

Agenda – Committee of the Whole  
Penn Manor School District  
Tuesday, January 18, 2011  
Manor Middle School – Board Room

**EXECUTIVE SESSION**

4:30	Dinner
(4:45 – 5:15)	Superintendent Evaluation
(5:15 – 7:00)	Negotiations
	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, February 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: January 3, 2011  
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Katie Maisel and Evan Bigler

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.  
(7:15 – 8:00)

Keystone Exams and AP Course – Ms. Pollock, Mr. Gale,  
Mr. Edwards and Mr. Eby

Committee Action Requested:  
Information Only

Item 2.  
(8:00 – 8:30)

Energy Management Policy and Regulations – Mr. Johnston and  
Mr. Coleman  
(see pages 3 – 8)

Committee Action Requested:  
Approval for Placement on January 18 School Board Meeting Agenda  
for a “First Reading” the Energy Management Policy

Item 3.  
(8:30 – 9:30)

2011-2012 Budget – Leadership Team  
(see pages 9 – 11)

*Explanation: A broad summary of the 2011-12 budget will be presented with comparisons to the current year budget. The presentation will include discussion of budget cuts proposed by the administration. In addition, a resolution to limit any potential tax increase to the allowable index under Act 1 will be presented and discussed. An alternative resolution concerning the advertising of the proposed preliminary budget and the authorization to seek Act 1 exceptions for possible use will also be presented.*

Committee Action Requested:  
Approval for Placement on January 18 School Board Meeting Agenda

## 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

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.

# ADMINISTRATIVE GUIDELINES

## ENERGY CONSERVATION AND BUILDING MANAGEMENT REGULATIONS

### General

1. Classroom doors shall remain closed when the heating and cooling systems are operational. Doors between conditioned space and non-conditioned space or the outdoors must remain closed at all times (i.e. between hallways and gym areas).
2. Data loggers and other monitoring equipment will be used to monitor humidity, temperature, light levels, CO2 and other indoor air quality conditions throughout the district's buildings to ensure compliance with energy guidelines.
3. Exhaust fans shall be turned off during unoccupied hours except where necessary to control temperature, humidity, smells, or fumes in areas such as unconditioned gyms, locker rooms, kiln rooms.
4. Office equipment (copiers, typewriters, radios, digital equipment, laminators, etc.) shall be switched off each night and during unoccupied times. Fax machines may remain on.
5. All computers shall be turned off each night. This includes the monitor, local printer, LCD projectors and speakers. Network equipment is excluded.
6. All PC's, copiers and other large equipment should be programmed for the energy saver mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor sleeps after ten (10) minutes of inactivity.

### Air Conditioning Equipment

1. Occupied temperature settings shall not be set below 75° F.
2. During unoccupied times, the air conditioning equipment shall be off, except as may be necessary to adequately prepare a room for later use. The unoccupied period begins when the students leave the area at the end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted, depending on weather, to ensure classroom comfort when school begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated as appropriate in all areas that have them.

6. For any 24-hour period of time, relative humidity levels shall not average greater than sixty percent (60%) where controls are available.
7. Air conditioning should not be utilized in classrooms, empty offices, gyms, cafeterias, etc. during the summer months unless they are being used for summer programs. However, air conditioning can be employed as needed to help prevent indoor air quality problems and damage to the building such as preventing mold growth/excessive humidity.

### Heating Equipment

1. Occupied temperature settings shall not be above 72° F.
2. The unoccupied temperature setting shall be 55° F (i.e. setback). This may be adjusted to a 60° F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120° F or 140° F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water recirculating pumps are switched off during unoccupied times.
7. The use of portable electric heaters is a serious fire hazard and thus they are prohibited from use in any district's building.

### Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. Teachers shall make certain that lights are turned off when leaving the classroom empty.
2. Natural lighting shall be used where appropriate. Shades shall be used to filter excessive sunlight/prevent excessive heating during the cooling season.
3. All outside lighting shall be turned off during daylight hours.
4. Gym lights shall not be on unless the gym is being utilized.
5. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
6. Refrain from turning lights on unless definitely needed. Remember lights not only consume electricity, but they also give off heat that places an additional load on the air conditioning equipment and thus increases the amount of electricity required to cool the room.

