

Agenda – Committee of the Whole
Penn Manor School District
Monday, May 20, 2013
Manor Middle School – Board Room

EXECUTIVE SESSION

5:30 Superintendent's Evaluation
6:30 Personnel
Student Matter

COMMITTEE OF THE WHOLE

7:00

CALL TO ORDER: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, June 3, 2013 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: May 6, 2013
<http://www.pennmanor.net/boardminutes/>

CITIZEN'S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

STUDENT REPORT: Sarah Evarts and Jenn Adams

Item 1. Recognition of Sarah Evarts – Dr. Leichliter
(7:15 – 7:25)

Item 2. Recognition of Penn Manor High School TSA Members – Dr. Leichliter
(7:25 – 7:35)

Item 3. Introduction of Mr. Doug Eby, Mr. Eric Howe and Mrs. Dori O'Connor
(7:35 – 7:45) -- Dr. Leichliter

Item 4.
(7:45 – 8:00)

Revised Job Descriptions – Mrs. Sugra

Approval for Placement on May 20 School Board Meeting Agenda

Explanation: As part of her doctoral program, Mrs. Sugra has been updating Penn Manor School District job descriptions. She will be presenting the second in a series of updates this evening.

Item 5.
(8:00 – 8:20)

Review of Proposed Budget from May 6, 2013 Meeting - Mr. Johnston

For Information Only

Explanation: Mr. Johnston will review the proposed budget adopted at the May 6, 2013. Information will be reviewed regarding the long-term impact of various levels of revenue.

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.

Agenda – School Board Meeting
Penn Manor School District
Monday, May 20, 2013
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER: Mr. Long

MOMENT OF SILENCE: Mr. Long

FLAG SALUTE: Dr. Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, June 3, 2013 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 6, 2013
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: April 2013

PAYMENT OF BILLS: April 2013
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	3,175,447.28
Cafeteria Fund	\$	44,568.52
Capital Reserve Fund	\$	10,849.89
2010 Construction Fund	\$	54,409.91
Student Activity Fund	\$	23,417.63

Item 1. **Review of School Board Meeting Agenda** – Mr. Long

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

- A. Lancaster County Academy 2013-2014 Proposed Operating Budget
- B. Revised Job Descriptions
 - Audio Visual Director/Assistant
 - Classroom Teacher
 - Costume Coordinator
 - Delivery Driver
 - Health Room Technician (HRT)
 - High School Assistant Principal
 - High School Associate Principal
 - High School Principal
 - Middle School Assistant Principal
 - Middle School Principal

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. Approval of Graduates – The members of the Class of 2013 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- C. Special Education Legal Consortium Membership at the cost of \$1,087 for the term of July 1, 2013 through June 30, 2014.

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

- D. PSBA Membership – Membership in the Pennsylvania School Boards Association, Inc. for the 2013-2014 school year and payment of membership dues in the amount of \$12,300.

Explanation: PSBA dues are still at the 2010-2011 level. No increase was proposed.

- E. Judicial Review Committee Actions as cited
- F. Ratification of IU Bid Awards as cited for 2013-2014 (see page 5).
 - IU Cafeteria Paper & Small Wares
 - IU Technology Education Supplies

- G. Central Manor Elementary School Plancon J Submission and Audit – The administrative staff is recommending awarding a contract to John Casey for the completion, submission, and audit of the final cost data for the Central Manor Elementary School, PDE Project Number 3526, at a cost of \$3,000. Payment to be made from the 2010 Construction Fund.
- H. Quality Assurance Program Testing agreement with Q.A. +, Inc. to provide testing and inspection services for the Hambright construction project in the amount of \$289,325.20 to be paid from the 2012 Construction Fund.

Explanation: Testing services for the Hambright construction project would include Soils & Earthwork, Building Structure, Utilities, HVAC Testing, Adjusting and Balancing, Indoor Air Quality Monitoring, HVAC Commissioning, and High Performance Coatings.

