MANHEIM TOWNSHIP SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS MEETING
District Office
March 20, 2014
7:00 p.m.

MINUTES

Bill Murry, President, called the Board Meeting of the Manheim Township Board of School Directors to order at 7:00 p.m. School directors present were Mark Anderson, Tony DeLeo, Nathan Geesey, Todd Heckman, Mike Lynch, Bill Murry, Michael Winters, Don Reed, and Ricky Wood. Also present were Mike Bromirski, Acting Superintendent; Tim Williams, Assistant to the Superintendent for Secondary Curriculum, Instruction and Technology; Katherine Setlock, Director of Pupil Services; Laura Heikkinen, Director of Business Operations; Donna Prokay, Director of Human Resources; Tom Koch, Plant Manager; Micaela Hines, Student Representative; and Kathleen Arnold, Board Secretary.

Visitors present are recorded in the official school board guest book. A quorum was present, and due notice had been published.

Pledge of Allegiance

Mr. Murry led the assembly in the Pledge of Allegiance.

Recognitions

Mrs. Karen Evans introduced the Middle School String Ensemble. The Ensemble has been selected to play at the Pennsylvania Music Educators Conference in Hershey. 8th grade student Miranda Gibbs introduced the group. The students, led by student Concert Master, Ally Kim, played the First Movement of the Brandenburg Concerto, No. 3.

Mrs. Sharon Schaeffer introduced the Employee of the Month, Mr. Kerry Miller, Custodian at Brecht Elementary School. Mr. Kerry was nominated by the staff at Brecht because "he does every part of his job with a positive attitude. He does so many things to ensure that students are ready for a great school day and he makes sure the property is safe for staff to arrive safely from the icy parking lot to the building."

Presentation

Mrs. Joni Lefever, Supervisor of Special Education, presented the Special Education Compliance Monitoring Report. The Pennsylvania Department of Education audits the Special Education program at each school district in the state about every six years. This year was Manheim Township's turn to be audited. The state consisted of reviewing every student file, over 900, interviews of school district administrative and instructional personnel, review of policies, notices, plans, outcome and performance data, special education forms and formats, and data reports used and compiled by the school district, and comprehensive care studies. (attachment)

Ms. Laura Heikkien, Director of Business Operations, presented a brief overview of the 2014-2015 budget process (attachment). This process began last fall and continues until the approval of the proposed final budget in May and approval of the final budget in June.
In September of 2013, school districts were notified of the Act I index. For Manheim Township the Act I index was 2.1%. That meant taxes could not go above the index for the 2014-15 school year unless the district chose to apply for exceptions or go to referendum. The School

Board passed a Resolution in December 2013 that the district would limit the tax increase to below 2.1%.
In May 2014 a preliminary budget will be presented for Board approval, in June 2014 the final 2014-15 budget will be presented for approval. Part of the process for the budget is the review of the current budget. Where are we with the current year? We must also prepare for unknown contingencies; staffing, plant services, and special education to name a few. We continually monitor revenues and expenditures. The majority of the funding for the school district comes from real estate taxes.
The district operates on a zero based budget, and with every expense, questions are asked about the necessity of the expense. Revenues for 2013-2014 are up about $800,000. Expenditures are up with unexpected snow removal and building repair maintenance costs. For 2014-2015 school year we are budgeting at the 2.1% tax increase. Much of the budget is fixed expenditures that we have little control over, approximately 10% of the budget is 'other expenditures' and that is where the district can work to reduce costs.
Over the past years the district's share of pension costs, mandated by the state, have increased by about 4% each year. (attachment)

Roll Call Vote

Mr. Murry announced that unless otherwise stated, each vote taken at this meeting will be considered a roll call vote and the secretary will record any negative votes or abstentions.

Approval/Modification of Agenda

Mr. Murry asked if there were any agenda items that should be removed from the consent portion of the agenda.

Mr. Geesey requested the recommendation to change the Curriculum and Instruction by phasing out the Spanish Immersion program beginning in the 2014-2015 school year, and transition to implementation of an elementary Spanish World Language program beginning with kindergarten and grade 1 be moved from the consent portion of the agenda to the Superintendent's Report.

Mr. Winters moved and Mr. Heckman seconded the motion to approve the agenda as revised.

Voice vote with all members present voting aye. Motion carried.

