

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, January 2, 2012  
Manor Middle School – Board Room

**DINNER**

(4:15)

**WORKSHOP:**

(4:30 – 5:30)

Hambright Schematic Design Review

**EXECUTIVE SESSION**

(5:30)

(5:45)

(6:00)

Superintendent's Evaluation

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 **Tuesday, January 17, 2012** at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES:

December 5, 2011

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

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**Item 1.**

(7:15)

Recognition of 2011 NSCAA All-American Soccer Team – Mr. Zapata

*Explanation: The Board will recognize the 2011 Girls' Soccer Team acknowledged by the Soccer Coaches Association as one of the top 20 programs in the nation.*



**PENN MANOR SCHOOL DISTRICT  
BOARD COMMITMENTS**

Revised: October 3, 2011

**BOARD ASSIGNMENTS TO OTHER BOARDS OR ORGANIZATIONS  
Elected by Board**

**I. U. Board** – (3 year term – 7/1/2009 – 6/30/2012)  
Richard Frerichs

**Lancaster-Lebanon Joint Authority** -- (5 year term - 1/1/2009 to 12/31/2013)  
Jeffrey Kreider

**CTC Joint Authority** -- (4 year term – 1/1/2011 to 12/31/14)  
Wade Groff

**Elected Yearly in December**

**Lancaster Academy**  
Donna J. Wert      Amber Green, Alternate

**Lancaster County Career & Technology Center JOC**  
Kirk Schlotzhauer      Chris Straub, Alternate

**Lancaster County Tax Collection Bureau**  
Christopher Johnston      Judy Duke, Alternate

**Tax Collector**  
Christopher Johnston

**APPOINTMENTS TO OTHER BOARDS OR ORGANIZATIONS**  
**Appointed by President – one year terms (appointed after reorganization)**

**Agriculture Advisory Committee (1)**

Frank Hoke

**PSBA Liaison (1)**

Rich Frerichs

**Athletic Wall of Honor (1)**

Ken Long

**Wellness (1)**

Donna Wert

**Distinguished Awards Wall of Honor (1)**

Ken Long

**Millersville 2020 (1)**

Kirk Schlotzhauer

**Employee of the Year (1)**

Johnna Friedman

**Library Committee (1)**

Amber Green

**STANDING COMMITTEES**  
**Appointed by President – one year terms (appointed after reorganization)**  
**These committees are regular committees of the board**

**Judicial Review** - As Needed – (3 members per meeting)

Richard Frerichs  
Johnna Friedman  
Amber Green  
Frank Hoke  
Ken Long  
Herk Rintz  
Kirk Schlotzhauer  
Christopher Straub  
Donna Wert

**Superintendent Evaluation**

Johnna Friedman (c)  
Herk Rintz  
Chris Straub

**Grievance** – As needed – (3 members per meeting)

Richard Frerichs  
Johnna Friedman  
Amber Green  
Frank Hoke  
Ken Long  
Herk Rintz  
Kirk Schlotzhauer  
Christopher Straub  
Donna Wert

**AD HOC COMMITTEES**

**Appointed by President – appointed for a specific purpose**

**These are board committees and are eliminated or reorganized after their specific purpose has been achieved**

**Master Facilities**

Ken Long (c)

Johnna Friedman

Kirk Schlotzhauer

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**Act 93**

Donna Wert (c)

Johnna Friedman

Amber Green

**BOARD LIAISONS TO ADMINISTRATION**  
(available to the administration on an as needed basis for input)  
Appointed by President – one year appointment  
(appointed after reorganization)

**Supplemental Materials**

Rotation based on interest and expertise

**Textbook Review**

Donna Wert (l)  
Kirk Schlotzhauer  
Herk Rintz

**Transportation**

Chris Straub (l)  
Johnna Friedman

**Board Policy**

Rich Frerichs

**District Audit**

Frank Hoke

**Employee Recognition Event**

Johnna Friedman

**Legal Review**

Chris Straub

**IU Negotiations**

Kirk Schlotzhauer

**Co-Curricular**

Herk Rintz (l)  
Johnna Friedman  
Frank Hoke

**Financial Services**

Kirk Schlotzhauer

**Architectural Services**

Ken Long

**Media Advertising**

Frank Hoke

**Professional Development/  
Strategic Plan**

Amber Green  
Frank Hoke  
Ken Long

**Real Estate RFP**

Ken Long  
Chris Straub  
Rich Frerichs

**Assessments**

Herk Rintz  
Donna Wert

**Record Management**

Chris Straub

Agenda – School Board Meeting  
Penn Manor School District  
Monday, January 2, 2012  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE Dr. Frerichs

