

Agenda – Committee of the Whole
Penn Manor School District
Monday, March 20, 2017
Manor Middle School – Board Room

WORKSHOP

5:30 School Safety Workshop

EXECUTIVE SESSION

6:00 Personnel (Evaluation of the Superintendent)

6:30 Personnel (Review of voting items #4B & C)

Student Matter (Review of voting item #3C)

COMMITTEE OF THE WHOLE

(7:00)

CALL TO ORDER: Mr. Long

FLAG SALUTE: Hambright Elementary School Students

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, April 3, 2017 at 7:00 p.m. in the Board Room of the Manor Middle School.

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole Meeting for the purpose of discussing Evaluation of the Superintendent, Personnel, and Student Matter as detailed above.

ROLL CALL:

APPROVAL OF MINUTES: March 6, 2017
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Jeff Taylor and Victoria Martin

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.
(7:15-7:30)

Cooperative Athletic Agreements - Dr. Leichliter

Explanation: Dr. Leichliter will review a request from a local private school to enter into a cooperative athletic agreement with Penn Manor.

For Information Only

Item 2.
(7:30-7:40)

Superintendent's Quarterly Report - Dr. Leichliter

Explanation: Dr. Leichliter will provide a third quarter update on his goals.

Information Only

Item 3.
(7:40-7:55)

The Intermediate Unit 13 Core Program of Services and Instructional Media Services Budgets for the 2017-2018 school year - Mr. Fullerton & Dr. Leichliter

Explanation: The School Board of each member district must annually approve this budget from Intermediate Unit 13.

Approval for Placement on April 3, 2017 School Board Meeting Agenda

Item 4.
(7:55-8:10)

Mosaic (Heartland) Cafeteria System Upgrade - Mr. Johnston & Mr. Reisinger

Explanation: Mr. Johnston and Mr. Reisinger will review an upgrade to the existing cafeteria software system.

Approval for Placement on March 20, 2017 School Board Meeting Agenda

Item 5.
(7:55-8:10)

Update on Elementary Master Schedule & Programming - Dr. Egan

Explanation: Dr. Egan will provide an update on the elementary master schedule and elementary programming.

Information Only

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, March 20, 2017
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER: Mr. Long

MOMENT OF SILENCE: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, April 3, 2017 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole Meeting for the purpose of discussing Evaluation of the Superintendent, Personnel, and Student Matter as detailed on the Committee of the Whole agenda.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: March 6, 2017
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: February 2017

PAYMENT OF BILLS: February 2017
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	3,090,260.24
Food Service Fund	\$	151,339.88
2015 Construction Fund	\$	500.00
2016 Construction Fund	\$	652,542.55
Student Activity Fund	\$	23,956.80

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. School Board Meeting Dates for 2017-2018
- B. Mosaic (Heartland) Cafeteria System Upgrade - Point of Service agreement as per the attached proposal (see pages 4-6)

Explanation: The upgrade includes a shift to a cloud based solution with increased software capabilities including menu development and inventory control.

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

- A. Farm Lease Agreement – The lease of 23 acres of farm land to Mr. Clifford Charles at the rate of \$300.00 per acre or \$6,900.00 for the period of April 1, 2017 through March 31, 2018 as per the attached (see pages 7-9).

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.

- B. Farm Lease Agreement – The lease of 21 acres of farm land to Mr. Clifford Charles at the rate of \$300.00 per acre or \$6,300 for the period of April 1, 2017 through March 31, 2018 as per the attached (see pages 10-12).

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. The total acreage has been reduced due to the construction of the Hambright Elementary Building and athletic fields.

- C. Judicial Review Committee Action as cited (enclosure)
- D. ePlus to provide Cisco Meraki access points in the amount \$20,919.39 per E-Rate mini-bid 2017 (see page 13)
- E. PlanCon J Consulting Services for Hambright Elementary and Pequea Elementary with John Casey at the cost of \$2,500 per school

Explanation: Consulting services include completion of the necessary paperwork required to obtain the final reimbursement for the Hambright and Pequea elementary schools.

