

Agenda – Committee of the Whole
Penn Manor School District
Tuesday, September 6, 2011
Manor Middle School – Board Room

DINNER

(4:45)

EXECUTIVE SESSION WORKSHOP

(5:00 – 6:00)

Legal

Student Matters

PUBLIC HEARING

(6:15)

Proposed Closing of Hambright Elementary School Building

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, September 19, 2011 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES:

August 15, 2011

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

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.
(7:15 – 7:40)

eStrategic Plan Midpoint Review – Ms. Pollock and Mr. Reisinger
(see enclosure)

Explanation: Ms. Pollock and Mr. Reisinger will review highlights of the required PA Department of Education Midpoint Review document.

**Approval for Placement on the September 19 School Board Meeting
Agenda**

Item 2.
(7:40 – 7:50)

Revised Job Description: Technology Support Specialist –
Mr. Reisinger
(see pages 4 – 5)

Explanation: The recent vacancy in the Technology Department has necessitated the revision of this job description.

**Approval for Placement on the September 6 School Board Meeting
Agenda**

Item 3.
(7:50 – 8:05)

2011-2012 School Opening – Leadership Team

Explanation: Highlights from the first week of school will be reviewed.

Information Only

Item 4.
(8:05 – 8:20)

2011-2012 Budget Calendar – Mr. Johnston

Information Only

Item 5.
(8:20 – 8:30)

Capital Project Update – Lancaster County CTC – Mr. Schlotzhauer

Information Only

ADJOURNMENT

SCHEULING 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
Technology Support Specialist

Department: Technology Services
Location: Building Level
Salary: Classified - SRI 24
Status: Salaried Position – 12 Month, Year Round
Reports To: Technology Director

Purpose and Scope of Responsibilities

Under the leadership of the Technology Director, the Technology Support Specialist serves as the primary technology support representative for building faculty, staff and students. Support includes installation, maintenance, troubleshooting and repair of hardware, software, mobile, printing, VOIP and network devices in a mixed platform, mixed vendor environment.

Essential Functions

This position interfaces with staff and faculty 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.

1. Provides accurate and timely technical troubleshooting, repair and problem resolution support for faculty and staff.
2. Maintains building-level equipment and software including but not limited to computers, labs, technology carts, mobile devices, instructional and business software, telephony and VOIP, AV and presentation tools, printers and multifunction copiers.
3. Manages system security, data backups and software patches.
4. Maintains accurate technology inventories and record keeping.
5. Prepares, tests, and implements software images, packages and scripts for machine deployment and software updates.
6. Upgrades staff and student machines; transfers files, data and settings to new machines.
7. Provides guidance on technology solutions and purchases at the building level.
8. Provides technical training and professional development for staff and faculty.

9. Provides support and troubleshooting for building websites, content management systems, course management systems and student management software.
10. Assists staff with accessing network resources, applications and district systems.
11. Remains current in the field of technology by participating in technology workshops, seminars and certification programs.
12. Collaborates with the Technology Team in a professional manner to provide customer focused IT solutions for district students, teachers and staff.
13. Performs other duties as assigned by the Technology Director or district Leadership Team.

Marginal Functions

Marginal functions will vary with the specific assignment and depend on the particular function for which the personal is responsible.

Knowledge and Skill Requirements

- Education Required: Associates or Bachelors degree in a related field
- Certifications Desired: Apple, Linux, and Windows industry certifications
- Experience Required: 2 - 3 years broad technical experience in a mixed platform environment
- Other Qualifications: Good oral written communication skills. Excellent technical problem solving skills. Maturity and integrity when handling confidential data. Flexibility and capability to manage multiple tasks. Ability to prioritize and work independently.

Physical/Mental/Environment Requirements

- Sit: 60%
- Walk/stand: 40%
- Lifting: Up to 50 pounds (Computers, printers and technology equipment)
- Vision: Must concentrate at close vision for extended periods of time.
- Environment: Normal office and school building environment
- Mental: Ability to interpret, analyze, and problem solve detailed written and verbal communications.

The position requires a valid Pennsylvania driver’s license and access to personal transportation.

Agenda – School Board Meeting
Penn Manor School District
Tuesday, September 6, 2011
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE Dr. Frerichs

FLAG SALUTE: Mrs. Green

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, September 19, 2011 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: August 15, 2011
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

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. Amendment Number 2 for the Sale of Commercial Real Estate with Blackford Development LTD (see pages 6 – 7).
- B. School Sports Media Agreement (as distributed on 8/15/2011).

