000,000			\$ 15,000,000
CENESTOGA	TOTAL - CONESTOGA	\$ -	\$ -	\$ -	\$ 15,000,000	\$ -	\$ -	\$ 15,000,000
ESHLEMAN	ENERGY CONSERVATION UPGRADES		\$ 25,000					\$ 25,000
ESHLEMAN	TOTAL - ESHLEMAN	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
HAMBRIGHT	DEFER IMPROVEMENTS TO 2012-2013 20 YEAR LIFE CYCLE BUILDING RENOVATION		\$ 9,600,000					\$ 9,600,000
HAMBRIGHT	TOTAL - HAMBRIGHT	\$ -	\$ 9,600,000	\$ -	\$ -	\$ -	\$ -	\$ 9,600,000
LETORT	CONNECT TO MUNICIPAL SEWER	\$ 175,000						\$ 175,000
LETORT	CONNECT TO MUNICIPAL WATER	\$ 135,000						\$ 135,000
LETORT	ENERGY CONSERVATION UPGRADES	\$ 25,000						\$ 25,000
LETORT	TOTAL - LETORT	\$ 335,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,000
MARTIC								
MARTIC	TOTAL - MARTIC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PEQUEA	INSTALL MUNICIPAL WATER TO BUILDING		\$ 65,000					\$ 65,000
PEQUEA	20 YEAR LIFE CYCLE BUILDING RENOVATION			\$ 13,000,000				\$ 13,000,000
PEQUEA	TOTAL - PEQUEA	\$ -	\$ 65,000	\$ 13,000,000	\$ -	\$ -	\$ -	\$ 13,065,000
MARTICVILLE	PAVE BASKETBALL COURT	\$ 25,000						\$ 25,000
MARTICVILLE	TOTAL - MARTICVILLE	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
MANOR MIDDLE	UPGRADE BUILDING ENERGY MANAGEMENT CONTROLS	\$ 100,000						\$ 100,000
MANOR MIDDLE	INSTALL MOTORIZED OPERATORS ON THE GYM BLEACHERS	\$ 20,000						\$ 20,000
MANOR MIDDLE	REPLACE EXISTING SOFTBALL DUGOUTS	\$ 75,000						\$ 75,000
MANOR MIDDLE	ENERGY CONSERVATION UPGRADES	\$ 200,000						\$ 200,000
MANOR MIDDLE	REFINISH GYM FLOOR	\$ 35,000						\$ 35,000
MANOR MIDDLE	PAVE PARKING SURFACES	\$ 250,000						\$ 250,000
MANOR MIDDLE	20 YEAR LIFE CYCLE BUILDING RENOVATION					\$ 20,000,000		\$ 20,000,000
MANOR MIDDLE	TOTAL - MANOR MIDDLE	\$ 395,000	\$ 285,000	\$ -	\$ -	\$ 20,000,000	\$ -	\$ 20,680,000
HIGH SCHOOL	SECURITY SYSTEM UPGRADES	\$ 200,000						\$ 200,000
HIGH SCHOOL	REPOINT BRICK, CAULK WINDOWS AND EXPANSION JOINTS		\$ 100,000					\$ 100,000
HIGH SCHOOL	PAVING REPAIRS AND REPLACEMENT			\$ 400,000				\$ 400,000
HIGH SCHOOL	ENERGY CONSERVATION UPGRADES	\$ 100,000	\$ 100,000					\$ 200,000
HIGH SCHOOL	CARPET REPLACEMENT IN VARIOUS AREAS	\$ 35,000	\$ 50,000					\$ 85,000
HIGH SCHOOL	INSTALL HVAC SPLIT SYSTEM TO ATHLETIC DIRECTORS OFFICE	\$ 15,000						\$ 15,000
HIGH SCHOOL	SIDEWALK REPAIRS		\$ 25,000					\$ 25,000
HIGH SCHOOL	REPLACE ENERGY MANAGEMENT SYSTEM	\$ 200,000						\$ 200,000
HIGH SCHOOL	REPLACE DOOR HARDWARE	\$ 75,000						\$ 75,000
HIGH SCHOOL	REFURBISH CHILLERS				\$ 100,000			\$ 100,000
HIGH SCHOOL	20 YEAR LIFE CYCLE BUILDING RENOVATION					\$ 35,000,000		\$ 35,000,000
HIGH SCHOOL	TOTAL - HIGH SCHOOL	\$ 350,000	\$ 550,000	\$ 400,000	\$ 100,000	\$ -	\$ 35,000,000	\$ 36,400,000
COMET FIELD	WALKWAY, CURBING AND STORM WATER IMPROVEMENTS	\$ 400,000						\$ 400,000
COMET FIELD	TOTAL - COMET FIELD	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
DISTRICT	PURCHASE NEW DISTRICT VAN			\$ 28,000				\$ 28,000
DISTRICT	PURCHASE TRASH BARREL DUMPERS	\$ 45,000						\$ 45,000
DISTRICT	NEW FLOORING IN MODULARS	\$ 28,000						\$ 28,000
DISTRICT	PURCHASE NEW MOWING AND GROUNDS EQUIPMENT		\$ 45,000		\$ 45,000			\$ 90,000
DISTRICT	TOTAL - DISTRICT	\$ 73,000	\$ -	\$ 73,000	\$ 73,000	\$ 27,500	\$ -	\$ 246,500
	OVERALL TOTAL	\$ 1,578,000	\$ 10,425,000	\$ 13,475,000	\$ 16,173,000	\$ 20,027,500	\$ 35,000,000	\$ 95,676,500
	OVERALL TOTAL	\$ 1,578,000	\$ 925,000	\$ 475,000	\$ 173,000	\$ 27,500	\$ -	\$ 3,176,500

