

Agenda – Committee of the Whole
Penn Manor School District
Monday, March 19, 2012
Manor Middle School – Board Room

EXECUTIVE SESSION

6:00

Superintendent Evaluation
Personnel
Student Matter

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, April 2, 2012 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: March 5, 2012
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Evan Bigler and Sarah Evarts

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1. Open Campus Course Update – Dr. Leichliter, Mr. Reisinger, Mr. Gale
(7:15 – 7:35) (see pages 3 – 5)

Explanation: Dr. Leichliter, Mr. Reisinger, and Mr. Gale will provide an update on the status of the Open Campus PA initiative and specifics on the courses to be offered during the pilot year.

Approval for Placement on March 19 School Board Meeting Agenda

Item 2.
(7:35 – 7:55)

Pre-employment Drug Screen – Dr. Leichter
(see pages 6 – 7)

Explanation: Dr. Leichter will provide the board with a sample policy and seek board direction on further consideration of the potential policy.

Information Only

Item 3.
(7:55 – 8:15)

Transfer Between Entities Update – Dr. Kreider

Explanation: Dr. Kreider will update the board from a discussion earlier in the year concerning the status of potential transfer between entity classes.

Information Only

Item 4.
(8:15 – 8:30)

Team Care – Dr. Kreider

Explanation: A discussion on school-based therapy programs providing services to students and families at no expense to the district will be reviewed.

Information Only

Item 5.
(8:30 - 8:40)

District Phone System Update - Mr. Reisinger

Explanation: An overview of the planned replacement cycle for district office/room phones will be reviewed.

Information Only

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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- The resident or taxpayer wishing to speak will be recognized by the 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.

CP and Honors English 11

This course provides a chronological and historical study of American literature. Reading comprehension, analytical skills, writing, and vocabulary study are areas that are emphasized. A formal research paper and oral presentations are required.

CP and Honors English 12

This course is a chronological study of British literature, including a study of English history in relation to the development of the literature and a survey of the development of the English language. Additionally, this course includes continued development of oral communication skills and language enrichment through vocabulary study. Several expository compositions and a major research paper are required.

Espanol Comercial (Business Spanish)

Prerequisite: Spanish IV Honors

This course is designed for students who would like to be able to use Spanish at their current jobs or in their future careers in the business world. Topics will include vocabulary such as social services, retail and sales, legal system, law enforcement, banking and finance, restaurant and food services, customer service, management, advertising, and marketing. Students will also learn about the economies of Spain and Latin America, as well as proper business etiquette and correspondence in the Hispanic world. A continual review of Spanish grammar will also be incorporated into lessons, in order to improve fluency. Emphasis will be placed on using authentic materials for listening and reading and using Spanish to communicate effectively in practical business situations through role-play, dialogs and presentations. Students will also investigate how Spanish is used and/or needed in the local business community. This online/hybrid class includes independent, online work by students and two “face-to-face” meetings with the instructor per week. The weekly meetings will take place on MONDAYS and WEDNESDAYS throughout the semester, during the block identified on the student’s schedule.

Latin I

This online/hybrid version of Latin I CP includes independent, online work by students and one “face-to-face” meeting with the instructor per week. Students will have the option to attend this weekly meeting in person at Hempfield High School or virtually from an alternate location. The weekly meetings will take place on MONDAYS throughout the semester, during the block identified on the student’s schedule OR virtually during the evening session. Please note that the virtual Monday evening session will be held from 6:00 PM to 7:30 PM. translation work. Students are expected to do a great deal of independent work both inside class and at home.

CP Chemistry

Laboratory experiences will occur both on-campus and via simulation. On-campus time will occur twice weekly in two separate 78-minute blocks during the student day. Major assessments will be administered during the on-campus time. This course will utilize a variety of online tools and applications. This course will cover such topics as: matter and its classification, chemical symbols and formulas, atomic structure, periodic classification of the elements, bonding, the gas laws and molecular theories, stoichiometry, solutions, acids, bases, and salts. Phase Transitions, Chemical Equilibrium, Dissolution and Precipitation Equilibrium.

