

Agenda – Committee of the Whole
Penn Manor School District
Monday, June 4, 2012
Manor Middle School – Board Room

Dinner

4:45

COMMITTEE OF THE WHOLE

5:00

CALL TO ORDER: Dr. Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, June 18, 2012 in the Board Room of the Manor Middle School immediately following the Hambricht Act 34 hearing, which will begin at 5:00 p.m. in the Manor Middle School auditorium.

ROLL CALL:

APPROVAL OF MINUTES: May 21, 2012
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

Item 1. **Workshop: New Hambricht Plan Review** – Mr. Levato
(5:00 – 6:00)

EXECUTIVE SESSION

6:15 Superintendent’s Evaluation

6:30 Personnel/Student Matter

COMMITTEE OF THE WHOLE

7:00

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 2.
(7:15 – 7:40)

**Educator Effectiveness Evaluation Pilot Update –
Dr. Leichter, Mrs. Hallock, and Dr. Kreider**

Explanation: An update will be provided on the current year pilot and Penn Manor's participation in the 2012-2013 pilot by the Pennsylvania Department of Education.

Information Only

Item 3.
(7:40 – 8:05)

2012 – 2013 Budget Update – Mr. Johnston

Explanation: A short review of changes to the preliminary budget since presentation of the proposed preliminary budget on 5/7/2012 including information on district health care costs.

Information Only

Item 4.
(8:05 – 8:15)

**Custodial/Maintenance Job Descriptions – Mr. Johnston
(see pages 3 – 9)**

Explanation: Mr. Johnston will discuss some proposed job descriptions to streamline effectiveness among the custodial and maintenance staff.

Approval for Placement on the June 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 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.

**PENN MANOR SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION -- Lead Worker-Custodial

REPORTING RELATIONSHIP -- Head Custodian, Director of Buildings and Grounds,
Building Principal

WORK SCHEDULE -- 8 hours per day, 260 days per year.

GENERAL POSITION REQUIREMENTS:

EDUCATION/CERTIFICATION: High School Diploma.

PHYSICAL CAPABILITIES: Must be able to:

- a. Stand 3 hours at one time, walk 1 hour at one time, sit 1 hour at one time.
- b. Bend/stoop, squat and reach above shoulder height occasionally.
- c. Lift and carry up to 10 pounds frequently.
- d. Lift and carry between 11 and 80 pounds occasionally.
- e. Do repetitive actions including grasping, pushing/pulling, frequent climbing, balancing, crouching, crawling, twisting/turning, feeling, hearing, talking frequently.
- f. Use head and neck in static position, flexing, and rotating frequently.

PHYSICAL ENVIRONMENT: Position encompasses entire building and grounds. Exposure to hazards include a variety of physical conditions such as closeness to moving mechanical equipment, electrical current, working on scaffolding, ladders or high places, exposure to chemicals and industrial cleaners. Exposure to atmospheric conditions that effect respiratory system or skin such as fumes, odors, dusts, mists, gases or poor ventilation. Exposure to extreme temperatures, cold and hot.

MACHINERY AND EQUIPMENT: Automatic scrubbers, wet and dry vacuum, buffer, power tools, hand tools, wet/dry mop.

POSITION FUNCTIONS IN A TYPICAL WORK DAY:

CATEGORY: Cleaning, general

- a. Corridors and stairs. Cleaning and removing scuff marks.
- b. Lavatories
- c. Glass, window sills, doors and windows.
- d. Empty trash containers. Properly handle recycle materials.
- e. Clean chalkboards, chalk trays, and erasers.
- f. Classrooms. All areas including carpets.
- g. Clean student desktops and chairs.
- h. Proper cleaning of body fluids.
- i. Summer cleaning activities.

CATEGORY: Equipment/supplies transfer.

- a. Assemble and/or move furniture/equipment as required.
- b. Unload incoming and load outgoing trucks.
- c. Deliver supplies, equipment, books, etc.
- d. Deliver reports and information.
- e. Assist other support personnel.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Frequent lifting and carrying 25-75 pounds. Lifting, pulling, pushing, 125 pounds occasionally, vehicle driving, visual acuity.

ADDITIONAL PHYSICAL ENVIRONMENT: Operation of motor vehicles to include trucks, vans, autos.

CATEGORY: Building/site security.