- I. Building Automation System Service Contract for annual software and service contract with NRG Building Services for Central Manor Elementary School for \$11,450 as per the attached proposal. Also, the addition of the Repair Labor and Materials Option for an additional \$5,500 (see pages 6 – 17).

Explanation: This service agreement provides for the maintenance of the system that controls the heating, ventilating and air conditioning equipment in the Central Manor Elementary School. The repair option includes all necessary parts and unscheduled labor required to restore the covered equipment to normal operation during normal working hours.

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 2013- 2014 school year (see pages 18 – 19).
- B. Retirement of the individual listed per the effective date:
Nancy Shenk, Learning Support Aide, effective June 14, 2013
- C. Resignation of the individual listed per the effective date:
Christine George, Secondary Learning Support Aide, effective May 24, 2013
- D. Leaves to the individuals according to the terms listed:
Professional:
Employee B64 – April 30, 2013 – April 29, 2014 – Intermittent Family Medical
Employee B65 – March 11, 2013 – May 8, 2013 – Designated Family Medical
Employee B66 – January 22, 2013 – April 15, 2013 – Designated Family Medical
Employee B67 – August 19, 2013 – October 7, 2013 – Family Medical

Classified:
Employee B68 – April 8, 2013, 2013 – May 21, 2013 – Designated Family Medical

E. Head Coaches Recommended for Renewal for the Winter 2013-2014 Season:

Boys' Varsity Basketball - Larry Bellew

Girls' Varsity Basketball – Scott Long

Wrestling – Mike Fowler

Swimming – Cece O'Day

Bowling – Chris Vital

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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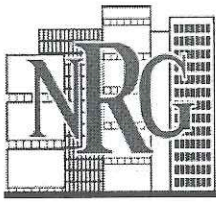
Board Ratification is recommended for the following 2013-2014 IU 13 Bids:

CAFETERIA PAPER & SMALL WARES BID SUCCESSFUL VENDORS:

ACME PAPER & SUPPLY CO INC	\$2,340.00
CALICO INDUSTRIES	\$2,842.49
JOSEPH GARTLAND INC	\$374.50
INTERBORO PACKAGING CORP	\$22.64
M J Earl	\$2,387.00
SINGER EQUIPMENT CO	\$14,554.21
WALLACE PACKAGING LLC	\$4,230.60
XPEDX-HARRISBURG	\$5,604.00
TOTAL	\$32,355.44

TECHNOLOGY EDUCATION SUPPLIES BID SUCCESSFUL VENDORS:

THE ART STORE	\$	1,590.05
METCO SUPPLY	\$	541.10
MIDWEST TECHNOLOGY PRODUCTS	\$	412.89
MOYER ELECTRONIC SUPPLY CO INC	\$	159.34
O'SHEA LUMBER CO	\$	948.00
PAXTON PATTERSON	\$	578.46
PITSCO	\$	33.75
SATCO SUPPLY	\$	2,576.74
VALLEY LITHO SUPPLY	\$	74.50
TOTAL	\$	6,914.83



Proposal # PMSD-NRG-2

MAINTENANCE SERVICES AGREEMENT between

Penn Manor
School District
P.O. Box 1001
Millersville, PA 17551

&

NRG Building Services, Inc.
48 South Harrisburg St.
Harrisburg, PA 17113

NRG Building Services, Inc. agrees to provide the services described in the attached schedules in accordance with the following terms and conditions:

Scope of Service

Facility

Building Automation System

Software Subscription

Central Manor Elementary School

Automatic Temperature Controls

Access Control / Security

Terms / Automatic Renewal

This Service Agreement shall begin on the **1st day of July 2013**, and shall continue for a period of (1) year(s) and from year to year thereafter until terminated. After the initial term, either party may terminate this agreement upon thirty (30) days written notice prior to the anniversary date of the agreement.

The contract price shall be subject to adjustment yearly to recognize any changes in costs. Notice of proposed adjustments to the annual price will be provided at least thirty days prior to agreement renewal date.