Honors Chemistry

This course is similar in content to College Prep Chemistry but is more rigorous. Laboratory experiences will occur both on-campus and via simulation. On-campus time will occur twice weekly in two separate 78-minute blocks during the student day. Major assessments will be administered during the on-campus time. There is exposure to use of some special lab techniques and instrumentation not covered in College Prep Chemistry. Honors Chemistry involves more depth and breadth of content. Scientific technical writing skills applied to formal lab reports will be stressed. This course requires that the student have a strong background in math and science along with a strong motivation to learn.

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This course is similar in content to College Prep Physics but is more rigorous. Laboratory experiences will occur both on-campus and via simulation. On-campus time will occur twice weekly in two separate 78-minute blocks during the student day. Major assessments will be administered during the on-campus time. Scientific technical writing skills applied to formal lab reports will be stressed. Honors Physics involves more depth and breadth of content than College Prep Physics. This course requires that the student have a strong background in math and science along with a motivation to learn.

CP and Honors Government & Economics

This online course is designed to give the student a comprehensive study of the structure and functions of the United States' political and economic systems. The student will develop the inquiry and analytical skills necessary to better understand our political and economic systems. The systems will be studied through ideology, institutions, leadership, role of the citizen, and the decision making process. Awareness and examination of current events topics through various online issues is an integral component of this course.

CP Precalculus

This is the fourth course in the college prep sequence. It is recommended for all students considering a four-year college program. This course extends the study of trigonometry and analytic geometry and includes functions, sequences, series, limits and graphing techniques. A graphing calculator is strongly recommended.

Honors Calculus

This is the fourth course in the honors/advanced placement sequence. This course is designed for students entering college programs which require calculus. It is especially designed for those entering engineering, math, science, business, or professional studies. It includes topics typically found in a first semester calculus course including limits, derivatives and integrals. A graphing calculator is strongly recommended.

College Prep Astronomy

Prerequisite: Algebra 2 Trig. and a Successful completion of General/Physical Science, Biology, and Algebra 1. A solid understanding of algebraic principles is required, including rearranging equations with 3 variables, order of operations, and exponents.

Laboratory experiences will occur solely on-line via activities and simulations. There will be no on-campus time; however nighttime activities will be required. Major assessments will be administered and implemented on-line. This course will utilize a variety of online tools and applications. The universe is comprised of infinite space both inward and outward.

In this course we will attempt to discover just how big it truly is; by using by an array of celestial objects that exist around us. In this course we're going to explore our night sky, constellations, solar system, galaxy, and what lies beyond the far reaches of space. In addition, we'll learn about past and current projects for space exploration, as well as future ideas for space travel; but it all has to start with an introduction of the first Astronomers. Our journey will also take us to black holes, quasars, supernovas, brown dwarfs, and the string theory. And Lastly, we'll explore how we make observations from earth, and touch on the mechanics of the tools that aid us in exploring the night sky.

PENN MANOR SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PRE-EMPLOYMENT DRUG
TESTING

ADOPTED:

REVISED:

354. PRE-EMPLOYMENT DRUG TESTING	
1. Purpose	<p>The Penn Manor School District is committed to a safe, healthy and productive workplace for all employees. Abuse of alcohol and controlled substances in the workplace is a danger to the safety, health and welfare of employees and students of the school district. An alcohol and drug-free workplace enhances the safety of all employees and ensures their fitness to fulfill job responsibilities.</p> <p>As one means of maintaining a drug-free workplace, the school district shall implement a pre-employment drug testing program (herein called the program) pursuant to this policy. The objective of the program shall be to ensure:</p> <ol style="list-style-type: none"> 1. That prospective applicants for employment (herein called applicants) are drug-free when they are hired. 2. That the applicants do not present a threat to the safety, health and welfare of those with whom they will come into contact.
2. Authority	<p>The school district is authorized to conduct pre-employment drug testing as a condition of employment. The scope of the policy shall include as a condition of employment post-offer, pre-employment screening for the use of illegal drugs.</p>
3. Guidelines	<p>As a condition of employment, the Board will hire no one who tests positive on the drug screening, unless the drug has been prescribed by a licensed physician and there is a bona fide medical reason for using the drug or if the test result has been identified as a false positive.</p> <p>Enforcement of the school district's program and policy regarding the abuse of drugs requires that applicants must provide appropriate body fluid specimens for testing.</p> <p>When a positive test result is received by the district, the district reserves the right to:</p> <ol style="list-style-type: none"> 1. Rescind any preliminary offer of employment. 2. Withdraw from consideration applicant's application for employment.