FLAG SALUTE: Ms. Wert

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, January 17, 2012** following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: December 5, 2011  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: November 2011

PAYMENT OF BILLS: November 2011  
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	3,108,730.24
Cafeteria Fund	\$	94,013.98
Capital Reserve Fund	\$	20,641.43
2010 Construction Fund	\$	32,897.10
Student Activity Fund	\$	20,167.17

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

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

- A.    Revised Job Descriptions: (see pages 6-18)  
Assistant Superintendent  
Business Manager  
Director of Student Support Services  
Supervisor of Elementary Education  
Technology Director
  
- B.    Lancaster County Career & Technology Center Representatives appoint \_\_\_\_\_ as representative to the Lancaster County Career & Technology Center and \_\_\_\_\_ as alternate.
  
- C.    Lancaster County Academy Representatives appoint \_\_\_\_\_ as representative to the Lancaster County Academy Joint Operating committee and \_\_\_\_\_ as alternate.
  
- D.    Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
  
- E.    Appointment of Tax Collector – Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
  
- F.    Appointment of Board Treasurer – Christopher L. Johnston, Business Manager, as Board Treasurer for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
  
- G.    Appointment of Board Secretary – Paula E. Howard as Board Secretary for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.

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

- A.    Revised 2011 – 2012 Penn Manor School District Calendar (see page 19)

*Explanation: Administration is recommending a change to the May early dismissal from May 18 to May 11 to accommodate Post Prom set-up.*

- B. JAMF Software License Contract -- License and support contract with JAMF Software (Minneapolis, MN) in the amount of \$23,850.00 for a one-year period effective January 9, 2012.

*Explanation: The agreement will permit continuation of the remote software update and computer management tools in use across the district network since 2007. A total of 2,385 staff and student Macs are covered under this agreement.*

- C. Approval to Contract with IU 13 to complete a district All Hazards Plan in the amount of \$2,400.

*Explanation: Pennsylvania Chapter 10 regulations now require the district to have an All Hazards Plan modeled on the PEMA All Hazard Plan. IU 13 will complete this plan with participation from relevant district personnel.*

- D. Judicial Review Committee Actions as cited (see pages 20-28)

- E. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Account	President
PMSD Payroll Account	Vice President
Cafeteria Account	Treasurer
Capital Reserve Accounts	
PMSD Section 125 Accounts	
Construction Fund Accounts	
PMSD Student Activity Fund Account	
PMSD Student Activity Athletic Fund Account	

*Explanation: To formally authorize two board members to represent the district as designated signers for the above checking accounts.*

- F. Mileage Rate Approval – The administrative staff is recommending approval of the standard mileage rate for business use of an automobile from 55.5 cents per mile to the amount to be determined by the IRS effective January 1, 2012.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.*

- G. Marticville Middle School Bleacher Safety Railings – proposal from C. M. Eichenlaub Co. To furnish and install the safety railing for the bleachers at Marticville Middle School for \$3,113.

*Explanation: for the addition of fold down aisle rails identified as required from the 11/3/2011 safety inspection.*

- H. Appointment of Special Counsel to the School Board at the hourly rate of \$185.00 plus expenses.  
Stephen S. Russell, Stock and Leader LLP
- I. Open Campus Initiative – The administrative staff is recommending the approval of the open campus initiative pilot between Penn Manor, Hempfield and Manheim Township.