## Water

1. Ensure all plumbing leaks are reported and repaired immediately.
2. Turf watering will be done between 5:00 a.m. and 10:00 a.m. or after 10:00 p.m.

## Space Temperature

Space temperature will be maintained within the following ranges. The inability of mechanical systems to meet this requirement will be addressed by a high priority work order.

1. Heating season—occupied:
  - a. Classrooms 68° -- 72° F
  - b. Offices 68° -- 72° F
  - c. Shower Rooms 72° -- 76° F
  - d. Hall and Stairs 63° -- 67° F
  - e. Auditoriums 68° -- 72° F
  - f. Gymnasiums 64° -- 68° F
2. Heating season—unoccupied:
  - a. All Spaces 55° – 60° F
3. Occupied air conditioned spaces during the cooling season:
  - a. All Spaces 75° – 78° F
4. Unoccupied air conditioned spaces during the cooling season:
  - a. Where possible, all mechanical cooling equipment shall be turned off or to an unoccupied mode as soon as the space it serves is unoccupied.

## **Personal Appliance Costs**

The following costs will be charged to personnel bringing into the classroom/building the following items:

<b>Refrigerators:</b>	<b>\$100.00 per school year</b>
<b>Microwaves:</b>	<b>\$50.00 per school year</b>
<b>Portable Fans:</b>	<b>\$20.00 per school year</b>
<b>Coffee Pots:</b>	<b>\$20.00 per school year</b>

**The following are not allowed in the classroom/building due to safety concerns:**

Toaster Ovens, Electric Fry Pans and other Cooking Equipment, Candles, Candle Warmers and Scent Burners, Electric Heaters, Foot Warmers and Foot Massage Devices

### **Procedure for bringing in personal appliances:**

All appliances must be pre-approved and paid before use. A device sticker will be provided for each device.

Any appliance found in a classroom/building that has not been pre-approved and paid for will be removed.

No money will be refunded if an appliance is removed by the District or the individual.

No modifications to the classroom/building will be made to accommodate personal appliances.

No extension cords may be run for personal appliances.

If the use of a personal electrical device causes interference with the electrical or data systems in the buildings, the district reserves the right to remove the appliance.

\* In this case, monies will be returned to the owner of the appliance.

The Board of the Penn Manor School District directs the Superintendent and/or his/her agents to develop and implement short and long range strategies in the areas of energy conservation, facilities management and preventive maintenance.

**PENN MANOR SCHOOL DISTRICT**

**Accelerated Budget Opt Out Resolution**  
**Certifying Tax Rate Within Inflation Index**  
**(and No Need to Comply with Act 1 Accelerated Budget Procedures)**  
**2011-2012 School Year**

**Background.** Act 1 § 311(a), 53 P.S. § 6926.311(a), requires a new budget adoption timeline and procedure unless a school district, no later than 110 days before the primary election, adopts a resolution containing the certifications incorporated in this resolution. The deadline this year is January 27, 2011. After adoption of a resolution containing such certifications, § 311(d) authorizes a school district to comply with pre-Act 1 budget adoption rules as set forth in School Code § 687, 24 P.S. § 6-687. The School Board has reviewed the school district preliminary budget or has other information sufficient to make a determination that the budget for the next fiscal year can be funded based on maintaining current tax rates or increasing taxes by an amount less than or equal to the Act 1 index. In lieu of the new budget adoption timeline and procedure, the School Board wishes to make the required certifications and comply with pre-Act 1 budget adoption rules.

**RESOLVED**, that the Board of School Directors of Penn Manor School District, makes the following unconditional certifications:

1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. This conclusion is based on the school district preliminary budget or other information available to the School Board.
2. The applicable index for the next fiscal year is 1.7%, and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.
3. The School Board has to date and in the future will comply with the rules set forth in School Code § 687 for adoption of the school district proposed and final budgets for the next fiscal year.
4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.