Price and Payment Terms

NRG Building Services, Inc. agrees to furnish the services as described in this agreement for the **Annual sum of: \$11,450.00**. (Eleven Thousand Four Hundred Fifty -----00/100). Invoices will be issued **Quarterly** in the amount of **\$2,862.50** as agreed. Payment will be made within 30 days of invoice date. These invoices will be sent in advance of services that we are to provide.

This proposal, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by NRG Building Services, Inc. This agreement supersedes all prior presentations and agreements not incorporated herein. This Proposal is valid through August 31, 2013.

Signatures

Submitted for
NRG Building Services, Inc.

By: Kevin Miller

Title: Sales Engineer

Signature: Kevin Miller

Date: May 6, 2013

This agreement is accepted for
Penn Manor School District

By: Denny Coleman

Title: Director of Buildings and
Grounds

Signature: _____

Date: _____

Summary of Agreement Coverage

Optional Coverage Acceptance

Agreement # PMSD-NRG-2

This service agreement provides for the maintenance of the Dedicated Micros Security System and Schneider Electric DDC Control System that is controlling the heating, ventilating and air conditioning equipment in the Central Manor Elementary School. It is intended to insure that the controls receive the calibration, adjustment and maintenance that is required to insure the proper, efficient operation of the equipment and minimize the inconvenience and cost associated with emergency repair service. This agreement provides for scheduled maintenance service only. Equipment and labor required for the repair of the system is *not* included and will be billed at the current Preferred Contract Customer rates as detailed on Attachment "A" unless the option below for Repair Labor and Material is accepted. All service will be performed during normal working hours unless the Emergency Support option is accepted as outlined below.

I. SCHEDULED MAINTENANCE

Basic Agreement Coverage

1. Specially trained technicians and engineers will conduct the required tasks to ensure that your equipment is properly maintained. The technicians and engineers who service the facility shall have a minimum of ten years experience in the HVAC controls industry and at least five years experience specifically with the Schneider Electric Building System that is installed at the customer site.
2. Each piece of covered equipment will receive a thorough preventive maintenance routine as outlined in the attached schedules for each specific type of equipment. Each piece of equipment will have it's own check off sheet showing what tasks were completed, when they were completed and who performed the work.
3. Each scheduled call has a specific set of tasks detailing exactly what needs to be performed and what special skills, tools or instruments are required to keep the equipment operating at peak level. A programmed maintenance schedule will be developed during the first year detailing what equipment is to be inspected and calibrated during each monthly inspection.
4. A service report will be completed after each call and will be provided to the customer. A duplicate record will be maintained by NRG Building Services to update the history of work performed.
6. A listing of typical service procedures is given in the attachments which follow.

II. REPAIR LABOR AND MATERIALS OPTION

Accepted by:

ADD: Five Thousand Five Hundred Dollars (\$5,500.00)

Includes all necessary parts and unscheduled labor required to restore the covered equipment to normal operation during normal working hours.

III. EMERGENCY SUPPORT OPTION

Accepted by:

(Not applicable at this time)

Guarantees emergency services for critical responses on a 7-day/week, 24-hour/day basis. Provides for a guaranteed 4 hour response time on-site.

Attachment "A"

SCHEDULE OF BILLING RATES AND MATERIAL COST

2013 - CONTRACT YEAR

Preferred Contract Customer Billing Rates (For work performed over and above the contract)

DDC Control Technician

Monday – Friday	8:00am to 5:00pm	\$123.50
Monday – Friday	5:00pm to 8:00am	\$185.25
Saturday	12:00am to 12:00pm	\$185.25
Sunday & All Holidays	12:00am to 12:00pm	\$247.00
Travel Charges		\$.75 per Mile

HVAC Specialist

Monday – Friday	8:00am to 5:00pm	\$ 89.50
Monday – Friday	5:00pm to 8:00am	\$134.25
Saturday	12:00am to 12:00pm	\$134.25
Sunday & All Holidays	12:00am to 12:00pm	\$179.00
Travel Charges		\$.75 per Mile

Preferred Contract Customer Parts Multiplier

Multiplier Times North America Field Office List Price

"Pneumatic/Electric/Electronic Components"	Times 0.50
"DDC Components Price Schedule"	Times 0.70

SCHEDULE "A"

Performance Assurances

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

*This agreement provides (12) man-days of preventative maintenance per year.