**Item 4.      Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Employment and Change in Status of the individuals listed per the effective date for the 2011-2012 school year (see page 29)
- B. Substitute Teachers 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 30)
- C. Leaves to the individuals according to the terms listed:
  - Professional Employee:
    - Employee Y1 - April 2, 2012 - end of the 2011-2012 school year, Family Medical
    - Employee Z1 - December 1, 2011 - November 30, 2012, Intermittent Family Medical
  - Classified Employee:
    - Employee A2 - September 8 - November 30, 2011, Designated Family Medical
    - Employee B2 - November 14 - December 18, 2011, Designated Family Medical
    - Employee C2 - November 8 - December 18, 2011, Designated Family Medical
- D. Head Coaches Recommended for Renewal for the Fall 2012 Season:
  - Boys' Soccer – Steve McCabe
  - Cheerleading – Cindy Bachman
  - Cross Country – Robert Ulmer/Tom Ecker (co-head coaches)
  - Football – Todd Mealy
  - Girls' Tennis – Vickie Miller
  - Girl's Volleyball – Jarod Staub
  - Golf – Trevor Pope
- E. Special Education Aide Co-curricular Hours for the individual listed below to provide assistance to a special education student during co-curricular activities, up to 15 hours at the existing hourly rate.
  - Amy Reis
- F. Contracted Psychologist Hours for the individual listed below to provide special education evaluations in Spanish, up to 15 hours at the rate of \$70.00 per hour.
  - Elaine Torres

G. Science Tutor, individual listed below, for the Penn Manor Virtual School effective December 15, 2011 for the 2011-2012 school year at the professional hourly rate to provide tutoring as required.

Kristin Sloyer

H. Resignation of the individual listed below per the effective date cited.

Kate Diem – ERA-LTS, December 6, 2011

Laura Jefferson – Food Service, January 2, 2012

Kelly Musser – Middle School Teacher, December 23, 2011

Bonnie Weidman – ERA-Academic Support, December 20, 2011

## ADJOURNMENT

### SCHEDULING AN APPEARANCE ON THE AGENDA

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

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

# Assistant Superintendent

Department: Central Administration  
Location: District Office  
Salary: Per Leadership Team Schedule  
Status: Salaried Position – 12 Month, Year Round  
Reports To: Superintendent of Schools

## Purpose and Scope of Responsibilities

Under the supervision of the Superintendent, the Assistant Superintendent provides collaborative, innovative and responsive leadership in the planning, development, implementation, maintenance and management of Penn Manor's secondary educational programs and services. This position works collaboratively with the leadership team to set strategic priorities and implement programs and procedures to support, implement and achieve district academic and operational objectives.

## Qualifications

The Assistant Superintendent must have knowledge of state and federal requirements related to curriculum and instruction, knowledge of current educational trends and research and an understanding of school operations. A Master's Degree is required and a Doctorate is preferred. Pennsylvania Superintendent's Letter of Eligibility is required. Experience as a school administrator is required.

## Essential Function and Responsibilities

This position interfaces with staff, faculty and the community on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, by are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

- Advise and assist the Superintendent in all aspects of secondary school operations.
- Assist with the recruitment, screening, evaluation and selection of professional employees in the secondary division.
- Assist in the supervision of secondary professional staff members.
- Prepare and implement Instructional Support Plans at the secondary level.
- Work with Supervisor of Elementary Education and the Director of Technology in the review of assessment data and programs related to the use of assessment data to improve instruction.
- Assist in the preparation of written evaluations for secondary line administrators.
- Recruit, supervise and provide for the assignment of secondary level teacher substitutes.
- Supervise PSSA and other mandated testing programs at the secondary level.
- Work in cooperation with the high school and middle school principals to supervise and evaluate all department coordinators.

- Arbitrate disputes, which may arise at the building level between administrators, teachers, support staff members, parents and students at the secondary level.
- Assist Superintendent in development and implementation of teacher evaluation system.
- Work in conjunction with Supervisor of Elementary Education to supervise the development and implementation of the program for professional education, new teacher induction and Act 48.
- Work in conjunction with Supervisor of Elementary Education on the assignment of student teachers.
- Work in conjunction with Supervisor of Elementary Education to complete state strategic plan.
- Monitor homebound and home school programs including athletic portfolios.

### **Other Duties**

- Perform other duties as assigned by the Superintendent.
- Attend Intermediate #13 Curriculum Council Meeting.
- Coordinate connections with institutions of higher learning.
- Work in conjunction with the Supervisor of Elementary Education to plan and execute Excel and other administrative staff development opportunities.