<p>49 CFR Part 40</p>	<p>3. Release from employment any applicant who has commenced on a temporary basis actual performance of their employment duties.</p> <p>4. Refuse to offer any future employment to the applicant.</p> <p><u>Procedures</u></p> <p>The school district will utilize a testing protocol that is in full compliance with the Federal Testing Protocols outlined in 49 CFR Part 40 with the exception of split specimen protocols, which shall not be used, and except as otherwise provided for herein.</p> <p>Additionally, the following guidelines shall be followed:</p> <ol style="list-style-type: none">1. The cost of the pre-employment drug testing will be borne by the school district.2. All drug testing will be conducted by a medical testing laboratory approved by the school district and certified by the Pennsylvania Department of Health and the U.S. Department of Health & Human Services/Substance Abuse Mental Health Services Administration. A listing of the approved testing centers will be maintained in the office of the Associate Superintendent.3. Testing procedures may include the following at the discretion of the school district:<ol style="list-style-type: none">a. The signing of an Informed Consent Form by the applicant.b. The utilization of an authorization or voucher for the purpose of having the test performed at a pre-approved laboratory.4. Specimen test results will be treated as privileged information and will be kept confidential. Test results shall not be disclosed to any individuals inside or outside the school district, except the Superintendent and Assistant Superintendent and designated administrative representatives having a legitimate need to know for employment-related decisions.5. Test result information will be provided to the applicant tested. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Title 49, Code of Federal Regulations – 49 CFR Part 40</p>
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Agenda – School Board Meeting
Penn Manor School District
Monday, March 19, 2012
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE Dr. Frerichs

FLAG SALUTE: Mr. Hoke

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, April 2, 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: March 5, 2012
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: February 2011

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

General Fund	\$	2,327,902.95
Cafeteria Fund	\$	50,644.01
Capital Reserve Fund	\$	41,858.91
Technology Capital Reserve	\$	29,658.12
2010 Construction Fund	\$	521,174.89
Student Activity Fund	\$	6,501.77

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. The 2012-2013 School District Calendar – (see page 5).
- B. Pilot Open Campus joint courses offered in conjunction with Manheim Township and Hempfield School Districts (see pages 6 – 8).

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

- A. Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B. Judicial Review Committee Actions as cited (see attached).
- C. Transportation Coordinator Position Description (see pages 9 – 11).
- D. Farm Lease Agreement – The lease of 23 acres of farm land to Mr. Clifford Charles at the rate of \$250.00 per acre or \$5,750.00 for the period of April 1, 2012 through March 31, 2013 as per the attached (see pages 12 – 13).

Explanation: This is an annual renewal of a farm lease agreement for property behind Manor Middle School which is owned by Penn Manor School District.

- E. Farm Lease Agreement – The lease of 41 acres of farm land to Mr. Clifford Charles at the rate of \$250.00 per acre or \$10,250 for the period of April 1, 2012 through March 31, 2013 as per the attached (see pages 14 – 15).

Explanation: This is an annual renewal of a farm lease agreement for additional property behind Manor Middle School recently purchased by Penn Manor School District.

- F. Penn Manor Education Foundation Venture Grants (see pages 16 – 18).
- G. Honeysuckle Field Restoration – to advertise and bid the restoration of Honeysuckle Field.

Explanation: As approved in the Capital Projects Plan, to reconstruct the athletic field including the addition of organic matter and soil amendments. The project also includes re-crowning the field and sodding for use in fall sports.

- H. Manor Middle Terrazzo Replacement – to advertise and bid the repair and replace the terrazzo floor at Manor Middle School.