I. Hardware Support Services

NRG Building Services will perform scheduled preventive maintenance inspections and diagnostic services on the equipment covered under this agreement as required to maintain the system at maximum performance and reliability levels. The tasks specifically included are:

- a. Diagnostic check of the communication networks including the local area network between all System Controllers to insure that all controllers are on-line and communicating.
- b. Verification of control sequences for all mechanical and/or electrical equipment to insure the system is operating as designed.
- c. Recalibration of all field sensors, annually to within ± 0.5 DegF. to insure occupant comfort and maximum system efficiency.
- d. Cleaning of battery terminals and replacement of battery annually to insure database protection in the event of a power outage.
- e. Back-up of the Network Control Module database quarterly to insure a current copy is available in the event of a catastrophic controller failure.
- f. Review Alarm and Service History logs to evaluate system performance and provide a written recommendation as to what corrective action is required.
- g. Perform system analysis with emphasis on optimizing the performance of the controlled equipment.
- h. Verification of alarms and their automatic control sequences.

II. Internet Access

Internet Access is provided at the owner's facility to permit remote communications with the system by NRG Building Services personnel to provide on-line support for the on-site operator. Internet support insures a fast response to problem calls, minimizes occupant discomfort and reduces the number of premium time service calls required. This agreement provides for a total of (8) hours per year of phone support.

III. Software / Revision Upgrades

NRG Building Services will provide the customer with all scheduled updates and revisions to the Human Machine Interface software as well as related materials which shall be made available during the term of the agreement. Firmware upgrades which enhance system operation and prevent system obsolescence of any system controllers will also be provided at no additional cost to the customer.

IV. Training

Operator training will be provided on an ongoing basis by the NRG Building Services service technician. Preventive maintenance inspections may be temporarily suspended at the discretion of the owner to provide informal "brushup" operator training.

SCHEDULE "B"

Human Machine Interface

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Visual Inspection of Computer & Peripherals	Visually inspect and clean all hardware to be free of physical damage, dust and debris.	Ensure there are no impending device failures, which can adversely affect system operation.
Analyze and test hard disk drive and correct errors	Provide and install new replacement disk drive (if required). Install system database	Protect database from catastrophic failure.
Perform System Diagnostics	Ensure proper functionality and performance of all elements of workstation.	Validates that keyboard, printer and CRT respond to system status and control.
Database Verification Verification of System Operations "Spot Check of Functions"	Verify operation of monitor screen Verify setup and operation of trend reports Verify setup and operation of archival trend storage reports Verify setup of users, passwords and privilege levels to agreed upon "as built". Correct records and/or differences as noted. Verify setup and operation of maintenance time reminder applications. Verify operation of print screen documentation capability. Verify synchronization of network clock operations. Verify operation of status log reports Verify operation of point summary reports. Verify operation of real-time graphics displays. Verify setup and operation of FMS report applications.	Provides routine testing and verification that programs are performing as designed to produce expected results. Ensures that operational staff has thorough knowledge of system operations and methods.