**ADOPTED** by the School Board January 18, 2011.

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

PENN MANOR SCHOOL DISTRICT

Preliminary Budget Notice  
and Act 1 Referendum Exception Notice

**NOTICE** is given that the Proposed Preliminary Budget for the General Fund of Penn Manor School District for the 2011- 2012 fiscal year is available for public inspection at the school district offices, 2950 Charlestown Road, Lancaster, Pennsylvania, and will be presented for adoption as a Preliminary Budget Proposal at a school board meeting to be held in the Board Conference room of the Manor Middle School, 2950 Charlestown Road, Lancaster, Pennsylvania, at 7:00 p.m. on February 7, 2011. The Preliminary Budget Proposal may be amended before adoption.

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 Act 1 for an exception allowing increase of the real estate tax as reflected in the School District Preliminary Budget. 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

**Resolution Authorizing Proposed Preliminary Budget  
Display and Advertising  
and Authorizing Referendum Exception**

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

1. The School District shall make the Proposed Preliminary Budget available for public inspection at least 20 days before the date scheduled for adoption of the Preliminary Budget.
2. At least 10 days before the date scheduled for adoption of the Preliminary Budget, the Secretary shall advertise a **Preliminary 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.
3. 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.

**ADOPTED** by the School Board January 18, 2011.

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

Agenda – School Board Meeting  
Penn Manor School District  
Tuesday, January 18, 2011  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER: Dr. Richard Frerichs

PRAYER AND FLAG SALUTE: Mr. Christopher Straub

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, February 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: January 3, 2011  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: November 2010  
<http://www.pennmanor.net/blog/category/tr/>

PAYMENT OF BILLS: December 2010  
(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. Lancaster County C. T. C. 2011-2012 General Fund Budget – The committee is recommending approval of the Lancaster County C. T. C. 2011-2012 General Fund Budget.

B. “First Reading” of the Penn Manor Energy Management Policy #719 – The committee is recommending the approval of the “First Reading” of the Penn Manor Energy Management Policy #719 (see pages 4 – 5).

- C. Budget Resolution – The committee is recommending approval of the resolution \_\_\_\_\_ as presented in the Committee of the Whole.

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 6 – 7).

*Explanation: The Technology Department is recommending disposal of the obsolete items on the attached list. None of the items on the list are in serviceable condition. There is no resale value for the items. Susquehanna Association for the Blind and Vision Impaired will remove the items at no charge to the school district.*

- B. 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/>).

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

- D. Underground Storage Tank Testing – The administrative staff is recommending approval of the proposal by Crompco, LLC for tightness testing of the underground storage tanks at Central Manor, Hambright and Pequea Elementary Schools for \$1,500.

*Explanation: The tightness tests are required by the district’s insurance company.*

- E. Survey Services – The administrative staff is recommending approval of the proposal by Diehm & Sons, Inc. to provide survey services and line marking at the High School for \$1,000.

*Explanation: The survey services are needed to accurately determine the boundary line with a neighboring property.*

- F. Change Order for Modular Classroom Relocation Electrical Contract – The administrative staff is recommending approval of a change order totaling \$351.80 for the contract with Ben’s Electric associated with the relocation and set up of the modular classrooms at Manor Middle School.

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 pages 8 – 9).

- B. Leaves – The administrative staff is recommending granting Intermittent Family Medical and Designated Family Medical Leaves to the individuals listed on according to the terms listed (see page 10).
- 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.  
Zachary J. Horst  
Molly E. Rakos
- D. Tenure – The administrative staff is recommending that Patricia L. Shover be granted tenure as she has completed three years of satisfactory teaching performance within the school district.

## ADJOURNMENT

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# PENN MANOR SCHOOL DISTRICT