Explanation: As approved in the Capital Projects Plan, to replace the existing terrazzo on the first floor from the lobby to the end of the corridor. The existing terrazzo is no longer bonded to the concrete substrate resulting in bubbled surfaces.

- I. Manor Middle Energy Upgrades – to advertise and bid the required analysis and installation of a new building management system at Manor Middle School.

Explanation: As approved in the Capital Projects Plan, to install a new building management system and evaluate the cost/benefit for the installation of high efficient lighting and lighting controls. Cost analysis will also be conducted to remove the Administration and school office from the chiller and place these spaces on an independent cooling system during the summer eliminating the need to run the large chiller.

- J. High School Paving Repairs – to advertise and bid for paving repair work at Penn Manor High School.

Explanation: As approved in the Capital Projects Plan, repairs would be made to the Cottage Avenue entrance and parking lots around the building.

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 19).
- 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:
Meagan A. Dougherty
Danielle M. Dreisbach
Jennifer A. Forney
- C. Leaves to the individuals according to the terms listed:
Professional Employee
S2 – January 13 – February 14, 2012, Designated Family Medical

Classified Employees
T2 – January 4 – March 27, 2012, Designated Family Medical
U2 – January 30 – March 4, 2012, Designated Family Medical
- D. Resignation of the individual listed below per the effective date:
Kerry Bushong, ERA-LST, effective 2/24/2012

- E. Twilight School Instructor for the 2011-2012 school year at the rate of \$32.00 per hour.
Jim Horner

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Adopted:

Penn Manor School District 2012 - 2013 Calendar

August 2012

M	T	W	T	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

15,16,17 Elem. Required Days
20,21,22 District Required Days
27-First Student Day
31-Vacation
4-Elem 4-Sec

February 2013

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
16	19	20	21	22
25	26	27	28	

1 - K-12 Early Dismissal
15-Weather Make-up Day/Vacation
18-Presidents' Day
22-K-12 Early Dismissal
18-Elem 18-Sec

September 2012

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

3-Labor Day Vacation
14-HS/Elem Erly Dismissal
21-MS Erly Dismissal
19-Elem 19-Sec

March 2013

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

28-Weather Make-up Day/Vacation
29-Good Friday/Vacation
19-Elem 19-Sec

October 2012

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5-K-12 Early Dismissal
8-Columbus Day Vacation

22-Elem 22-Sec

April 2013

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1-Weather Make-up Day/Vacation

15-Weather Make-up Day/Vacation
21-Elem 21-Sec

November 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

5-Weather Make-up Day/Vacation
6-Elem In-Service
14,15,16-K-12 Early Dismissal
22-26 - Thanksgiving Vacation
17-Elem 18-Sec

May 2013

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	30	31

10-K-12 Early Dismissal
20-Weather Make-up Day/Vacation
21-Vacation/In-Service
27-Memorial Day
20-Elem 20-Sec

December 2012

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

21-K-12 Early Dismissal
24-31 - Christmas Vacation
15-Elem 15-Sec


June 2013

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21

7-Last Day

5-Elem 5-Sec

Key

	Required In-Service
	Vacation/In-Service
	Vacation for Staff & Pupils
	Weather Make-up Day/Vacation
	Early Dismissal
	First Day - Pupils
	Elem Early Dis, Sec In-Serv
	Last Day - Pupils

January 2013

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

1 - Vacation
18-Secondary In-Service*
18-Elementary Early Dismissal*
21-Martin Luther King
21-Elem 20-Sec

Full In-Service Days in Calendar

Built-In Weather Days 6

*Floats with end of semester.

Teacher	190
Student	181
Days 1st semester	90
Days 2nd semester	91

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Penn Manor School District • Position Description
Transportation Coordinator

Department: Business Office
Location: District Office
Salary: SRI Level 22
Status: Hourly Position – 12 Month, Year Round
Reports To: Assistant Business Manager

Purpose and Scope of Responsibilities

The transportation coordinator shall plan, organize and direct pupil transportation in accordance with state regulations and district policy. The transportation coordinator shall be responsible for the routing and scheduling of all district transportation needs. The coordinator shall communicate relevant information to parents, students, bus contractors and drivers, district administration and building secretaries. The coordinator will maintain accurate records and prepare reports as required to state agencies. In addition, this position will provide support to other business office functions when required.