### **General Skills and Capabilities**

- Appropriate keyboarding skills.
- Proficiencies with technological communication tools including, but not limited to word processing, internet access and utilization, online budgeting and the full and effective use of the district's email software.
- A valid Pennsylvania driver's license and access to independent transportation.
- Ability to communicate well at all organizational levels.
- Ability to create and delegate assignments.
- Ability to exercise good judgment in prioritizing tasks and decision making.
- Ability to maintain confidentiality.
- Ability to form appropriate relations and to work as a team member and be an example of Plus One Customer Service at all times.

### **Physical and Personal Limitations and Requirements**

- Repetitive movement of fingers and hands for keyboarding.
- Visual acuity to read significant amounts of correspondence, reports and computer screen data.
- Auditory acuity for telephone and oral communication.
- A temperament appropriate for work as a team member and manager.
- Frequent walking and standing.
- Manual dexterity for the operation of office equipment.
- Some carrying and lifting - 15 to 30 pounds.
- Ability to speak clearly and distinctly.

*Pending Board Approval November 2011*

# Business Manager

Department: Central Administration  
Location: District Office  
Salary: Per Leadership Team Schedule  
Status: Salaried Position – 12 Month, Year Round  
Reports To: Superintendent of Schools

## Purpose and Scope of Responsibilities

Under the supervision of the Superintendent, the Business Manager provides collaborative, innovative and responsive leadership in the planning, development, implementation, maintenance and management of Penn Manor's financial, budgetary, and facilities operations and services. This position works collaboratively with the leadership team to set strategic priorities and implement financial processes and procedures to support, implement and achieve district academic and operational objectives.

## Qualifications

The Business Manager must have knowledge of school finance procedures including budget design, revenue projection, investments, taxation, state and federal requirements governing school finance, contractual negotiations, school construction, benefit management and alternative revenue options. Status as a "Registered School Business Administrator", a Master's Degree and central office experience are required.

## Essential Functions and Responsibilities

This position interfaces with staff, faculty and the community on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, by are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

- Serve as a member of the Superintendent's Leadership Team.
- Assist the Superintendent in all aspects of district operations.
- Assist the Superintendent and the School Board in preparing for effective contract negotiations.
- Assist the Superintendent and the School Board on matters related to the interpretation and implementation of the negotiated agreement.
- Assist the Superintendent and the School Board on matters related to the sale and/or purchase of property.
- Supervise and perform duties related to auditing, financial planning, buildings and grounds operations, custodial and maintenance operations, food service, insurance/risk management, office management, payroll accounting, records management, purchasing, fixed assets and tax administration.
- Develop and implement procedures for the effective operation of all district fiscal functions that insure that the accounting procedures of the district are in full compliance with appropriate law and guidelines for the short and long term fiscal needs of the district.

- Schedule and coordinate approved audits in review of the district's fiscal operations.
- Provide monthly reports to the school board addressing the status of the budget and the payment of bills. Provide regular reports to the board on the status of district expenditures and revenues.
- Plan for innovative programs to reduce costs and to maximize the effectiveness of existing programs.
- Supervise the district's operations related to payroll records and procedures to include maintaining a system for compensation classification and salary schedules.
- Mediate issues related to working conditions, salary, benefits, wage and withholding taxes, insurance, retirements and non-instructional employees.
- Coordinate the purchasing and bidding process.
- Oversee the incorporation of new technology as related to business functions.
- Coordinate with the district's solicitor on legal actions involving taxing and assessment.
- Develop strategies to maximize district benefits from existing taxing procedures and state and federal funding streams.
- Manage a program for the monitoring of and the collection of delinquent taxes, including representing the district in all assessment appeals.
- Supervise the district's healthcare program with an emphasis on program effectiveness and cost reduction.
- Supervise district wellness initiatives.
- Supervise the district's construction and renovation activities.
- Supervise the district's plan for incurring debt and managing debt service.

### **Other Duties**

- Perform other duties as assigned by the Superintendent.
- Serve as Treasurer of the Penn Manor School Board.
- Serve as the district's representative to the Lancaster County Tax Collection Bureau.
- Serve as the district's representative to the Lancaster Lebanon School Business Official's group.
- Serve as the district's representative to the health care consortium and other groups or organizations related to benefits management including workmen's compensation and unemployment.
- Serve as the district's representative to the Lancaster Lebanon Public Schools Insurance Pool.