Citizens' Comments

Mr. Murry invited citizen comments on any item on the agenda.

Steve Blumenthal, 32 Lewiston Circle, thanked the Board for their consideration of the comments of the public. He believes the challenges cited by the administration; Spanish speaking administrator, scheduling challenges, and staffing are not insurmountable. He believes the flex option for all students is not a viable option.

Citizens' Comments (cont.)

Nikki Rivera, 375 Arbor Road, said the standardized scores of the Spanish Immersion Program students are generally as good as or better than non-immersion students. She thinks hiring another administrator to oversee the program would be a waste of taxpayer dollars, as would the flex program. What the immersion teachers need is a strong administrator who will champion the program and the teachers. The current Spanish Immersion Program has a 20-year history of producing academic and standardized test results. She offered to provide names of those who can help write a users manual.

Paloma Rivera, 375 Arbor Road, is a current Spanish Immersion student who thinks being bilingual will offer her more choices in her future.

Raquel Rivera, 375 Arbor Road, wrote an essay detailing why the Spanish Immersion program benefits many people.

Donna Cohen, 32 Lewiston Circle, has a daughter in 4th grade in Spanish Immersion. As a physician, she sees how important being bilingual is in today's world. She believes that the skills the Spanish Immersion students use as they go through life, extends the value of their education throughout their life.

Emily Carey, 325 Cobblestone Lane; Laura Boost, 187 Kings Gate Drive; Megan Baldwin, 2454 Raleigh Drive; Gregory Hines, 314 Pleasure Road; Adam Moralis, 154 (inaudible) Chris Freeman, 1306 Beaconfield Lane; (all 9th grade students), have gone through the Spanish Immersion program together and built a strong bond. Spanish is the 2nd most spoken language in the United States and being bilingual is huge for both college and for their future.

Kim Ramono, 223 Buckfield Drive, asked that the vote be split into two separate votes. She is a fan of Spanish Immersion, but not a fan of the Flex World Language program.

John Bohen, 616 Wallingford Road, does not have children in the district. His son is at St. Annes and receives what is basically the Flex World Language program and he has seen little or no results from that.

(inaudible) 6th grade students in the Spanish Immersion believes speaking two languages will be beneficial in their future jobs.

Sophia, (student) thank you to the teachers and classmates.

Laura Kerry, 325 Cobblestone Lane, mother of two immersion students said the immersion program was the reason they choose to locate in Manheim Township. Her children have benefitted tremendously from the program.

Olivia Salembier, 356 Chowning Place, is a current immersion student. She said she does not see why the Spanish Immersion program should disappear considering it does not cost the district anything. She has not decided what to do in her future, but being bilingual will certainly help in whatever field she chooses.

Christopher Barton, 669 Juliette Avenue, was part of the original Spanish Immersion parent advisory group. He found the daughter who was part of the Spanish Immersion class fluent in the language, and fluid without accent, which was not the case with his other two children who had the traditional Spanish language class in the district.

Manheim Township Citizens' Comments (cont.)

Christian Kettles, 141 Winchester Drive; Noa Blumenthal, 32 Leviston Circle; both are in 4th grade in Spanish immersion. She thinks that Spanish immersion helps her to think better, visually and in her mind. And it improves their learning.
Rebecca Bube, 41 Keller Avenue, thanked the Board for their considering their remarks and thanked the students for coming to the Board meeting tonight to advocate for their program. They are excited about their future, partly because of the Spanish Immersion program.
Susan Fisher, 56 West Oregon Road, is a graduate of the Spanish Immersion program and is still able to use her language skill in her adult life and current job. She thinks Manheim Township should keep the program and be the district that other districts look up to.
Ramon Rivera, Sr., is a native speaking Spanish person. As a person who learned English later in life, he asked the Board to help the students get to the point where they would feel proud that they are bilingual.
Fran Baldwin, 39 Ashley Court, her children did not have the ability to be a part of the Spanish Immersion program. Her granddaughter is part of the Spanish Immersion program, and she has had the opportunity to see how this program has had a positive impact on her granddaughter's life and on the lives of her fellow students. The people in this program are amazing. 2 students (inaudible) the people in the room and the students love this program. The students enjoy Spanish Immersion and it will help them in their future.