Qualifications

The transportation coordinator must have knowledge of school transportation requirements and procedures including scheduling, routing, reporting and contractor relations.

Essential Functions

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.

It shall be the responsibility of the transportation coordinator:

- To develop and schedule bus routes utilizing a computerized routing program for regular daily runs, including all public and non-public school students and CTC and special needs students
- To assign students to bus routes and develop stop times for individual students
- To develop loading and unloading areas at district schools
- To acquire and schedule transportation for field trips, music department, athletics, and other extra-curricular activities as directed

- To update and modify routes as needed throughout the school year for new students, moves and traffic and weather issues; communicate changes to contractors, drivers, administrators, building secretaries and others as necessary
- To be the contact person for parent calls regarding transportation issues;
- To order, monitor and maintain record of fuel deliveries,
- To monitor and maintain record of driver fuel purchases and mileage reports
- To review, code and approve invoices for fuel purchases and invoice contractor for reimbursement;
- To review, code and approve contractor invoices for payment
- To understand laws and safety code sections applicable to the operation of school transportation
- To remain current on all applicable laws, safety code sections and regulations relevant to student transportation and attend training as needed
- To interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance
- To participate in meetings with drivers, parents and principals regarding behavior of students, as needed
- To print and post busing information to all parents for all students for beginning of each school year; prepare routes for board approval
- To hold annual driver meeting in August of each school year and provide drivers with all necessary paperwork and bus routes at August meeting
- To prepare the Act 80 report
- To investigate and view bus stops as needed to evaluate safety concerns and/or requests for adjustments
- To perform other duties as assigned

General Skills and Capabilities

- Appropriate keyboarding skills.
- Proficiency with Microsoft Office products including Excel, Word and PowerPoint.
- Proficiencies with technological communication tools including, but not limited to word processing, internet access and utilization and the full and effective use of the district's email software.
- A valid Pennsylvania driver's license and access to independent transportation.
- Good oral and written communication skills.
- Maturity and integrity handling confidential data.
- Commitment to excellent customer service.
- Ability to diplomatically handle complaints and stressful situations.
- Flexibility and capability to manage multiple tasks.
- Ability to prioritize work independently.
- 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 correspondence, reports and computer screen data.
- Auditory acuity for telephone and oral communication.
- A temperament appropriate for work as a team member.
- Manual dexterity for the operation of office equipment.
- Some carrying and lifting – 15 to 30 pounds.
- Ability to speak clearly and distinctly.

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.

Presented for Board Approval: 3/19/2012

FARM LEASE

PENN MANOR SCHOOL DISTRICT ("Landlord") hereby leases to CLIFFORD CHARLES ("Tenant") +/- 23 acres of tillable ground, located in Manor Township, Lancaster County, Pennsylvania within the property known and numbered as 493 Donnerville Road ("Property") upon the following terms and conditions:

1. **Use.** The tillable acreage shall be used for the cultivation and growing of crops and for no other purposes. All farming shall be conducted in accordance with the best accepted agricultural practices. The Property shall be returned to Landlord upon expiration of the Lease in at least as good and fertile condition as now exists. Tenant acknowledges that his use of the Property is subject to the right of Abram and Nancy Fisher to possession, use and occupancy of the dwelling house, garage, barn and that portion of the Property on which the dwelling house is located containing approximately 3 acres ("Farmhouse Tract").

2. **Term.** This Lease shall be for a term of one year beginning April 1, 2011, and ending March 31, 2012. This Lease shall automatically renew on an annual basis unless either Landlord or Tenant, at least 60 days prior to the expiration of the then existing term, notifies the other that the Lease will terminate at the expiration of the existing term.

3. **Rental.** Tenant shall pay Landlord rent in the amount of \$5,750.00 per year, which amount shall be due upon signing of this Lease. The lease amount was calculated using a rate of \$250.00 per acre for a total of 23 acres (26.3 acres less the Farmhouse Tract).