Human Machine Interface

Tasking / Maintenance Services

Service Procedure	Function	Benefit
<p>Computer & Peripherals Checkout</p> <p>Device Database Backup</p>	<p>Provide backup of system database to hard disk system.</p> <p>Provide backup to floppy diskette of archived trend data files for long-term storage.</p> <p>Provide hard disk backup of data files for off-site storage.</p> <p>Provide hard disk backup of data files for on-site storage.</p> <p>Perform routine disk file maintenance.</p>	<p>Ensures on-site PC files are maintained at operating standard.</p> <p>Ensures accumulated data may be recovered for later analysis.</p> <p>Protects total system from catastrophic loss or malicious damage by providing off-site archived storage.</p> <p>Provides an on-site backup of system for fast recovery in event of catastrophic failure</p> <p>Ensures that disk is organized and clear of data previously saved to backup disk.</p>

SCHEDULE "C"

Network / Global Command Control Modules

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Visual inspection of LEDs, fuses, cable connectors & RS232 Ports	Ensure device is not physically damaged. Report all damaged components.	Ensures there are no impending device failures, which can adversely affect system operation and integrity.
Check for pneumatic line contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards' functioning for control of valves or dampers to ensure occupant comfort and safety.
Clean and Inspect battery terminals	Ensure that connections are tight and corrosion free.	Continuous power is available in the event of power failure to protect memory.
Verify system databases and modifications	Compare, verify that each device database matches agreed upon owner "as built" prints and records. Identify all additions, modifications and changes to software sequences, setpoints, schedules and limits. Provide assessment report to owner of impact of all noted changes. Correct all non-approved changes to "as built" status and download database to device as required.	Database verification ensures DDC system operates and performs as designed to meet goals for energy and reduction and comfort performance. Eliminates "creeping decay" of operational performance caused by non-removal of "temporary" bypasses, etc. Provides owner with recommended courses of action to improve performance over time. Ensures records are accurately maintained and documented.
Verify operation of remote telecommunications datalink to remote site	Initiate communications with DDC control network. Verify alarm dial-out capabilities to service contractor.	Provides continuous check of service response mechanism. Detects failures of third party datalink.
Remote service On-site service	Provide routine database backup service of all operating controller databases. In the event of catastrophic failure, download database to replacement device. Update device database to current operating standards.	Reduces downtime by having a current database available for replacement. Provides an off-site record archiving depot as protection against catastrophic failure, theft and malicious damage to databases.
Verify operation of system control outputs	Check schedules, sequences and setpoints.	Provides accurate and efficient control of equipment for safety, comfort and system reliability.

SCHEDULE "D"

System Level Controllers

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Check sequence of mechanical equipment	Verify that controlled equipment properly cycles from full heat to full cool.	Ensures that system operates as designed to provide proper occupant comfort.
Check room sensor accuracy	Verify operational accuracy of room sensor within + or - 0.5 degrees F.	Ensures comfort of occupants is provided.
Check zone occupancy override operation option	Verify that controlled systems switch from occupied to unoccupied modes.	Ensures after-hours comfort of occupants. Verifies proper input to after-hours billing programs. Maximizes energy efficiency of systems by employing scheduled control sequences.
Check economizer cycle operation	Verify that economizer modulates to maintain mixed air setpoint. Verify that enthalpy changeover function operates per design. Verify that modulating low limit function operates as designed.	Maximizes energy savings by using free cooling whenever possible. Maintains system operating efficiency. Extends compressor life by utilization of free cooling. Minimizes potential of coil failure by ensuring operation of low limit devices.
Check for pneumatic line contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards functioning for control of valves and dampers to ensure occupant comfort and safety.

SCHEDULE "E"

Electric / Electronic Temperature Controls

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance
 Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
VAV box inspection	Check all valves and wiring Check all damper actuators and wiring. Check operation of all dampers and lubricate. Check operation of all auxiliary devices.	Ensures comfort and economy.
Boiler, Chiller, Converter pumps and zone control inspection.	Check all valves and wiring. Check all immersion and outdoor elements. Check all relays and terminal connections. Check voltages to controlled devices. Check operation of all auxiliary devices.	Provides assurance of safe, reliable operation.
Fan systems and HVAC controls	Review all sequences of operation. Check all control valves and wiring Check operation of all dampers and lubricate. Check operation of all auxiliary devices. Check all relays and terminal connections. Clean and wipe down all panel faces. Check voltages to controlled devices.	Ensures proper pressurization and ventilation of conditioned space so that comfort is provided economically.

