

To: John Nodecker

From: Roger Blantz

Reference: Physical mailing addresses for the 4 schools located on the High School Campus

Date: July 27, 2015 (Mon)

Time: 1545 Hrs.

Proposal: I would like to suggest that the four buildings on the High School Campus each have their specific mailing address rather than the MT School District mailing address of PO Box 5134 Lancaster, PA. 17606-5134. I have made several phone calls and have reached a point that I feel that I need the appropriate approval to move forward. I made contact with Lancaster County Wide Communications Supervisor, Rich Harrison, who was able to make contact with the US Postal Inspector in Harrisburg, PA. I explained the issue at hand of mail being delayed or delivered to the District Office rather than having it delivered to each individual school itself. The Postal Inspector agreed to handle this issue and move forward with the next step in this process.

Rick Harrison and the Postal Inspector would like to meet or conference call with either myself or a representative of the MT School District. This step would be the next step in the process. On the table would be how the mail would be delivered to each individual school and what the volume of mail would look like for the individual driver of the postal route. There was mention made of a central drop box that would need to have a location. I feel the High School would be the best location if a drop box is required.

I also did not know the full reason behind the District having a PO Box itself, but there was also recommendation made that the PO Box # could be dropped when the physical address for each of the schools is put into motion. As of this time Police/Fire & Emergency Medical Services (EMS) have the specific addresses for each of the below schools. This however did not result in google maps or gps locations to be entered into specific navigation devices. The arena address of 140 Arena Avenue might also come into play as it would allow items to be dropped off for the Athletic Department and allow visitors to use this address to find the arena for sporting events that are held within the main arena area.

The locations that would be looked at would be: (1) Manheim Township High School, 115 Blue Streak Blvd. Lancaster, PA. 17601. (2) Manheim Township Middle School, 155 School Road Lancaster, PA. 17601. (3) Neff Elementary School, 21 Valley Road Lancaster, PA. 17601 and (4) Landis Run Intermediate School, 25 Blue Streak Blvd. Lancaster, PA. 17601. A Possible 5th address that might be added would be the Athletic Department, 140 Arena Avenue Lancaster, PA. 17601.

I feel that this would make mail flow better within the District and also it would allow each of these schools and the Athletic Department to be entered into google maps and PGS navigation for other individuals attempting to find each of these locations.

I did not proceed any further at this time until I had approval or denial to move on to the next step.

Respectfully Submitted,

Roger L. Blantz

Security Coordinator