4. **Landlord's Rights.** In event Landlord shall require the Property (or any portion of the Property) for the Landlord's uses during the term of this Lease, then Landlord may enter upon and use such portion the property (or the entire Property) which is required by Landlord. Landlord shall compensate Tenant for any damage to Tenant's crops by reason of such reentry in an amount equal to the fair market value of the crops damaged by Landlord. Except for damage to Tenant's crops caused by Landlord, Landlord shall not be responsible for any losses to Tenant's crops or equipment.

5. **Tenant's Responsibilities.**

(a) Tenant shall pay for any utilities used in connection with Property.

(b) Tenant shall utilize all reasonable means to prevent flooding, washing and gullyng on the Property.

(c) Tenant shall maintain (i) insurance on all crops on the Property and (ii)

general liability, bodily injury and property damage insurance against claims for bodily injury, death or property damage occurring on, in or about the Property with limits of not less and \$1,000,000 for bodily injuries or death and \$100,000 for damages to property. The general liability insurance shall name as insured Landlord and Tenant as their interests may appear.

6. **Subletting.** This Lease may not be assigned nor the Property sublet by Tenant without the Landlord's prior written consent, which consent can be withheld for any reason.

7. **Indemnification.** Tenant shall be solely responsible for all matters relating to Tenant's use of the Property and Tenant shall indemnify and hold harmless Landlord, and Landlord's directors, officers, employees and agents, from all court costs, claims and expenses, including attorneys fees and costs, arising from or relating to any act or omission of Tenant.

8. **Events of Default.** If Tenant shall (i) fail to pay any rent or other sum required to be paid by Tenant hereunder as and when due or (ii) fail to perform any of Tenant's obligations pursuant to this Lease not requiring the payment of money and such failure shall continue for ten (10) days after notice to Tenant of such failure, such failure shall constitute an event of default under this Lease and Landlord shall have the right to terminate this Lease and evict Tenant from the Property.

9. **Landlord's Remedies.** Upon the occurrence of any Event of Default, Landlord at Landlord's sole option shall have the right to exercise any or all of the remedies set forth in this Lease, all of which shall be cumulative and in addition to any and all rights and remedies now or at any time hereafter provided at law or in equity. The exercise of any one or more remedies provided herein shall not act as a waiver of or preclude exercise of any other right or remedy of Landlord.

10. **Compliance.** Tenant shall comply with all applicable laws, ordinances, rules and regulations with respect to the Property and Tenant's use of the Property, whether such laws, ordinances, rules and regulations are now in force or may hereafter become effective.

Intending to be legally bound Landlord and Tenant execute this Lease this 19th day of March, 2012.

**Landlord: Penn Manor School District
Michael G. Leichliter**

Tenant: Clifford Charles

FARM LEASE

PENN MANOR SCHOOL DISTRICT ("Landlord") hereby leases to CLIFFORD CHARLES ("Tenant") +/- 41.0 acres of tillable ground, located in Manor Township, Lancaster County, Pennsylvania within the parcel of land located on the south side of Charlestown Road ("Property") upon the following terms and conditions:

1. **Use.** The tillable acreage shall be used for the cultivation and growing of crops and for no other purposes. All farming shall be conducted in accordance with the best accepted agricultural practices. The Property shall be returned to Landlord upon expiration of the Lease in at least as good and fertile condition as now exists.

2. **Term.** This Lease shall be for a term of one year beginning April 1, 2012, and ending March 31, 2013. This Lease shall automatically renew on an annual basis unless either Landlord or Tenant, at least 60 days prior to the expiration of the then existing term, notifies the other that the Lease will terminate at the expiration of the existing term.

3. **Rental.** Tenant shall pay Landlord rent in the amount of \$10,250.00 per year, which amount shall be due upon signing of this Lease. The lease amount was calculated using a rate of \$250.00 per acre for a total of 41 tillable acres.

4. **Landlord's Rights.** In event Landlord shall require the Property (or any portion of the Property) for the Landlord's uses during the term of this Lease, then Landlord may enter upon and use such portion the property (or the entire Property) which is required by Landlord. Landlord shall compensate Tenant for any damage to Tenant's crops by reason of such reentry in an amount equal to the fair market value of the crops damaged by Landlord. Except for damage to Tenant's crops caused by Landlord, Landlord shall not be responsible for any losses to Tenant's crops or equipment.