Agenda – School Board Meeting  
Penn Manor School District  
Monday, February 3, 2011  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER:

PRAYER AND FLAG SALUTE: Ms. Wert

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, February 22, 2011** following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: January 18, 2011  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

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

Item 2. Consent Agenda for the Committee of the Whole Meeting  
– (ROLL CALL)

A. Adoption of the 2011-2012 Proposed Preliminary Budget – The committee is recommending approval of the resolution to approve the 2011-2012 Penn Manor School District Proposed Preliminary budget with expenditures totaling \$65,493,640 (see pages 4 – 5).

*Explanation: Under Act 1, the district is required to pass a preliminary budget by February 16<sup>th</sup>. The budget is still in its early stages – the board will have the opportunity to pass another preliminary budget in May with the final budget being presented for adoption on June 6<sup>th</sup>.*

Item 3.

Consent Agenda for Administrative Actions –  
(ROLL CALL)

- A. “Second Reading” of the Penn Manor Energy Management Policy #719 – The administrative staff is recommending the approval of the “Second Reading” of the Penn Manor Energy Management Policy #719 (see pages 6 – 7).
- B. In-School Suspension Monitor/Clerical Aide Position – The administrative staff is recommending the elimination of the In-School Suspension Monitor/Clerical Aide position held by Brian S. Lamison for reasons of economy effective the last student day of the 2010-2011 school year.
- C. Student Assistance Program Team Leader Position – The administrative staff is recommending the elimination of the Student Assistance Program Team Leader position held by Darrin L. Donmoyer for reasons of economy effective June 30, 2011.
- D. District Painter / Floating Custodian Position – The administrative staff is recommending the elimination of the District Painter / Floating Custodian position held by Lorie Houghton for reasons of the economy effective February 13, 2011.

*Explanation: The position is being eliminated in response to a substantial decrease in the district maintenance budget. Existing personnel will be transferred to an open custodial position.*

- E. Delinquent Real Estate Taxes – The administrative staff is recommending ratification of the submission of delinquent real estate and interim taxes (see page 8).

*Explanation: Unpaid Real Estate Tax balances are turned over to Lancaster County Tax Claim Bureau for collection by the 15<sup>th</sup> of January.*

- F. Tax Exoneration – The administrative staff is recommending approval of the tax exoneration as cited (see page 9).

- G. Waiver of Custodial Fees – The administrative staff is recommending a waiver of custodial fees for Serteen program at Penn Manor High School held on Saturday, January 29, 2011.

- H. Approval of Tax Assessment Settlement – The administrative staff is recommending authorization for the solicitor to execute the stipulation settling the First National Bank of Lancaster County/PNC Bank tax assessment matter at a value of \$1,090,000 with resulting assessments of \$802,240 for 2009-2010, \$805,510 for 2010-2011 and \$819,680 for 2011-2012 ongoing (see enclosure).

*Explanation: The agreement is the result of ongoing discussions involving our solicitor and concerns and assessment appeal filed by First National Bank of Lancaster County/PNC Bank.*

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 10).
- B. Leaves – The administrative staff is recommending granting Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 11).
- C. 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 12).
- D. Resignations – The administrative staff is recommending the approval of the resignations of the individuals listed below per the effective date cited.  
Kayla Bowen – Learning Support Aide – effective 2/4/2011  
Amy Holden – Food Service – effective 2/4/2011  
Lorraine Snyder – Personal Care Aide – effective 1/31/2011  
Jill Wiedmaier – Teacher – effective 1/28/2011
- E. Twilight Instructor – The administrative staff is recommending the approval of Mindy Rottmund as an instructor in the Twilight Program at the professional rate.
- F. Transfer – The administrative staff is recommending the transfer of Lorie Houghton from the eliminated district painter/floating custodial position to the open second shift custodial position at Central Manor Elementary School effective February 14, 2011.
- G. Additional ESL Hours – The administrative staff is recommending approval for Alissa Hockley to be paid up to one half hour per day through the end of the school year at her calculated hourly rate to provide additional English as a Second Language education.