- a. Have a working knowledge of the building security system. (if equipped)
- b. Lock/unlock the building as required.
- c. Secure all building windows.
- d. Perform building security check before the end of shift. (night shift)
- e. Report to the Head Custodian any vandalism, safety and security hazards

CATEGORY: Lead Worker

- a. Coordinates cleaning activities at the High School
- b. Coordinates setup and tear-down for special events
- c. Acts as a lead-worker, directing the routine activities at the High School.
- d. Responds to calls for assistance
- e. Leads the custodial crew in snow removal operations.
- f. Handles minor maintenance needs.
- g. Change light bulbs as needed.
- h. Change air filters as needed.
- i. Replace ceiling tiles.
- j. Boiler operation and leak isolation.
- k. Preventive Maintenance work orders as directed by the Head Custodian.

ADDITIONAL REQUIREMENTS: Fundamental instruction and direction of the High School Custodial staff.

ADDITIONAL PHYSICAL ENVIRONMENT: Heat, cold, smells, dust, and other environmental factors.

CATEGORY: Groundskeeping.

- a. Mowing, weeding, trimming, and mulching around exterior of building.
- b. Sweep sidewalks and remove litter from playgrounds, play fields, parking lots.
- c. Snow removal.

ADDITIONAL MACHINERY/EQUIPMENT:

- a. Riding mower, tractor.
- b. Push or self propelled lawnmower.
- c. Weedwacker.
- d. Leaf blower.
- e. Snow plow, tractor and/or truck.
- f. Snow blower.
- g. Cinder/salt spreader.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Ability to operate grounds equipment in extreme hot and cold environment for extended periods.

ADDITIONAL REQUIREMENTS: Valid Pennsylvania motor vehicle drivers license.

CATEGORY: Special events.

- a. Set-up equipment as required for each event.
- b. Move gymnasium bleachers as required.
- c. Assist and oversee groups using the building as directed by the Building Principal.
- d. Following the event return the building to school set-up.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Frequent lifting and carrying 25 – 75 pounds. Lifting, pulling, pushing up to 125 pounds occasionally.

CATEGORY: Public relations.

- a. Present a positive image in all dealings with the administration, building staff, students, and the general public.
- b. Respond positively and appropriately to students, parents, and community members.

CATEGORY: Other duties as required.

POSITION DESCRIPTION GENERAL NOTES:

- a. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed are essential job functions. Employees will also be required to follow any other job related instructions and to perform any other job related duties as requested by their supervisor.
- b. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitudes necessary to address each duty proficiently.
- c. All requirements are subject to possible modification to accommodate reasonably any individuals with disabilities. It is the responsibility of the employee to inform the Superintendent of Schools of any and all reasonable accommodations that will be needed.
- d. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, students, or the general public.
- e. The Penn Manor School District is an Equal Opportunity Employer. We do not discriminate against any employee or applicant because of age, race, sex, creed, religion, color, national origin, or physical or mental disability in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Act Amendment of 1972, Section 504 of the Vocational Rehabilitation Act of 1973 and the American with Disabilities Act.

**PENN MANOR SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION -- Maintenance Supervisor

REPORTING RELATIONSHIP -- Director of Buildings and Grounds.

WORK SCHEDULE -- 8 hours per day, 260 days per year.

GENERAL POSITION REQUIREMENTS:

EDUCATION/CERTIFICATION: High School Diploma, training in mechanical systems and all building trades.

EXPERIENCE AND TRAINING: The following are minimum requirements:

- a. On the job apprenticeship, training or work experience in the following fields: Electrical, Plumbing, HVAC, Carpentry, Mechanical.
- b. Demonstrable ability to plan work requests including time, material, documentation.
- c. Demonstrable ability to use modern testing equipment and a wide range of tools, simple to complex, as required for each trade.
- d. Demonstrable ability to read and understand blueprints and schematic drawings.
- e. Knowledge of appropriate federal, state and local codes and regulations relating to the installation and maintenance of electrical, plumbing and HVAC systems.
- f. Knowledge of various alternative and efficient methods for diagnosing and correcting problems in the electrical, plumbing and HVAC systems.
- g. Ability to plan, schedule and manage the maintenance work assignments.