C. Revised Technology Job Description (see pages 8 – 9).

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

A. Second Reading of the following Revised School District Board Policies (see packet distributed on August 1)

Section: Programs

- # Alumni Honors
- #122 Cocurricular Activities/Non Athletic
- #123 Interscholastic Athletics
- #123.2 Athletic Honors

Section: Pupils

- #217 Graduation Requirements
- #218 Student Discipline
- #218.2 Terroristic Threats/Acts
- #222 Tobacco Use
- #225 Relations with Law Enforcement Agencies: **Deletion**
- #226 Searches
- #227 Controlled Substances/Paraphernalia

Section: Employees

- #314 Physical Examination
- #336 Personal Necessity Leave
- #323 Tobacco Use

Section: Finances

- #620 Fund Balance

Section: Operations

- #805 Emergency Preparedness

Section: Community

- #909 Municipal Government Relations

B. Pequea Township Public Water Connection Resolution – The school board approves payment not to exceed \$51,000 to Nathan Pipitone, President of Wellington Development, as contribution toward the proposed water line extension behind Pequea Elementary School and the installation of a T connection with wet tap to extend to the school’s property line.

C. Middle School and High School Handbooks – The administrative staff is recommending approval of the Middle School and High School Handbooks.

D. Tuition Students for the 2011-2012 school year

Lydia Selman – grade 10
Charlotte Selman – grade 6

E. Disposal of Vehicles via sealed bid:

1997 Dodge Ram 2300 VIN #XXXXXXXXXXXX552111
1997 Dodge Ram 3500 VIN #XXXXXXXXXXXX545744

Explanation: The district would like to dispose of two vans formerly used to transport students. Sealed bids will be accepted.

F. Integrated Pest Management Bid – five year integrated pest management bid to Western Pest Services, effective October 1, 2011 through September 30, 2016 as cited (see page 10).

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

A. Resignation of the individuals listed per the effective date.

William Horst – part time custodian – effective July 19, 2011
Tiffany Keim – playground aide – effective August 12, 2011
Scott Lackey – high school teacher – effective August 22, 2011
Keri Scheid – support staff substitute – effective August 25, 2011
Carol Ann Stetler – food service – effective August 12, 2011

B. Retirement of the individual listed per the effective date.

Ellen Pollock – Assistant Superintendent – effective June 30, 2012

C. Employment and Change in Status of the individuals listed per the effective date for the 2011-2012 school year (see pages 11 – 12).

D. Substitute Teachers within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list (see page 13).

E. Fall, Winter and Spring Athletic Workers as listed for the 2011-2012 school year (see page 14).

F. Volunteer Boys Soccer Coach – Andrew Walton

G. Head Girls' Lacrosse Coach – Kim Marsh

H. Mentors for the 2011-2012 school year as listed (see page 15).

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the eStrategic Plan.

I. Middle School Tutors for the 2011-2012 school year at a rate of \$32.00 per hour.

Curt Elledge	Amy Niemkiewicz
Lisa Bitler	Jennifer Ennis
Courtney Costello	Connie Jackson
Maricia Kligge	Jon Bittenbender
Erica Kopp	Kerri Miller
Tom Wainman	

J. Detention/Saturday School Monitors for the 2011-2012 school year at the rate of \$32.00 per hour.

Brad Aungst	Tresa Kirk
Lisa Bitler	Erick Dutchess
Courtney Costello	Kathy Grenier
Steve Evans	Kathy Kirk
Doug Kramer	Paul Milot
Jen Kroesen	Nick Swartz
Jeremy Nesmith	Jon Bittenbender
Jim Horner	Chris Telesco
Curt Snelbaker	Jim McGlynn
Heather Paquette	Connie Jackson
Brian Osmolinski	Maryann Saylor

K. Twilight School Instructors for the 2011-2012 school year at the rate of \$32.00 per hour.

Billie Jo Atkins	Tresa Kirk
Shawn Canaday	Karen Miller
Nick Crowther	Jess Minko
Nikole Donnelly	Brian Osmolinski
Erick Dutchess	Heather Paquette
Patrick Eichelberger	Michele Pletcher
Curt Elledge	Liz Sheerer
Kathy Grenier	Curtis Snelbaker
Barry Groff	Tom Wainman
Jodie Henderson	Steve Weidner
Kathy Kirk	

- L. Pennsylvania Constables 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.

Robert Benson
Fred Townsend
John Griffith
Bill Perkins

Randall Kreiser
Christopher Wiggins
Jeff Pokepec
Dan Harsh

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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**AMENDMENT NUMBER 2 TO AGREEMENT FOR THE
SALE OF COMMERCIAL REAL ESTATE**

THIS AMENDMENT NUMBER 2 TO AGREEMENT FOR THE SALE OF COMMERCIAL REAL ESTATE is entered into as of September 6, 2011, between PENN MANOR SCHOOL DISTRICT (“SELLER”) and BLACKFORD DEVELOPMENT LTD AND/OR ASSIGNS (“BUYER”).