- F. NRG Service Contract – Central Manor/Marticville Middle/Martic/Hambright/Pequea (page 14)

Explanation: Service agreement with NRG for the building automation services, automatic temperature controls and access control/security effective April 1, 2017 through March 31, 2018, including the Repair, Labor and Materials option.

G. Job Descriptions (see pages 15-18)

H. Stump Removal Services in the amount of \$3,950 with Arborist Enterprises

Explanation: For removal of 14 stumps located at Manor Middle School, Pequea Elementary School, Eshleman Elementary School, and Central Manor Elementary School.

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 2016-2017 school year (see page 19).

B. Retirement of the individuals listed per the effective date:
Eusebio Negrón, Custodian, Eshleman, effective 6/30/17
Louise Aument, Building Secretary, Eshleman, effective 6/16/17

C. Resignation of the individual listed per the effective date:
Shawn Beard, Assistant Director of Technology, effective 3/21/17
Melissa Sugden, Food Service, Manor Middle, effective 6/6/17
Mary Munster, Title I Aide, Manor Middle, effective 3/24/17
Amy Reis, Building Secretary, Martic, effective 3/17/17

D. Assistant Director of Technology
Chad Billman, effective 3/22/17, salary \$83,000 prorated

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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

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

Account: Penn Manor School District

HSS ID: 7366062-113462

Date: 03/02/2017

Contact: Shawn Beard

Sales Rep: Patrick Clemens

Heartland School Solutions

1620 W. Fountainhead Pkwy, Suite 501

Tempe, AZ 85282

Phone: 1-800-724-9853 x3092

Fax: 585-785-2375

Email: patrick.clemens@e-hps.com

This Proposal must be signed within 30 days from the above date in order to guarantee pricing and discounts.

Product Code	SAAS Products	Quantity	Price	Total
HSS0134	SAAS: MOSAIC Cloud POS and FR Director License	1	\$1,071.00	\$1,071.00
HSS0132	SAAS: MOSAIC Cloud POS Site License	10	\$856.00	\$8,560.00
HSS0137	SAAS: MOSAIC Menu Planning Director License	10	\$675.00	\$675.00
HSS0138	SAAS: MOSAIC Production Site License	10	\$150.00	\$1,500.00
HSS0140	SFW: MOSAIC On Premise POS Station License	17	\$318.00	\$5,406.00
HSS2003	SAAS: MySchoolApps Online 2001-5000 Subscription	1	\$2,700.00	\$2,700.00
HSS0670	SAAS: Discount-Value	1	(\$1,991.00)	(\$1,991.00)
HSS0669	SAAS: Discount- In-Family	1	(\$5,376.00)	(\$5,376.00)
	SAAS: Total			\$12,545.00
Product Code	Hardware Products	Quantity	Price	Total
HSS0232	HDW: HSS MOS Pin Pad Optical Scanner	21	\$319.00	\$6,699.00
HSS0662	HDW: Discount	21	(\$70.00)	(\$1,470.00)
	HDW Total			\$5,229.00
Product Code	Professional Services	Quantity	Price	Total
HSS0629	PSV: Remote Implementation Services	2	\$750.00	\$1,500.00
HSS0648	PSV: Onsite Training- Expenses Separately Billed	2	\$750.00	\$1,500.00
HSS0649	PSV: Onsite Go Live- Expenses Separately Billed	4	\$750.00	\$3,000.00
HSS0933	PSV: MOSAIC Menu Planning Training Online	1	\$250.00	\$250.00
HSS2014	PSV: Setup/Train MySchoolApps	1	\$375.00	\$375.00
	Professional Services Total			\$6,625.00
	Total			\$24,399.00
	Shipping			\$105.00
	Grand Total Year 1			\$24,504.00

Product Code	Subscription Products	Quantity	Price	Total Year 2
HSS0464	SUB: MOASIC Cloud Director POS and FR Annual Subscription	1	\$1,071.00	\$1,071.00
HSS0462	SUB: MOSAIC Cloud Site POS Annual Subscription	10	\$856.00	\$8,560.00
HSS0467	SUB: MOSAIC Menu Planning Director Annual Subscription	1	\$675.00	\$675.00
HSS0468	SUB: MOSAIC Production Site Annual Subscription	10	\$150.00	\$1,500.00
HSS2010	SUB: MySchoolApps Online 2001-5000 Subscription	1	\$2,700.00	\$2,700.00
HSS0655	SUB: Discount	1	(\$1,450.00)	(\$1,450.00)