### **General Skills and Capabilities**

- Appropriate keyboarding skills.
- Proficiencies with technological communication tools including, but not limited to word processing, internet access and utilization, online budgeting and the full and effective use of the district's email software.
- A valid Pennsylvania driver's license and access to independent transportation.
- Ability to communicate well at all organizational levels.
- Ability to create and delegate assignments.
- Ability to exercise good judgment in prioritizing tasks and decision making.
- Ability to maintain confidentiality.
- Ability to form appropriate relations and to work as a team member.

### **Physical and Personal Limitations and Requirements**

- Repetitive movement of fingers and hands for keyboarding.
- Visual acuity to read significant amounts of correspondence, reports and computer screen data.
- Auditory acuity for telephone and oral communication.
- A temperament appropriate for work as a team member and manager.
- Frequent walking and standing.
- Manual dexterity for the operation of office equipment.
- Some carrying and lifting – 15 to 30 pounds.
- Ability to speak clearly and distinctly.

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*Pending Board Approval November 2011*

# Director of Student Support Services

Department: Central Administration  
Location: District Office  
Salary: Per Leadership Team Schedule  
Status: Salaried Position – 12 Month, Year Round  
Reports To: Superintendent of Schools

## Purpose and Scope of Responsibilities

Under the supervision of the Superintendent, the Director of Student Support Services provides collaborative, innovative and responsive leadership in the planning, development, implementation, maintenance and management of Penn Manor's special education programs and services. This position works collaboratively with the leadership team to set strategic priorities and implement programs and procedures to support, implement and achieve district academic and operational objectives.

## Qualifications

The Director of Student Support Services must have completed 5 years of successful classroom instruction. A Masters degree is required. The Director of Student Support Services must have specific knowledge of and experience in the operation of and supervision of services for special education programs. A knowledge of current effective instructional practices, special education law and certification as a special education supervisor is required.

## Essential Function and Responsibilities

This position interfaces with staff, faculty and the community on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, by are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

- Provide leadership in the development, coordination, and implementation of the special education instructional program K-12.
- In cooperation with the Assistant Director of Student Support Services, building principals, and the Assistant Superintendent supervise and evaluate all special education teachers and teacher assistants.
- Ensure that state and federal mandates and procedures as they relate to special education are fully and correctly implemented.
- Coordinate with the Intermediate Unit to provide special education programming for Penn Manor students not instructed in Penn Manor special education classrooms.
- Coordinate with the Intermediate Unit or contracting agency to provide special education programming for students who qualify for itinerant support services (i.e. hearing, vision, speech, OT, PT).
- Coordinate with the appropriate agencies/organizations to provide special education programming for students requiring full time or residential services.

- Coordinate with local agencies and hospitals providing services to Penn Manor students with health and mental health needs.
- Work in cooperation with the Coordinator of Psychological Services.
- Schedule and supervise parent meetings (MDEs, IEPs, etc.) to properly and effectively implement the program of special education services.
- Supervise the collection and maintenance of all documentation to support the special education programming and initiatives.
- Coordinate services to provide transition/graduation success of students identified for special education services.
- Monitor disciplinary procedures for special education students and ensure that these procedures comply with special education regulations.
- Supervise a program to provide appropriate testing and evaluation of students identified or thought to be in need of special education programming.
- Coordinate with the Assistant Superintendent and Assistant Director of Student Support Services to provide for the recruitment, employment, assignment, evaluation, and in-servicing of staff to support the special education program.

#### **Other Duties**

- Perform other duties as assigned by the Superintendent.
- Provide appropriate budget supervision of programs to support special education programs and services.
- Supervise state and federal grant programs in support of special education programs and services.
- Coordinate with district solicitors in all matters related to litigation involving special education students and staff members.
- Assist as directed with ESL, gifted, nurses, guidance counselors, psychologists, and social workers.

#### **General Skills and Capabilities**

- Proficiencies with technological communication tools including but not limited to word processing, internet access and utilization, online budgeting and the full and effective use of the district's e-mail software.
- A valid Pennsylvania driver's license and access to independent transportation.
- Ability to communicate well at all organizational levels.
- Ability to create and delegate assignments.
- Ability to exercise good judgment in prioritizing tasks and decision making.
- Ability to maintain confidentiality.
- Ability to form appropriate relations and to work as a team member.