The Seller and Buyer are parties to an Agreement of Sale and Addendum #1 to Agreement dated April 20, 2011 and amended by Amendment Number 1 to Agreement for the Sale of Commercial Real Estate dated July 11, 2011 (collectively the “Agreement”), for the sale and purchase of property located in Millersville Borough, Lancaster County, Pennsylvania (the “Property”).

The Agreement provided for a Due Diligence Period, which will expire on September 6, 2011. The Buyer commenced its reviews and investigations of the Property and, as a result of its reviews and investigations conducted to date, requested that the Due Diligence Period be extended. The Seller has agreed to extend the Due Diligence Period on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and intending to be legally bound, the Seller and Buyer hereby agree as follows:

1. Defined terms used herein shall have the meaning ascribed to them in the Agreement.

2. The Agreement is hereby revised to extend the expiration of the Due Diligence Period from September 6, 2011 to November 7, 2011. In consideration of this extension of the Due Diligence Period, Buyer agrees to reimburse Seller for Seller’s legal fees incurred in connection with the Agreement, including legal fees incurred through the expiration of the Due Diligence Period, in an amount not to exceed \$10,000.00. Concurrently with the execution of this Amendment, Buyer shall pay to Seller the amount of \$_____, representing legal fees incurred by Seller through July 30, 2011 in connection with the Agreement. Seller shall provide Buyer with copies of its invoices for legal services in connection with the Agreement and Buyer shall reimburse Seller for such amounts within fifteen (15) days of receipt of the invoice, to a maximum of \$10,000.00 in the aggregate. The amounts paid by Buyer as set forth above shall be non-refundable to Buyer (except in the event of Seller’s default of the Agreement) but shall be applied to the Purchase Price at the time of Settlement.

3. Except as hereinabove amended, the Agreement shall remain unmodified and shall continue in full force and effect in accordance with its terms.

(Rest of Page left intentionally blank, signature page follows)

IN WITNESS WHEREOF, parties have duly executed this Amendment Number 2 to Agreement For the Sale of Commercial Real Estate as of the day and year first above written.

SELLER

PENN MANOR SCHOOL DISTRICT

By: _____

BUYER:

BLACKFORD DEVELOPMENT, LTD.

BY: _____

Penn Manor School District - Position Description
Technology Support Specialist

Department: Technology Services
Location: Building Level
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Reports To: Technology Director

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3. Manages system security, data backups and software patches.
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7. Provides guidance on technology solutions and purchases at the building level.
8. Provides technical training and professional development for staff and faculty.

9. Provides support and troubleshooting for building websites, content management systems, course management systems and student management software.
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The position requires a valid Pennsylvania driver's license and access to personal transportation.

TO: CHRIS JOHNSTON
FROM: RANDY WOLFGANG
DATE: AUGUST 19, 2011
RE: INTEGRATED PEST MANAGEMENT BID

On Friday, August 19, 2011, at 9:15 p.m., the integrated pest management bids were unsealed as noted by the bid specifications. There was 1 bid submitted-Western Pest Services. The bid packet was complete with the appropriate documents. The bid amount for the vendor is listed below.

BID TABULATION

YEAR	WESTERN PEST
2011-2012	\$6,014.88
2012-2013	\$6,104.88
2013-2014	\$6,104.88
2014-2015	\$6,195.24
2015-2016	\$6,195.24
TOTAL	\$30,435.12

After reviewing the bid packet, I am recommending awarding the 5 year integrated pest management bid to Western Pest Services. In addition to submitting the only qualifying bid, Western Pest has been our pest management company for the past 11 years and their service has been excellent. The effective date of the award is October 1, 2011 and will continue through September 30, 2016.

PENN MANOR SCHOOL DISTRICT

September 6, 2011 Board Agenda

New employee for the 2011-2012 school year:

McCabe, Steven J. – secondary professional employee, full-time, permanent position, retroactive to August 29, 2011, B.S. Degree, no experience, Step 1, \$40,987, pending receipt of required documents.
Assignment: Health & Physical Education Teacher/Penn Manor High School

Steve McCabe earned his Health and PE teaching certificate from Eastern University and his bachelors' degree from University of Aberty in Scotland. He is also employed by Penn Manor as Varsity Boys' soccer coach.