Subscription Total Year 2	\$13,056.00
Subscription Total Year 3	\$13,056.00
Subscription Total Year 4	\$13,056.00
Subscription Total Year 5	\$13,056.00

Grand Total Years 1-5	5 year agreement	\$76,728.00
------------------------------	-------------------------	--------------------

In-Family Discount

Customers who have paid their current school year annual maintenance invoice(s) in full qualify for an exclusive HSS In-Family Discount. If it is determined that payment for any school year annual maintenance support invoice(s) is no current, the district must provide payment to HSS Prior to the purchase of any new Licensing to receive an In-Family Discount. Please reference the effective dates of any new annual fees described below. Your signature on the proposal confirms that you understand the agreement.

General Notes

- Upon agreement to proceed, the client must provide Heartland School Solutions with a signed Proposal and an original Purchase Order. If the District does not generate Purchase Orders, it must provide a signed Letter of Intent to purchase.
- Sales Tax will be included on your invoice unless a tax exemption certificate is on file for your district. Please forward a current Tax Exempt Certificate and W9 for our files. This will ensure timely order processing
- When applicable, travel expenses (air travel, lodging, rental car, meals, mileage, and other related charges) incurred while conducting onsite services will be included on your invoice.
- When applicable, shipping charges will be included on your invoice. The Purchase Order and/or Letter of Intent must include the proposed shipping charges. This will ensure timely order processing.
- When applicable, implementation dates will be confirmed by the HSS Project Coordinator.
- The effective start date of your Subscription begins on the first day of delivery of services which will be considered the anniversary date of the subsequent year. Annual Subscription includes all

subscription enhancements and technical phone support to the customers who are in good financial standing with Heartland School Solutions.

- Your Signature on this Proposal confirms that you understand this agreement.
- This proposal is subject to written acceptance by an authorized Purchaser and Heartland School Solutions. By signing this proposal you are agreeing to the terms and conditions set forth in this Proposal and the agreement(s) included with this Proposal or attached hereto and made a part hereof.

Approved By Authorized Purchaser _____ Date _____

Title _____

PO# (please attach PO) _____

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, 2017, and ending March 31, 2018. 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 \$6,900.00 per year, which amount shall be due upon signing of this Lease. The lease amount was calculated using a rate of \$300.00 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 gulying 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

00460733.1

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 20th day of March, 2017.

Landlord

Tenant

FARM LEASE

PENN MANOR SCHOOL DISTRICT ("Landlord") hereby leases to CLIFFORD CHARLES ("Tenant") +/- 21.0 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, 2017, and ending March 31, 2018. 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 \$6,300.00 per year, which amount shall be due upon signing of this Lease. The lease amount was calculated using a rate of \$300.00 per acre for a total of 21 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 gulying 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,
00460733.1

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 20th day of March, 2017.

Landlord

Tenant

Quote Name:



Bill To
 PENN MANOR SCHOOL DISTRICT
 PO BOX 1001
 MILLERSVILLE PA 17551
 ATTN: SHELLEY HODSON

Ship To
 PENN MANOR SCHOOL DISTRICT

Quotation #: 22009982
 Order #:
 Quotation Date: 02/28/2017
 Expiration Date: 03/29/2017
 Client Reference: Meraki Mini bid
 Account Rep: Brandon Holmes