PHYSICAL CAPABILITIES: Must be able to:

- a. Stand 3 hours at one time, walk 1 hour at one time, sit 1 hour at one time.
- b. Bend/sit, squat and reach above shoulder height occasionally.
- c. Lift and carry up to 10 pounds frequently.
- d. Lift and carry between 11 and 80 pounds occasionally.
- e. Do repetitive actions including grasping, pushing/pulling, frequent climbing, balancing, crouching, crawling, twisting/turning, feeling, hearing, talking frequently.
- f. Use head and neck in static position, flexing, and rotating frequently.
- g. Climbing using step ladders, straight ladders, scaffolding.

PHYSICAL ENVIRONMENT: Position encompasses entire building and grounds. Exposure to hazards include a variety of physical conditions such as closeness to moving mechanical equipment, electrical current, working on scaffolding, ladders or high places, exposure to chemicals and industrial cleaners. Exposure to atmospheric conditions that effect respiratory system or skin such as fumes, odors, dusts, mists, gases or poor ventilation. Exposure to extreme temperatures, cold and hot for long periods of time.

MACHINERY AND EQUIPMENT: All hand and power tools necessary to maintain the District buildings and mechanical equipment. Ladders, scaffolding and other climbing equipment.

KEY DUTIES AND RESPONSIBILITIES:

CATEGORY: Building / equipment maintenance.

- a. Perform work relative to the safe, economical and efficient operation of the District electrical systems and equipment, including but not limited to wiring, controls, distribution panels, circuit breakers, convenience outlets, switches, interior and exterior lighting fixtures, motors and controls.
- b. Perform work relative to the safe, economical and efficient operation of the District water delivery systems, gas supply systems and sanitary waste disposal systems, including piping and fixtures.
- c. Perform work relative to the safe, economical and efficient operation and maintenance of the District heating and related environmental control systems including boiler and hot water heater cleaning and repair.
- d. Perform work relative to the construction, rough and finish carpentry in the District, including but not limited to, partitions, walls and ceilings, windows, doors and windows, cabinets, shelves, furniture repair.
- e. Competency in diagnosing equipment or component failure and the ability to advise the Director when to involve outside expertise.
- f. Perform appropriate preventive maintenance, corrective maintenance and replacement work in a manner consistent with all codes and regulations.
- g. Maintain all pertinent records, reports and other paper work as needed, including records of safety inspections, preventive maintenance, repairs and current inventory and requisitions for needed supplies.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Vehicle driving and visual acuity.

ADDITIONAL PHYSICAL ENVIRONMENT: Operation of motor vehicles to include trucks, vans, autos.

ADDITIONAL REQUIREMENTS: Valid Pennsylvania motor vehicle drivers license.

CATEGORY: Snow removal

- a. Provide snow removal services to various building locations.

ADDITIONAL PHYSICAL CAPABILITES REQUIRED: Snowplow equipped vehicle driving, visual acuity.

ADDITIONAL PHYSICAL ENVIRONMENT: Operation of snowplow equipped vehicles to include trucks and tractor. Exposure to extreme cold temperatures for long periods.

ADDITIONAL REQUIREMENTS: Valid Pennsylvania vehicle drivers license.

CATEGORY: Public relations.

- a. Present a positive image in all dealings with the administration, building staff and the general public.
- b. Respond positively and appropriately to students, parents, and community members.

CATEGORY: Equipment/supplies transfer.

- a. Assemble and/or move furniture/equipment as required.
- b. Unload incoming and load outgoing trucks.
- c. Deliver supplies, equipment, books, etc.
- d. Deliver reports and information.
- e. Assist other support personnel.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Frequent lifting and carrying 25 – 75 pounds. Lifting, pulling and pushing up to 125 pounds occasionally.

ADDITIONAL PHYSICAL ENVIRONMENT: Operation of motor vehicles to include trucks, vans, autos.

CATEGORY: Supervisory

- a. This position requires the planning, scheduling and implementation of maintenance work orders and maintenance tasks for the District. The person in this position shall demonstrate proper supervisory skills in the performance of their tasks. The person in this position shall maintain work orders and other files as may be necessary to plan, track and document the work tasks. This position requires the supervision of the maintenance staff and outside contractors to complete assigned duties and work orders.

ADDITIONAL REQUIREMENTS: All additional requirements found in the custodial position description.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: All additional physical capability requirements found in the custodial position description.

ADDITIONAL PHYSICAL ENVIRONMENT: All additional physical environment requirements found in the custodial position description.

CATEGORY: Groundskeeping

- a. This position may be required to act as a substitute groundskeeper at any District building.