*Explanation: Time is being requested to provide instruction to 2 new ELL students.*

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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PENN MANOR SCHOOL DISTRICT

Resolution Approving Preliminary Budget

**RESOLVED**, by the Board of School Directors of Penn Manor School District, as follows:

1. The Proposed Preliminary Budget of the School District for the 2011- 2012 fiscal year on form PDE 2028 as presented to the School Board is adopted as a Preliminary Budget Proposal for the School District General Fund. The Administration and School Board will continue review of budget components, and the Preliminary Budget may be revised prior to adoption of a Final Budget for the 2011- 2012 fiscal year.
2. The Act 1 index applicable to the School District as calculated by the Pennsylvania Department of Education is 1.7%. The Preliminary Budget Proposal assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain approval for the referendum exceptions contemplated in the Preliminary Budget Proposal, including advertising once in a newspaper of general circulation and placing on the School District internet website **Act 1 Referendum Exception Notice** in substantially the form as presented to the School Board.
3. The School District shall continue to make the Preliminary Budget Proposal available for public inspection, and shall make the Proposed Final Budget in its then current form available for public inspection at least 20 days before the date scheduled for adoption of the Final Budget.
4. At least 10 days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise **Final Budget Notice** in substantially the form as presented to the School Board. The notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.
5. School District officials shall take all action necessary or appropriate to carry out the intent of this resolution.

**PENN MANOR SCHOOL DISTRICT**

**Act 1 Referendum Exception Notice**

Pursuant to Act 1, the Pennsylvania Department of Education publishes an index % applicable to the School District. The school district real estate tax increase for the next fiscal year is limited to the index % unless the proposed tax rate is approved by voters pursuant to a referendum or the School District qualifies for an Act 1 exception. As a result of special circumstances covered by an Act 1 referendum exception, a tax rate % increase above the index might be required to balance the School District budget for the next fiscal year. The tax to be levied is required to provide a quality education program as reflected in the School District Preliminary Budget.

The School District intends to seek approval from the Pennsylvania Department of Education or to the County Court as required by an Act 1 for an exception allowing increase of the real estate tax as reflected in the School District Preliminary Budget. The Preliminary Budget is available for public inspection at the School District offices, 2950 Charlestown Rd, Lancaster, Pennsylvania. On written request by any School District resident or taxpayer, the School District will provide a copy of the referendum exception application.

\_\_\_\_\_, Secretary

# PENN MANOR SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: ENERGY MANAGEMENT

ADOPTED:

REVISED:

719. ENERGY MANAGEMENT	
1. Purpose	The Board of the Penn Manor School District establishes these guidelines to ensure that every effort is made to conserve energy and natural resources while exercising sound financial and facilities management practices.
2. Authority	The implementation of this policy is the joint responsibility of the administration, teachers, students, support personnel and community members using district buildings. The success of the district's energy management program depends on cooperation from all individuals. The Board will assign the Director of Buildings and Grounds to assist in the implementation of this policy. An energy team will be established to oversee and monitor the program.
3. Delegation of Responsibility	<p>The Director of Buildings and Grounds will maintain accurate records of energy consumption and cost of energy and will provide information to the Board, administrators, staff and when appropriate the local media on the goals and progress of the energy conservation program.</p> <p>Building principals will be accountable for energy management in their building with routine energy audits being conducted to ensure energy management guidelines are being followed. It is the responsibility of the Director of Buildings and Grounds to ensure that an efficient energy operation is maintained on a daily basis through the proper use of the various energy management systems at each building.</p>
4. Guidelines	<p>To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:</p> <ul style="list-style-type: none"> <li>a. Staff and students are expected to actively participate in energy conservation activities.</li> <li>b. Staff is responsible for implementing the guidelines during the time that they are in the classroom/assigned work area.</li> <li>c. Custodians are responsible for implementing the guidelines in common areas, i.e., hall, cafeteria, restroom, meeting rooms, gyms, locker rooms, etc.</li> </ul>