SCHEDULE "E" - Continued

Electric / Electronic Temperature Controls

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Control panel inspection	Clean and wipe down all panels. Check all primary and secondary transformer voltages. Check all terminal strip connections. Check all relay and auxiliary device connections. Check all solid-state drives.	Provides a neat and clean appearance of panels. Extends life of transformers. Prevents overheating of wiring connections.

SCHEDULE "F"

Access Control / Security

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Check security cameras for correct positioning	Verify that the security cameras are positioned correctly and pointing at the right area.	Ensures proper monitoring of the secure area.
Check the security cameras focus	Verify that the security cameras are in focus.	Ensures that the camera provides the DVR with exceptional video quality.
Check DVR's hard drive performance and usage levels	Verify operation of the DVR's and to ensure proper database management.	Ensures system operates as designed to provide proper monitoring / recording of the security cameras.
Check HID access control	Verify operational of all access control equipment.	Ensures occupants security in the protected area.
Check and test the operation of visual and warning alarm devices	Verify that the staff receives visual and/or warning alarms triggered by the access control system. (If applicable)	Ensures that security issues can be dealt with in a timely manner.
Check DVR, access control, and access points which monitor the security system	Verify operational of the access control / security system.	Ensures that the staff can access the system either through a web-browser or the Building Automation System.
Check timestamp of alarms or issues being reported	Verify that the time is correct when an issue or change has been made	Ensures proper timestamp is being logged with issues may arise.

SCHEDULE "G"

LIST of COVERED EQUIPMENT

Penn Manor School District

Building Names:

- **Central Manor Elementary School**

Equipment List:

- **Includes all equipment as shown in final accepted "as built" control drawings provided by the "ATC" contractor.**

PENN MANOR SCHOOL DISTRICT

May 20, 2013 Board Agenda

New employees and change in status [*] for the 2013-2014 school year:

Parker, Karen A. – elementary professional employee, full-time, permanent position, B.S. Degree, 1 year experience, Step 2, \$41,089. Assignment: Grade 1 Teacher/Central Manor Elementary School

Miss Parker graduated from Millersville University in May 2012 with a BS in elementary education with a concentration in early childhood. Karen completed her student teaching at Eshleman Elementary in fifth grade and Central Manor in first grade. She is a graduate of Hempfield High School and resides in the Hempfield area. Karen worked as a long-term substitute, academic support teacher at Central Manor during the 2012-2013 school year. She enjoys playing basketball, going on runs, sewing, and reading in her free time.

Wainman, Jr., Thomas F.* – elementary professional employee, full-time, permanent position [change from secondary professional employee/Manor Middle School]. Assignment: Learning Support/Life Skills Teacher/Pequea Elementary School

Mr. Wainman started his career at Penn Manor in August 2001. Tom has taught Learning Support at the high school for eight years and at Manor Middle School for the past four years. Tom and his wife, Melissa, live in Lititz with their sons, Tommy and Jackson. The Wainman family is looking forward to enjoying the community pool and amusement parks this summer.

Zalit, Catherine M. – secondary professional employee, full-time, permanent position, B.S. Degree, no experience, Step 1, \$40,987, pending receipt of required documents. Assignment: Mathematics Teacher/Marticville Middle School

Miss Zalit is a recent graduate of Millersville University. She earned a bachelor's degree in mathematics education. Catie graduated from Liberty High School in Bethlehem, PA. During her student teaching semester, she taught in the School District of Lancaster. The previous semester, she taught in a block placement at Ephrata Area School District. Throughout her student teaching experience, she also worked for the Marriott Hotel in Lancaster.

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
5/22/2013	*	RODA	JAMIE	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 5/1/2013
5/22/2013	*	BARLEY	LORI	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 8/26/2013
5/22/2013		BATES	DIANE	DATA SPECIALIST	DISTRICT	8.00	\$ 44,000.00	Permanent	8.00	Effective 5/20/2013

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

* signifies a change in status