SECTION: PROPERTY

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<b>HS INVENTORY FOR RECYCLE - 100 East Cottage Ave Millersville</b>		
<b>MAKE</b>	<b>MODEL</b>	<b>SERIAL NUMBER/TAG</b>
MAC	Fruity iMac	YN019BVB88
MAC	Fruity iMac	XA03205JJQH
MAC	Fruity iMac	XA03204UJUH
MAC	Fruity iMac	YM0383K7JWQ
MAC	eMac	11101
MAC	eMac	14944
MAC	Fruity iMac	5275
MAC	Fruity iMac	XA03206XJQM
iBOOK 14"	MAC	6595
iBOOK 14"	MAC	10195
iBOOK 14"	MAC	10196
iBOOK 14"	MAC	Stacy Riffert
iBOOK	MAC	100747
iBOOK	MAC	
iBOOK	MAC	102049
iBOOK	MAC	101899
iBOOK	MAC	7521
iMac	Accessory Kit	3- BOXES
CARTRIDGE	Lexmark	2-BOXES- No GOOD
CARTRIDGE	R74	5- BOXES OPENED SEALS NO GOOD
PC	N/A	ECDG020131
PC	N/A	D71010413700297
PC	N/A	D71010413700284
PC	N/A	ECSZ010115
PC	N/A	T9605717
PC	N/A	T9605718
PC	N/A	9S3Z10B
PC	N/A	8V59F
PC	MONITOR	CM2317P
PC	MONITOR	ARSCM769D
		<b>Laser printers at High School</b>
		Dell W5300
		HP Laserjet 2200 DTN
		Lexmark T420
		Lexmark E323
		Dell W5300
		Lexmark T620
		HP Laserjet 2100 TN
		HP Laserjet 2100 TN
		Dell 1700N
		Lexmark E232

PC	MONITOR	D760TACOST01	Lexmark E323
PC	MONITOR	D761VACOSP02	Lexmark E332N
PC	MONITOR	D760TACOMM01	Dell 1700N
PC	MONITOR	5781	
PC	MONITOR	N/A	
ESPN	C62	FCS RM234	
ESPN	C62	N/A	
HP	950C	N/A	
Lex	Z53	N/A	
OMNI Clone	5U	55938	
Quatum Tape drive	accessories		
<b>PC (10)</b>	<b>PIII</b>	<b>1ghz (256MB)</b>	
<b>PC (46)</b>	<b>Celron</b>	<b>1.30ghz (256Mb)</b>	
<b>Manor Middle School - 2950 Charlestown Road - Lancaster</b>			
Assorted PCs (28)		Celron 1.3Ghz (256MB)	
Assorted AOC Monitors (19)			
Lexmark T620 Printer			
Server rack management (2)			
<b>Marticville Middle School - 356 Frogtown Road Pequea</b>			
1	1 Planner monitor		
2	2 data projectors		
37	Assorte iMacs		
16	Whitebox Celérons		

PENN MANOR SCHOOL DISTRICT

January 18, 2011 Board Agenda

New employee for the 2010-2011 school year:

Carrodo, Melissa A. – secondary professional employee, long-term substitute, second semester, B.S. +12 Degree, no experience, Step 1, \$40,987 (\$20,493.40 prorated 94 days plus 1 in-service day).  
Assignment: Mathematics Teacher/Penn Manor High School

*Melissa Carrodo was a day-to-day substitute during the first semester of the 2010-11 school year. She is a graduate of West Chester University and has five years teaching experience, most recently at Octorara Area School District, prior to that she taught eighth grade math in the Cecil County Public Schools.*

### 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
1/18/2011	Rachor	Rita	Support Staff Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 1/18/2011 Substitute - As Needed
1/18/2011	Long	Carrie	Support Staff Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 1/18/2011 Substitute - As Needed
1/18/2011	Armstrong	Sandra	Food Service Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 1/18/2011 Substitute - As Needed
1/18/2011	Ciesnolewicz	Janalyn	Learning Support Aide	Central Manor	5.00	109	\$ 9.90	For the 2010-11 School Year Only	5.00	Effective 1/18/2011 Enrollment Related - 2010-11 School Year
1/18/2011	Kemrer	Georgann	Learning Support Aide	Central Manor	5.00	72	\$ 9.90	For the 2010-11 School Year Only	5.00	Effective 1/18/2011 Enrollment Related - 2010-11 School Year
1/18/2011	Menderhall	Tracy	Personal Care Aide	High School	5.75	181	\$ 9.90	For the 2010-11 School Year Only	5.75	Effective 1/18/2011 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

January 18, 2011 Board Agenda

PROFESSIONAL EMPLOYEES

- Employee O* - October 7, 2010 – December 29, 2010  
Designed Family Medical
- Employee P* - October 28, 2010 – October 27, 2011  
Intermittent Family Medical

CLASSIFIED EMPLOYEE

- Employee Q* - November 8, 2010 – January 30, 2011  
Designed Family Medical