5. **Tenant's Responsibilities.**

(a) Tenant shall pay for any utilities used in connection with Property.

(b) Tenant shall utilize all reasonable means to prevent flooding, washing and gullyng on the Property.

(c) Tenant shall maintain (i) insurance on all crops on the Property and (ii) general liability, bodily injury and property damage insurance against claims for bodily injury, death or property damage occurring on, in or about the Property with limits of not less and \$1,000,000 for bodily injuries or death and \$100,000 for damages to property. The general

liability insurance shall name as insured Landlord and Tenant as their interests may appear.

6. **Subletting.** This Lease may not be assigned nor the Property sublet by Tenant without the Landlord's prior written consent, which consent can be withheld for any reason.

7. **Indemnification.** Tenant shall be solely responsible for all matters relating to Tenant's use of the Property and Tenant shall indemnify and hold harmless Landlord, and Landlord's directors, officers, employees and agents, from all court costs, claims and expenses, including attorneys fees and costs, arising from or relating to any act or omission of Tenant.

8. **Events of Default.** If Tenant shall (i) fail to pay any rent or other sum required to be paid by Tenant hereunder as and when due or (ii) fail to perform any of Tenant's obligations pursuant to this Lease not requiring the payment of money and such failure shall continue for ten (10) days after notice to Tenant of such failure, such failure shall constitute an event of default under this Lease and Landlord shall have the right to terminate this Lease and evict Tenant from the Property.

9. **Landlord's Remedies.** Upon the occurrence of any Event of Default, Landlord at Landlord's sole option shall have the right to exercise any or all of the remedies set forth in this Lease, all of which shall be cumulative and in addition to any and all rights and remedies now or at any time hereafter provided at law or in equity. The exercise of any one or more remedies provided herein shall not act as a waiver of or preclude exercise of any other right or remedy of Landlord.

10. **Compliance.** Tenant shall comply with all applicable laws, ordinances, rules and regulations with respect to the Property and Tenant's use of the Property, whether such laws, ordinances, rules and regulations are now in force or may hereafter become effective.

Intending to be legally bound Landlord and Tenant execute this Lease this 19th day of March, 2012.

**Landlord: Penn Manor School District
Michael G. Leichter**

Tenant: Clifford Charles

Venture Grants
Penn Manor Education Foundation
February 2012

12-01 *Scout, Atticus, & Boo*

Penn Manor High School

A classroom set of Scout, Atticus & Boo: A Celebration of To Kill a Mockingbird collection of essays will be used to illustrate to students the impact this novel has had on others. This book will emphasize the cultural impact of Mockingbird and lend new insight from different perspectives.

12-02 *Classroom Reading Library*

Manor Middle School

Additional reading material will be purchased for use by Reading 8 students. They are required to read 20 books a year. Having books available in the classroom that are high-interest fiction and non-fiction will offer something for all levels.

12-03 *Otter Creek's Mastering Math Fact Families Program*

Conestoga Elementary

A school wide license would allow teachers to use this software to supplement math facts practice daily. The site license includes teacher instructions and all blackline masters of the basic math facts sheets. Students will be able to set individual goals and classroom teachers will be able to track the improvement each student is making.

12-04 *Artist in Residence*

Penn Manor High School

The goal of this program is to bring in artists in residence who demonstrate success in specific careers based on their intelligence strengths. Each guest speaker will describe their struggles and successes throughout their education and career exploration. The goal is to motivate students as these professionals share their journey to achieve success in a career that focuses on their intelligence strengths.

12-05 *iPad Communities*

Penn Manor High School – Life Skills

One common need in the Life Skills class is communication. The iPads will allow students who have difficulty with both expressive and receptive language needs to reach new academic and life skills levels through the use of this device.

12-06 *Imani Edu-tainers Workshop – Artist In Residence*

Manor Middle School

An Artist in Residence group called Imani Edu-tainers will provide a hands-on experience to compliment a multi-cultural segment through African music and dance. This will help students have a better appreciation for other cultures and a better understanding of their traditions.