#### **Physical and Personal Limitations and Requirements**

- Repetitive movement of fingers and hands for keyboarding.
- Visual acuity to read significant amounts of correspondence, reports, and computer screen data.
- Auditory acuity for telephone and oral communication.
- A temperament appropriate for work as a team member and manager.
- Frequent walking and standing.
- Manual dexterity for the operation of office equipment.

- Some carrying and lifting – 15 to 30 pounds.
- Ability to speak clearly and distinctly.

*Pending Board Approval November 2011*

# Supervisor of Elementary Education

Department: Central Administration  
Location: District Office  
Salary: Per Leadership Team Schedule  
Status: Salaried Position – 12 Month, Year Round  
Reports To: Superintendent of Schools

## Purpose and Scope of Responsibilities

Under the supervision of the Superintendent, the Supervisor of Elementary Education provides collaborative, innovative and responsive leadership in the planning, development, implementation, maintenance and management of Penn Manor's elementary educational programs and services. This position works collaboratively with the leadership team to set strategic priorities and implement programs and procedures to support, implement and achieve district academic and operational objectives.

## Qualifications

The Supervisor of Elementary Education must have knowledge of all aspects of elementary school operations. A Master's Degree and certification as an elementary school principal is required. Certification as a Supervisor of Curriculum and Instruction is preferred. Experience as an elementary school principal is required.

## Essential Functions and Responsibilities

This position interfaces with staff, faculty and the community on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, by are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

- Advise and assist the Superintendent in all aspects of elementary school operations.
- Assist with the recruitment, screening, evaluation and selection of professional employees in the elementary division.
- Assist in the supervision of elementary professional staff members.
- Determine elementary pupil assignment.
- Supervise kindergarten enrollment and assignment.
- Work with the Assistant Superintendent and the Director of Technology in the review of programs related to the use of assessment data to improve instruction and continue other IT initiatives.
- Assist in the preparation of written evaluations for elementary line administrators.
- Recruit, supervise and provide for the assignment of teacher substitutes at the elementary level.
- Supervise employment of elementary academic support and class size aides.
- Coordinate transfer of classes between elementary buildings.
- Arbitrate disputes that arise between administrators, teachers, support staff members, parents and students at the elementary level.
- Assist Superintendent in development and implementation of new teacher evaluation system.

- Work in conjunction with the Assistant Superintendent to supervise the development and implementation of the program for professional education, new teacher induction and Act 48.
- Supervise and coordinate dental hygienist services.
- Supervise Academic Support Services.
- Coordinate Instructional Support Plans at the elementary level.
- Coordinate library services.
- Supervise nurses.
- Oversee Instructional Support Plans for Elementary Professional Staff.
- Coordinate District Wellness Plans.
- Work in conjunction with Assistant Superintendent to complete State Comprehensive Plan.

### **Other Duties**

- Perform duties as assigned by the Superintendent.
- Attend Intermediate #13 Curriculum Council Meeting.
- Work in conjunction with the Assistant Superintendent to plan and execute Excel and other administrative staff development opportunities.

### **General Skills and Capabilities**

- Appropriate keyboarding skills.
- Proficiencies with technological communication tools including, but not limited to word processing, internet access and utilization, online budgeting and the full and effective use of the district's email software.
- A valid Pennsylvania driver's license and access to independent transportation.
- Ability to communicate well at all organizational levels.
- Ability to create and delegate assignments.
- Ability to exercise good judgment in prioritizing tasks and decision making.
- Ability to maintain confidentiality.
- Ability to form appropriate relations, work as a team member and be an example of Plus One Customer Service.

### **Physical and Personal Limitations and Requirements**

- Repetitive movement of fingers and hands for keyboarding.
- Visual acuity to read significant amounts of correspondence, reports and computer screen data.
- Auditory acuity for telephone and oral communication.
- A temperament appropriate for work as a team member and manager.
- Frequent walking and standing.
- Manual dexterity for the operation of office equipment.
- Some carrying and lifting - 15 to 30 pounds.
- Ability to speak clearly and distinctly.