ADDITIONAL REQUIREMENTS: All additional requirements found in the groundskeeping position description.

ADDITIONAL PHYSICAL CAPILITIES REQUIRED: All additional physical capability requirements found in the groundskeeping position description.

ADDITIONAL PHYSICAL ENVIRONMENT: All additional physical environment requirements found in the groundskeeping position description.

CATEGORY: Other duties as required.

POSITION DESCRIPTION GENERAL NOTES:

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- d. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, students, or the general public.
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Agenda – School Board Meeting
Penn Manor School District
Monday, June 4, 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 Monday, June 18, 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: May 21, 2012
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

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

Item 2. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Special Education Legal Consortium Membership at the cost of \$1,140 for the term of July 1, 2012 through June 30, 2013.

Explanation: This is the third year we will participate as part of the IU 13 cost savings measure.

- B. School Resource Officer agreement with the Millersville Police Department for the 2012 – 2013 school year to pay 75% of the salary of School Resource Officer, Jason Hottenstein, with total payments not to exceed \$62,500.

Explanation: This figure represents an increase of \$1,200 from the 2011-2012 school year due to increased contractual costs from Millersville Borough.

- C. Honeysuckle Field Restoration Bid to accept bid from Davis Landscape, LTD of \$86,940 as per the attached bid tabulation and to provide notice to proceed (see page 4).

Explanation: Bids were received from two contractors. The administrative recommendation is to approve the base bid. Work will be conducted over the summer months to prepare for the fall sports season.

- D. Ratification of IU Bid Award as cited for 2012-2013 (see page 5).
IU Technology Education Supplies

- E. Pennsylvania Constable to provide security for the school district during the 2011-12 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.
Shawn Vinson

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

- A. Employment of the individual listed per the effective date for the 2011-2012 school year.

Alexander, Melissa L. – elementary professional employee, full-time, long-term substitute, retroactive to the start of second semester, B.S. +24 Degree, no experience, Step 1, \$41,376 (\$20,797.40 prorated 94 days plus 1 in-service day. Assignment: Grade 2 Teacher/Martic Elementary School

- B. Employment and Change in Status of the individuals listed per the effective date for the 2012-2013 school year (see pages 6 – 7).

- C. Retirement of the individual listed per the effective date:
James Frederick, Custodian, Hambright Elementary, effective July 31, 2012.

- D. Leaves to the individuals according to the terms listed:

Professional:

- Employee B3 – Designated Family Medical, April 24 – May 29, 2012
- Employee B4 – Designated Family Medical, May 3 – May 22, 2012
- Employee B5 – Family Medical, August 23-29, 2012; Child Rearing – August 30, 2012 – end of first semester 2012-2013
- Employee B6 – Family Medical, August 15 – November 6, 2012

- E. Tenure for the individuals listed as he has completed the requirement of three years of satisfactory teaching performance with the school district (see page 8).

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

- F. Head Girls' Cheerleading Coach
Ashley Knepp

- G. Head Boys' Basketball Coach
Larry Bellew

- H. Summer Break Instructors at the professional hourly rate for the hours cited (see page 9).

Explanation: Summer Break is an enrichment program offered to elementary and middle school students.

- I. Acceptance of Bus Drivers listed for the 2011-2012 school term.

ESCHBACH

Stanley Cramer, Richard Crouse, Kelly Ditzler, Carla Frey, Lynette Mitchell,
Rita Rachor, Nevin Ranck, Tory Smith, Judy Weaver

SHULTZ

Jessica Sapp, Bob Himes, Jere Michael

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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HONEYSUCKLE FIELD RENOVATION

CONTRACTOR	BASE BID	ORIGINAL BID FORM	BID SECURITY	AGREEMENT TO COMPLY WITH SECTION 111	NON-COLLUSION AFFIDAVIT	NON-DISCRIMINATION AFFIDAVIT	WORKERS COMPENSATION AFFIDAVIT	ADDENDUM 1
DAVIS LANDSCAPE, LTD	\$86,940.00	X	X	X	X	X	X	X
LAND-TECH ENTERPRISES, INC	\$87,998.00	X	X	X	X	X	X	X

Board Ratification is recommended for the following 2012-2013 IU 13 Bids:

TECHNOLOGY EDUCATION SUPPLIES BID SUCCESSFUL VENDORS:

THE ART STORE	\$	866.77
MARCO SUPPLY INC	\$	525.31
MIDWEST TECHNOLOGY PRODUCTS	\$	1,134.40
PAXTON PATTERSON	\$	1,525.54
PITSCO	\$	67.50
TOTAL	\$	4,119.52

PENN MANOR SCHOOL DISTRICT

June 4, 2012 Board Agenda

New employee and change in status [*] for the 2012-2013 school year:

Birch, Jerrell A. – elementary professional employee, full-time, long-term substitute, first and second semester, B.S. Degree, no experience, Step 1, \$40,987. Assignment: First Semester/Grade 4/Hambright Elementary School; Second Semester/Grade 6 Teacher/Hambright Elementary School

Cornell, Tracy L.* – elementary professional employee, full-time, permanent position [change from Grade 2 Teacher/Martic Elementary School]. Assignment: Grade 2 Teacher/Central Manor Elementary School

Douts, Melissa A.* – elementary professional employee, full-time, permanent position [change from Grade 1 Teacher/Hambright Elementary School]. Assignment: Grade 1 Teacher/Martic Elementary School

Heverling, Laura E.* – elementary professional employee, full-time, permanent position [change from Librarian/Eshleman and Pequea Elementary Schools]. Assignment: Grade 4 Teacher/Central Manor Elementary School

Matusek, Jr., John A.* – elementary professional employee, full-time, permanent position [change from Grade 6 Teacher/Central Manor Elementary School]. Assignment: Grade 4 Teacher/Eshleman Elementary School

Quinn, Megan A.* – elementary professional employee, full-time, permanent position [change from Grade 6 Teacher/Pequea Elementary School]. Assignment: Grade 3 Teacher/Central Manor Elementary School

Szentesy, Megan M.* – elementary professional employee, full-time, permanent position [change from Grade 1 Teacher/Martic Elementary School]. Assignment: Grade 1 Teacher/Hambright Elementary School

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
6/4/2012	* GOOD	JENNY	FOOD SERVICE MANAGER	MANOR MIDDLE	7.25	180	\$ 12.38	Permanent	7.25	Effective 10/1/2012

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

* signifies a change in status

TENURE STATUS

June 4, 2012 School Board Meeting

The administrative staff is recommending the following individuals be granted tenure as they have completed three years of satisfactory teaching performance within the school district:

Jon J. Bittenbender

Anthony S. Carrodo

Lisa J. Collins

Gordon C. Eck, III

Lisa M. Frazier

Joan M. Manchak

Travis J. Masten

Lisa M. Mayo

David W. Ohl

Melissa A. Sigman

2012
Summer Break Teachers

TEACHER	POSITION	HOURS	RATE	PAYMENT
Barnett, Casey	Instructor	20	\$ 32.00	\$ 640.00
Barnett, Mary	Instructor	20	\$ 32.00	\$ 640.00
Berry, John	Instructor	20	\$ 32.00	\$ 640.00
Bock, Kristin	Instructor	20	\$ 32.00	\$ 640.00
Braun, Gretchen	Instructor	20	\$ 32.00	\$ 640.00
Brooks, Michelle	Instructor	20	\$ 32.00	\$ 640.00
Drexel, Deb	Instructor	20	\$ 32.00	\$ 640.00
Duff, Patti	Instructor	20	\$ 32.00	\$ 640.00
Gwyn, Danielle	Instructor	20	\$ 32.00	\$ 640.00
Manchak, Joan	Instructor	12	\$ 32.00	\$ 384.00
Peart, Megan	Instructor	8	\$ 32.00	\$ 256.00
Rapp, Lisa	Instructor	20	\$ 32.00	\$ 640.00
Sigman, Melissa	Instructor	20	\$ 32.00	\$ 640.00
Snelbaker, Curt	Instructor	20	\$ 32.00	\$ 640.00
Snyder, Mary	Instructor	20	\$ 32.00	\$ 640.00
Wall, Amy	Instructor	20	\$ 32.00	\$ 640.00
Webster, Justine	Instructor	20	\$ 32.00	\$ 640.00
		320		
Juba, Kim	Coordinator	20	\$ 32.00	\$ 640.00
Marsh, Kim	Coordinator	20	\$ 32.00	\$ 640.00
Ricci, Kris	Nurse	20	\$ 32.00	\$ 640.00
		380		\$ 12,160.00