12-07 Headphones

Hambright Elementary – 2nd grade

Headphones will be purchased to assist with literature groups. During literature groups, some students are working on the Tumblebook website to practice comprehension while other students are reading aloud to teachers. The headphones will help with concentration issues.

12-08 Leader in Me

Hambright Elementary Staff

Leader in Me is a leadership development model that impacts the traditions, events, organization, culture, instructional methodologies, and curriculum of the school and includes staff, faculty, students and community members. It will help to create a guiding vision of what “greatness” means within the culture of the school.

12-09 Brigance Assessments

Penn Manor High School

The grant will purchase a Transition Skills Activities Kit. This kit will aid with assessments for students in the School to Work program. Areas covered include vocabulary, counting money, telling time, knowledge of personal information, and other life skills.

12-10 French Curriculum

Penn Manor High School

Students in tall levels of French will use materials that contain many reading, writing and speaking activities that help develop crucial skills.

12-11 Peer Helping Retreat

Manor Middle School

The retreat is designed to train and develop 7th grade students who will service the Penn Manor schools. Peer helpers are trained to be listeners, problem solvers, and positive role models in school and in the community.

12-12 Response Devices

Penn Manor High School

Students will use the active expression response system to provide teachers with information related to student comprehension of a topic and lesson allowing teachers to quickly adjust their instructional strategies. The response devices allow students to actively and comfortably participate in class. It encourages student involvement in the lessons and prevents students from being passive learners.

12-13 School Garden/Outdoor Classroom

Conestoga Elementary

The project is to develop a school garden/outdoor classroom. The outdoor classroom would include multiple raised beds used to grow vegetables, herbs and a variety of annual and perennial plants as well as a composting area. The goal is to use the garden to compliment existing curriculum with hands-on education through the use of the garden as an outdoor learning lab.

12-14 *Interactive Classroom*

Manor Middle School – 7th grade Social Studies

Students will use the active expression response system to provide teachers with information related to student comprehension of a topic and lesson allowing teachers to quickly adjust their instructional strategies. The response devices allow students to actively and comfortably participate in class. It encourages student involvement in the lessons and prevents students from being passive learners.

12-15 *Kickbikes*

Manor Middle School

The grant will provide kickbikes to improve the quality of the physical education program provided to students in the adaptive physical education classes. Kickbikes work the whole body and will improve cardiovascular fitness as well as balance, motor skills, and coordination.

12-16 *Science Laptops*

Manor Middle School

The science department will integrate technology to help students with data input as well as adding visual representation of their activities. The incorporation of the technology will drastically cut down on paper usage as labs will be transferred to the “cloud” allowing for digital copies of be made. This will allow for a more engaging classroom for the students and easier manipulation of lab assignments.

12-17 *Library Additions*

Penn Manor High School

Books that stimulate curiosity, enhance learning and provide students with the ability to appreciate all forms of literature will be purchased for the high school library.

12-18 *District Read-a-thon*

Penn Manor School District

High school students and teachers will organize a district wide read-a-thon to coincide with the National Education Association’s celebration of Dr. Seuss’ birthday. This is a family event that promotes reading together and is open to anyone in the community.

12-19 *Maryland Science Center – Artist In Residence*

All seven elementary schools

The "Science to Amaze" series from the Maryland Science Center will visit each elementary school. This program will help younger students understand the world around them and will have older students gather and question from different forms of scientific investigations. The program integrates physics, chemistry, and biology.

Total funds awarded for Venture Grants - \$18,258.92

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
3/19/2012	YORK	LYNDA	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 3/5/2012
3/19/2012	GRIMM	KAYLA	HEALTH ROOM SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 3/7/2012
3/19/2012	FIEDLER	KIM	HEALTH ROOM SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 3/13/2012
3/19/2012	MALCOLM	LESLIE	TITLE I ASSISTANT	MARTIC	5.00	181	\$ 15.00	For the 2011-12 School Year Only	5.00	Effective 4/20/2012 Enrollment Related - 2011-12 School Year

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

* signifies a change in status