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
9/6/2011	DOMBACH	TRUDY	ERA-LST	PEQUEA	5.00	181	\$ 9.90	For the 2011-12 School Year Only	5.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	MILLER	BRITTANY	ERA-LST	CENTRAL MANOR	5.00	181	\$ 9.90	For the 2011-12 School Year Only	5.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	STROSSER	KIERAN	ERA-LST	MARTIC	2.00	181	\$ 9.90	For the 2011-12 School Year Only	2.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	ERB	JENNIFER	ERA-LST	HIGH SCHOOL	5.00	181	\$ 9.90	For the 2011-12 School Year Only	5.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	* ROBLEDO	GEORGINA	ERA-LST	HAMBRIGHT	6.00	181	\$ 10.17	For the 2011-12 School Year Only	6.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	* KEIM	TIFFANY	ERA-LST	MANOR MIDDLE	6.00	181	\$ 10.17	For the 2011-12 School Year Only	6.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	* SCHOELKOPF	BETH	ERA-LST	LETORT	3.00	181	\$ 10.20	For the 2011-12 School Year Only	3.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	* ARMSTRONG	JAYMI	ERA-LST	LETORT	3.50	181	\$ 10.38	For the 2011-12 School Year Only	3.50	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	* BRANDT	SALLIE	ERA-LST	LETORT	2.50	181	\$ 9.90	For the 2011-12 School Year Only	5.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	* MILLER	LINDA G	ERA-LST	HAMBRIGHT	1.00	181	\$ 12.31	For the 2011-12 School Year Only	5.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	DEBERDINE	DEBRA	Title I Assistant	CONESTOGA	5.00	181	\$ 15.00	For the 2011-12 School Year Only	5.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	FLORES	AMY	Title I Assistant	HAMBRIGHT	5.00	181	\$ 15.00	For the 2011-12 School Year Only	5.00	Effective 8/29/2011 Enrollment Related - 2011-12 School Year
9/6/2011	BRODY	CHRIS	FOOD SERVICE	MANOR MIDDLE	4.00	180	\$ 9.02	Permanent	4.00	Effective 8/29/2011
9/6/2011	SAUDERS	JASON	Technology Systems Analyst	District	8.00	261	\$ 42,711.00	Permanent	8.00	Effective 8/19/2011
9/6/2011	FLORES	AMY	Support Staff Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 8/29/2011 Substitute - As Needed
9/6/2011	ZEPP	REBECCA	Support Staff Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 8/29/2011 Substitute - As Needed
9/6/2011	SMITH	MEGAN	Support Staff Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 8/29/2011 Substitute - As Needed
9/6/2011	KREIDER	JOLENE	Health Room Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 8/29/2011 Substitute - As Needed

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

* signifies a change in status

Substitutes for September 6, 2011 Board Approval

Roberta	M.	Albrecht-Fuller
Jillian	S.	Almonev
Robert	W.	Arrick
Amy	R.	Auchter
Diana		Aviles
Lorca	L.	Beebe-Diaz
Emily	A.	Bowers
Elizabeth	D.	Clippinger
Derek	L.	Denlinger
Sara	R.	Evans-Bodde
Christine	M.	Felegi
Mary	K.	Ferris
Dennis	J.	Gorman
Tia	R.	Herr
Danielle	K.	Ierley
Jessica	M.	Keemer
Wendy	A.	Lutz-Terry
Marco	T.	Marinaro
Daniel	C.	Newman
Patricia	M.	Pearson
Walter	S.	Poyck
Jennifer	L.	Sappington

Athletic Workers 2011-2012

Name

Alston, Diana
Bachman, Cindy
Barnett, Mary
Basile, Aron
Basile, Brandy
Binkley, Jason
Bosso, Valerie
Chismar, Carole
Chismar, Elizabeth
Chismar, Paul
Deibert, Christine
Dell'Estate, Frank
Deb Drexel
Dutchess, Erick
Ennis, Jennifer
Fowler, Mike
Frerichs, Melissa
Frey, Harry
Galgon, Angela
Goodhart, Deb
Grenier, Kathy
Gue, Deron
Henderson, Jodie
Herman, Janice
Herman, Joe
Hess, Dave
Hess, Steve
Hottenstein, Jason
Jackson, Connie
Jackson, Wardell
Kauffman, Barry
Keen, Kay
Kmiecik, Dave

Name

Kramer, Doug
Kroesen, Dean
Kroesen, Jen
Longeran, Cindy
Marsh, Kim
Metzler Roth, Deb
Musser, Jill
MyGlynn, Jim
Morrison, Dave
Musser, Tyler
Ochs, Janet
Ohl, Dave
Osmolinski, Brian
Paquette, Heather
Polaski, Erik
Ruth, Marylou
Santaniello, Chris
Smith, Nancy
Snelbaker, Curt
Snyder, Mary
Staub, Jarod
Stoudt, John
Telesco, Chris
Tucker, Gary
Valentine, Heather
Webster, Ken
Weidner, Steve
Wood, Bruce
Yearsley, James
Youtz, Cheryl
Youtz, Don
Zapata, Bill
Zander, Jim

2011-2012 NEW EMPLOYEES WITH MENTORS

New Hires' Name	Building	Assignment	Status	Mentor's Name
Steven J. McCabe	High School	Health & Physical Education	Full-time, Permanent	David W. Ohl
Tara L. Vitti	Hambright	50% Kindergarten/A.M. Session	Part-time, Permanent	Ann M. Helwig