Line No.	Quantity	Part Number	MFG	Description	Unit Price	Ext Price
001	40	MR33-HW	CISCO	LEGACY MERAKI MR33 CLOUD MANAGED AP	\$318.01	\$12,720.40
002	1	MR72-HW	CISCO	MR72 CLOUD-MANAGED 802.11AC OUTDR AP	\$783.51	\$783.51
003	41	LIC-ENT-5YR	CISCO	5YR CLOUD CONTROLLER LICs	\$176.40	\$7,232.40
004	2	MA-ANT-20	CISCO	MERAKI DUAL-BAND OMNI ANT Line Note: ePlus works with our customers to follow either a BEAR or discount billing process for their E-Rate eligible purchases. All E-Rate approvals for the specific items being purchased through the program must be in place before we will process an order leveraging discount billing (SPI). For the BEAR process, process an order to ePlus under standard net terms for the entire amount and file a BEAR upon potential future approval by E-Rate. If making a purchase prior to E-rate approval (via purchase order using standard net terms), that purchase is not returnable or cancellable in the event E-rate funding is not awarded. This proposal is valid for E-rate Funding Year 2017 with contract term dates of 04/01/2017 - 09/30/2018. E-rate-based pricing leveraging most vendor programs is normally contingent upon the applicant selecting ePlus SPIN 143006553 on their form 471 submittals to E-Rate, prior to the processing of an order.	\$91.54	\$183.08
005	1	PEPPM	EPLUS	AS PER PEPPM 2015-2017 CONTRACT # 524104 - FAX PO TO 800-636-3779.	\$0.00	\$0.00



Proposal # PMSD-NRG-1

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

Building Automation System Software Subscription

Automatic Temperature Controls

Facility

Martic Elementary School
Marticville Middle School
Central Manor Elem. School
Hambricht Elementary School
Pequea Elementary School

Terms / Automatic Renewal

This Service Agreement shall begin on the **1st day of April 2017**, 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: \$57,685.00.** (Fifty Seven Thousand Six Hundred Eighty Five -----

00/100). Invoices will be issued **Quarterly** in the amount of **\$14,421.25** 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 April 30, 2017.

Signatures

Submitted for
NRG Building Services, Inc.

By: Kevin Miller

Title: Sales Engineer

Signature: *Kevin Miller*

Date: February 16, 2017

This agreement is accepted for
Penn Manor School District

By: Carl Mathias

Title: Director of Buildings and
Grounds

Signature: _____

Date: _____

PENN MANOR SCHOOL DISTRICT

TITLE Assistant Technology Director (ACT93) **DATE** 3/6/17

REPORTS TO Technology Director **APPROVED** 3/20/17

SUMMARY The Assistant Technology Director provides management and technical support for district infrastructure and systems, and oversees the daily operations of IT Department support staff and services. The Assistant Technology Director works closely with the Technology Director to plan, troubleshoot, and monitor district IT infrastructure to ensure reliable technology services. 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, but are not limited to, prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Supervises and directs the daily work of technology staff by facilitating and tracking support tickets and projects; allocates resources as needed to ensure accurate, timely, and quality technology solutions. Addresses technology team procedural concerns and questions in the absence of the director.
2. Assist the Technology Director in planning, organizing, supporting, and managing the information and communication systems and servers/network architecture as it related to the Penn Manor's instructional goals, business operations, student data management, and instructional technology initiatives.
3. Protectively monitors and secures district technology infrastructure; reviews and applies security updates on an ongoing basis.
4. Maintain, troubleshoot and coordinate telecommunication services and equipment including WAN connectivity, VoIP phone systems, and analog/digital phone services.
5. Coordinate and execute enterprise data warehousing, archiving, and disaster recovery strategies.
6. Provide guidance on technology solutions and purchases at the building and district level.
7. Attend workshops, read online and print publications, and observe other district programs.
8. Perform other duties as assigned by the Technology Director or Leadership Team.

QUALIFICATIONS

Associates or Bachelor degree in a related field
Experience with enterprise system and network support in a complex, mixed-platform environment
Fluency in TCP/IP, routing, VoIP, firewall architecture, Linux and Microsoft system administration
Experience with web services, SQL, VoIP, and open source tools in a Mac, Windows and Linux environment
Experience with open source client management, development, and network tools
Technical certifications, project management skills, and experience with educational enterprise applications are preferred.
A valid Pennsylvania driver's license and access to personal transportation is required
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
Submission of Federal Criminal History Record in accordance with Act 114 of 2006
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS

Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects

Ability to lift and/or carry supplies and/or equipment weighing no more than 50 lbs.
Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES
Visual acuity
Auditory acuity

WORK ENVIRONMENT
Normal school building environment
Subject to inside environmental conditions