*Pending Board Approval November 2011*

# Technology Director

Department: Central Administration  
Location: District Office  
Salary: Per Leadership Team Schedule  
Status: Salaried Position – 12 Month, Year Round  
Reports To: Superintendent of Schools

## Purpose and Scope of Responsibilities

Under the supervision of the Superintendent, the Technology Director provides collaborative, innovative and responsive leadership in the planning, development, implementation, maintenance and management of Penn Manor's operational and instructional technology programs and services. The Technology Director defines the strategic vision for the district's technology department, supporting both student achievement and operational infrastructure. This position works collaboratively with the leadership team to set strategic priorities and implement technology processes and procedures to support, implement and achieve district academic and operational objectives.

## Qualifications

The Technology Director must possess a Master's Degree from an accredited college or university in a field related to educational technology along with a PDE Instructional Technology Specialist certificate. A minimum of 5 years experience directing operational and instructional technology projects in a complex, multi-platform, academic environment is required. The Technology Director must demonstrate initiative and drive, have broad relevant technical knowledge, proven management expertise and have excellent written and verbal communication skills.

## Essential Functions and Responsibilities

This position interfaces with staff, faculty and the community on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, by are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

- Defines, architects and executes the organizational and infrastructural plans required to fulfill the District's technology strategies.
- Supervises all areas of technology including software platforms, hardware, systems administration, mobile and wireless, security, customer support services, telephony, video and network infrastructure.
- Develops technology and data policies, procedures, guidelines and guiding principles.
- Supervises and manages district technology personnel, building technical reps and interns.
- Supervises and manages district child accounting and PIMS personnel.

- Communicates technology initiatives with stakeholders via email, blogs, social media, school board presentations, parent/student orientations and district publications.
- Supervises and coordinates classroom instructional technology initiatives and programming.
- Coordinates technology services in support of virtual school and online programming.
- Designs, coordinates and delivers instructional technology professional development programs.
- Prepares and administers district technology, data processing, and telecommunication budgets.
- Plans and coordinates technology upgrades in support of building renovation projects.
- Oversees systems that support business, financial, and student records management accounting systems, allowing for reporting to appropriate state and federal agencies.
- Serves as district liaison to local and state government and agencies for technology related matters.
- Serves as primary contact with technology vendors in the generation of RFPs, bids, contracts, agreements, and other vendor interactions.
- Coordinates and supervises local, state and federal programs in support of technology services, including ERATE programs and technology grants.
- Collaborates with educational entities on district technology partnerships and initiatives.
- Remains current in the field of instructional technology and incorporates innovative new products and systems into district instruction and operations.
- Perform other duties as assigned by the Superintendent.

### **Abilities, Education, and Skill Requirements**

- Master's degree in a field related to instructional technology, management or leadership.
- PDE Instructional Technology Certificate.
- A minimum of 5 years management experience, preferable in an academic setting.
- Strong analytical and problem solving skills.
- Proficiencies with social media and other technology communication tools.
- Broad technical expertise across mixed systems and platforms including, Mac, Linux, Windows, and enterprise networking.
- Superior interpersonal communication and relational skills, including and ability to communicate well at all levels of the organization.
- Strong organizational and project management skills.
- Sound judgment; initiative; flexibility; attention to detail.
- Maturity and integrity when handling confidential data; ability to maintain confidentiality.

### **Physical and Personal Limitations and Requirements**

- Repetitive movement of fingers and hands for keyboarding.
- Visual acuity to read significant amounts of correspondence, reports and computer screen data; must concentrate at close vision for extended periods of time.
- Auditory acuity for telephone and oral communication.
- A temperament appropriate for work as a team member and manager.
- Ability to interpret, analyze, and problem solve detailed written and verbal communications.
- Frequent walking and standing.
- Manual dexterity for the operation of office equipment, technology devices and tools.

- Carrying and lifting up to 50 pounds (Computers, printers and technology equipment).
- Ability to speak clearly and distinctly.
- The position requires a valid Pennsylvania driver's license and access to personal transportation.