- d. Since the custodians are typically the last to leave a building in the evening, they are responsible for verification of the night time shutdown. Any issues should be immediately reported to the Director of Buildings and Grounds.
- e. The principal is responsible for the total energy usage of his/her building.
- f. The Director of Buildings and Grounds shall perform routine energy audits of all facilities and communicate the audit results to the appropriate personnel.
- g. While implementing energy management is critical, the district is committed to and responsible for the maintenance of a safe and healthy learning/working environment and will do so following the guidelines of the U.S. Environmental Protection Agency's Tools For Schools Indoor Air Quality program, OSHA, ASHREA and other applicable codes, guidelines and regulations.
- h. "School Operations and Maintenance: Best Practices for Controlling Energy Costs—A Guidebook for K-12 School Business Officers and Facilities Managers" and the U.S. Environmental Protection Agency's Energy Star Program shall be the basis of the district's energy management program.
- i. The district shall actively participate in the U.S. Environmental Protection Agency's Energy Star Program and achieving an Energy Star rating of seventy-five (75) or greater shall be a goal at each building, where reasonably possible. All new construction and equipment purchases shall comply with the Energy Star guidelines.
- j. To complement the district's energy management program, the district shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including electrical, HVAC, building envelope and moisture control.

5. Regulations

In order to carry out this Energy Management Policy, the Superintendent or his designee shall develop Energy Conservation Regulations which will provide specific details and protocols for the implementation of the policy. The Regulations shall be distributed throughout the schools to help ensure the overall success of this policy. The Regulations shall be implemented immediately and reviewed by the Director of Building and Grounds on an annual basis.

**PENN MANOR SCHOOL DISTRICT  
2010-11 DELINQUENT REAL ESTATE TAXES  
TURNED OVER TO TAX CLAIM ON JANUARY 15, 2011**

Listed below is the total of the Real Estate and Interim Taxes for each township:

			#Parcels
<b><u>REAL ESTATE</u></b>	<b><u>BASE</u></b>	<b><u>PENALTY</u></b>	
CONESTOGA	\$ 97,403.90	\$ 107,144.33	74
MANOR	\$ 305,208.60	\$ 335,729.53	211
MARTIC	\$ 127,656.54	\$ 140,422.25	97
MILLERSVILLE	\$ 49,859.84	\$ 54,845.84	34
PEQUEA	\$ 67,305.15	\$ 74,035.70	35
<b>TOTAL</b>	<b>\$647,434.03</b>	<b>\$712,177.65</b>	<b>451</b>
<b><u>INTERIMS</u></b>	<b><u>BASE</u></b>	<b><u>PENALTY</u></b>	
CONESTOGA	\$ 5,944.77	\$ 6,539.25	1
MANOR	\$ 9,282.96	\$ 10,211.27	5
MARTIC	\$ 722.05	\$ 794.26	1
MILLERSVILLE	\$ -	\$ -	
PEQUEA	\$ -	\$ -	
<b>TOTAL</b>	<b>\$15,949.78</b>	<b>\$ 17,544.78</b>	<b>7</b>
<b>GRAND TOTAL</b>	<b>\$663,383.81</b>	<b>\$729,722.43</b>	<b>458</b>

PENN MANOR SCHOOL DISTRICT - February 7, 2011  
2010 REAL ESTATE TAX EXONERATION

<u>BILL NO.</u>	<u>NAME</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
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<u>MANOR TOWNSHIP</u>				
41010 - 3 - 2262	BEAM, TYLER	DISABLED VETERAN	\$ 157,100.00	\$ 2,585.87

### Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	Notes
2/7/2011	Robinson	Christina	Support Staff Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 2/7/2011 Substitute - As Needed
2/7/2011	Kauffman	Connie	Support Staff Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 2/7/2011 Substitute - As Needed
2/7/2011	Sourbeer	Leona	Personal Care Aide	Estleman	4.50	181	\$ 9.90	For the 2010-11 School Year Only	4.50	Effective 1/24/2011 Enrollment Related - 2010-11 School Year
2/7/2011	Lane	Wendy	Personal Care Aide	High School	5.75	181	\$ 9.90	For the 2010-11 School Year Only	4.50	Effective 1/28/2011 Enrollment Related - 2010-11 School Year
2/7/2011	Ciesnolewicz	Janalyn	Learning Support Aide	Central Manor	5.00	181	\$ 9.90	For the 2010-11 School Year Only	5.00	Effective 2/4/2011 Enrollment Related - 2010-11 School Year

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

\* signifies a change in status

LEAVES

February 7, 2011 Board Agenda

CLASSIFIED EMPLOYEES

- Employee R* - January 3, 2011 – January 17, 2011  
Designated Family Medical
- Employee S* - November 16, 2010 – January 9, 2011  
Designated Family Medical
- Employee T* - December 15, 2010 – March 8, 2011  
Designated Family Medical

**Substitutes for February 7, 2011 School Board Meeting**

Mollie E. Albany

Dana M. Albright

James D. Cowan

LeeAnn Loreto

Nancy J. Morrell

Stacey Lynn Wenger

Tracy D. Wilcox