TEMPERAMENT
Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress

COGNITIVE ABILITY
Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment
Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications

SPECIFIC SKILLS
Must possess technology troubleshooting and support skills across a range of hardware, software, devices and operating systems
Excellent oral and written communication skills and the ability to present information effectively.
Exceptional attention to detail
Excellent technical problem solving skills
Maturity and integrity when handling confidential data
Flexibility and capability to manage multiple tasks
Ability to supervise, prioritize, and work both independently and within a team

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

PENN MANOR SCHOOL DISTRICT

TITLE Systems Engineer **DATE** 3/6/17
REPORTS TO Technology Director **APPROVED** 3/20/17

JOB SUMMARY The Systems Engineer serves as the support lead for district servers, network infrastructure, and district software applications. The Systems Engineer configures, designs, maintains, troubleshoots, and repairs server hardware and network services in a complex mixed platform, mixed vendor environment. 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, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Configure, design, install, repair and manage Windows and Linux file/print/application servers, building switches, wireless systems, video/voice systems, mobile devices, structured cabling, and network-based applications.
2. Maintains and monitors district servers and network infrastructure to ensure high-levels of system availability for students and staff
3. Maintains an efficient, secure, and stable network via security monitoring, backup management, and system software patches
4. Build and maintain an environment involving continuous integration, containers, version control systems, and infrastructure as code.
5. Build, upgrade, maintain and troubleshoot highly-available Linux and Windows server infrastructure in a containerized and virtualized environment.
6. Designs and develops methodologies for district-wide client device deployment, management, security, and support.
7. Provides second tier technical troubleshooting and problem resolution support for technology team staff; Leads technical trainings for Technology Specialists.
8. Manage staff/student access privileges and security credentials across servers and network systems.
9. Maintain technology inventory, documentation and record keeping.
10. Provide support for building and district websites, Intranet and faculty websites.
11. Attend workshops, read online and print publications, and observe other academic programs.
12. Perform other duties as assigned by the Technology Director or Leadership Team.

QUALIFICATIONS

Five years of enterprise technology support experience in a complex mixed platform environment is required.
Associate or Bachelor degree in technical related field is required.
Expertise in Linux and Windows server administration, enterprise directory structures, structured data cabling,
Familiarity with DevOps methodologies, configuration management, and automation
Technical certifications on Linux, Windows and/or network engineering are preferred.
Valid Pennsylvania driver’s license and access to personal transportation required
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
Submission of a clearance report from the Pennsylvania Department of Public Welfare in Submission of Federal Criminal History Record in accordance with Act 114 of 2006
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES Visual acuity
Auditory acuity

WORK ENVIRONMENT Normal school building environment
Subject to inside environmental conditions

TEMPERAMENT Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress

COGNITIVE ABILITY Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment
Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications

SPECIFIC SKILLS Must possess technology troubleshooting and support skills across a range of hardware, software, devices and operating systems

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per		Days per		Rate	Status	Total Overall	
					Day	Year	Day	Year			Daily Hours	Effective
3/20/17	* MAISONNET	FREDDIE	FOOD SERVICE WORKER	High School	5	180	9.28	Permanent	\$	Permanent	5	Effective 3/13/17
3/20/17	HERMAN	JENNY	FOOD SERVICE WORKER	Pequea	4	180	9.28	Permanent	\$	Permanent	4	Effective 3/6/17
3/20/17	DIETER	CONNIE	FOOD SERVICE SUBSTITUTE	District	As Needed	180	Sub rate	Permanent		Permanent	As Needed	Effective 3/14/17
3/20/17	MIRANDA	LEONELA	FOOD SERVICE SUBSTITUTE	District	As Needed	180	Sub rate	Permanent		Permanent	As Needed	Effective 3/7/17
3/20/17	BOSLEY	BRANDY	ENROLLMENT RELATED AIDE	Central Manor	5	180	9.28	For the 2016-17 school year only	\$	Permanent	5	Effective 3/7/17

NOTE: All new hires must pass the pre-employment drug test. New Hires & Transfer must successfully complete a 60 working day probationary period.

* signifies a change in status