*Pending Board Approval November 2011*

Adopted: March 7, 2011  
 Revised: January 2, 2012

## Penn Manor School District 2011 - 2012 Calendar

### August 2011

M	T	W	T	F
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

17/18/19 Elem Req'd Days  
 23/24/25 District Req'd Days  
 29-First Student Day  
 3-Elem 3-Sec

### February 2012

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

3-K-12 Early Dismissal  
**17-School In Session**  
 20- Presidents' Day  
 24-K-12 Early Dismissal  
**20-Elem 20-Sec**

### September 2011

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2-Vacation  
 5-Labor Day Vacation  
 16-HS/Elem Erly Dismissal  
 23-MS Erly Dismissal  
 20-Elem 20-Sec

### March 2012

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12-Snow Day/Vacation  
 23-District Early Dismissal  
 21-Elem 21-Sec

### October 2011

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7-K-12 Early Dismissal  
 10-Columbus Day/Vacation  
  
 20-Elem 20-Sec

### April 2012

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

5-Snow Day/Vacation  
 6-Good Friday/Vacation  
 9-Snow Day/Vacation  
 23-Vacation for Staff & Pupils  
 24-In-Service  
 16-Elem 16-Sec

### November 2011

M	T	W	T	F
	1	2	3	4
8	9	10	11	
14	15	16	17	18
21	22	23	24	25
28	29	30		

7-Vacation  
 8-Elementary In-Service  
 16,17,18 Early Dismissal  
 24-28-Thanksgiving Vac.  
 17-Elem 18-Sec

### May 2012

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

11-K-12 Early Dismissal  
  
 28-Memorial Day  
 22-Elem 22-Sec

### December 2011

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

9-K-12 Early Dismissal  
 23-K-12 Early Dismissal  
 26-30-Christmas Vacation  
 17-Elem 17-Sec

### June 2012

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15

7-Last Day  
  
 5-Elem 5-Sec

### January 2012

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

16-Martin Luther King  
 17-Elem Early Dismiss/Sec In-Ser  
  
 21-Elem 20-Sec

### Key

- Required Day
- Vacation/In-Service
- Vacation for Staff & Pupils
- Snow Day/Vacation
- Early Dismissal
- Elem Early Dismissal/Sec In-Service
- First Day - Pupils
- Last Day - Pupils

Full In-Service Days in Calendar  
 In-Service Days Before Open  
 Built-In Snow Days

Teacher 189  
 Student 181  
 Days 1st semester  
 Days 2nd semester

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
1/2/12	HIPPIE	KEITH	SUBSTITUTE PART TIME CUSTODIAN	DISTRICT	AS NEEDED	AS NEEDED	\$ 9.02	Permanent	AS NEEDED	Effective 12/5/11
1/2/12	* EVANS	THOMAS	SUBSTITUTE CUSTODIAN/GROUNDSKEEPER	DISTRICT	8.00	251	\$ 12.53	Permanent	8.00	Effective 1/2/12
1/2/12	DAVIS	JOSEPH	FLOATING CUSTODIAL	DISTRICT	8.00	251	\$ 10.02	Permanent	8.00	Effective 1/2/12
1/2/12	CRUZ	ROBERTO	FLOATING CUSTODIAL	DISTRICT	8.00	251	\$ 9.90	Permanent	8.00	Effective 1/2/12
1/2/12	GEYER	BARRY	CUSTODIAN	MANOR MIDDLE	8.00	251	\$ 9.90	Permanent	8.00	Effective 1/2/12
1/2/12	* BAUMAN	BONNI	CUSTODIAN	CENTRAL MANOR	8.00	251	\$ 9.80	Permanent	8.00	Effective 1/2/12
1/2/12	HABEL	RICK	CUSTODIAN	LETORT	8.00	251	\$ 10.27	Permanent	8.00	Effective 1/2/12
1/2/12	CARR	DONNA	CUSTODIAN	MARTIC	8.00	251	\$ 10.27	Permanent	8.00	Effective 1/2/12
1/2/12	PUTT	JANE	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 12/7/11
1/2/12	HARSH	MANDY	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 12/12/11
1/2/12	* JEFFERSON	LAURA	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 1/2/12
1/2/12	SCHIED	SARA	ERA-LST	HIGH SCHOOL	5.00	181	\$ 9.90	For the 2011-12 School Year Only	5.00	Effective 12/12/11
1/2/12	* BURKHOLDER	HEATHER	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	4.00	180	\$ 9.09	For the 2011-12 School Year Only	4.00	Effective 1/2/12

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

\* signifies a change in status

**Substitutes for January 2, 2012 School Board Meeting**

Adrienne H. Beck

Rosemary E. French

Courtney N. Gingrich

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Mark H. Jackson

Candice S. Kehoe

Lawrence A. Kehoe

Stephen J. Kramer

Eric C. Urban

Lawrence N. Wise