Consent Agenda

Mr. Anderson moved and Mr. Geesey seconded approval of the following consent agenda items:

A. Treasurer's Report (attachment)
B. Personnel Report (cover) (attachment)
C. Recommend approval of the Treasurer's Report (attachment)
D. Recommend approval of the Personnel Report (attachment)
E. Recommend approval to appoint Mr. Michael Bromirski as the Open Records Officer and Dr. Timothy Williams as the alternate Open Records Officer for the school district. (cover)
F. Recommend approval, pending fulfillment of all graduation requirements, of candidates for the Class of 2014. (cover) (attachment)
G. Recommend approval of the second reading and adoption of revised School Board Policies: (cover)
   - 103.1 Nondiscrimination – Qualified Students with Disabilities (attachment)
   - 113.2 Behavior Support (attachment)
   - 121 Field Trips (attachment)
   - 203 Immunizations and Communicable Diseases (attachment)
   - 203.1 HIV Infection (attachment)
   - 207 Confidential Communications of Students (attachment)
   - 218 Student Discipline (attachment)

- 218.2 Terroristic Threats (attachment)
- 231 Social Events and Class Trips (attachment)
- 235.1 Emancipated Minors (attachment)
- 239 Foreign Exchange Students (attachment)

H. Recommend revising the 2014-15 school calendar, designating August 19, August 20, October 10, November 24, November 25, and March 16 as Act 80 days and January 19 and April 6 as built-in snow days. (cover) (attachment)

Voice vote with all members present voting aye. Motion carried.

SUPERINTENDENT'S REPORT

Previous Minutes

Mr. Heckman moved and Mr. Anderson seconded approval of the Secretary's minutes of the February 13, 2014 work session (held on February 20, 2014) and the February 20, 2014 regular meeting of the Board of School Directors. (attachments)

Voice vote with all members present voting aye. Motion carried.

Reports Filed

Mr. Bromirski stated that the following report has been filed: (available at the district office)

- School Nutrition Programs Claim Month Details for January 2014

Spanish Immersion

Mr. Anderson moved to change the Curriculum and Instruction by phasing out the Spanish Immersion program beginning in the 2014-2015 school year, and transition to implementation of an elementary Spanish World Language program beginning with kindergarten and grade, but the motion was not seconded.

Mr. Winters moved and Mr. Geesey seconded the motion to divide and clarify the recommendation into two separate questions.

Voice vote with all members present voting aye. Motion carried

Mr. Winters moved and Mr. Geesey seconded the motion to continue the Spanish Immersion program.

Mr. Geesey commented that the Spanish Immersion Program is one of the reasons he moved into Manheim Township. He wants the best possible education for his daughter. As a parent, not a Board member, he believes phasing out the program is not in the best interest of our district. He believes the best education is a well rounded one, not just math and science education. He does not believe that the Flex World Language Program will come close to matching the language acquisition of the Spanish Immersion Program. He believes the Spanish Immersion Program helps make those students globally competitive.

Spanish Immersion (cont.)

Mr. Reed said he seconded the comments of Mr. Geesey. Over the past few months that the Board has considered this question, he has heard over and over again that this person has a job because he can speak Spanish. These are not current parents, but former students and parents of former Spanish Immersion students.

Mr. Heckman spoke of the process that the Board and community has gone through as this question was raised. The advocates for the program have been informative and respectful, and he wanted to acknowledge that. He also thanked the administration for their diligence in making a recommendation to provide the best possible education in an efficient manner that reaches the highest of everyone's expectations for every student in Manheim Township. He said he is proud to be a part of this group; everyone has put a lot of time into thinking about this and educating themselves to do the right thing for students. Opinions may differ, but at the end of the day everyone was focused on that one objective.

Mr. Winters said he is a process oriented person. The process as it is supposed to work is that the administration makes a recommendation, that recommendation is shared with the community, and the community gives the Board input. That is the
way it is supposed to work, as we all work together. We are all pulling in the same direction, for the benefit of our kids.

Mr. Anderson said this question has been difficult for him. He has been conflicted with the concept to take a select group of students and offer them the benefit of language immersion. He struggled because he would like to see a program that would offer all of our students that same benefit. He charged the administration to revisit the 2007 report and create a 2014 report to address the concerns that have been raised.

Mr. Winters said he has spoken to the administration, to Acting Superintendent Bromirski, and has been told that if the Board chooses to keep the Spanish Immersion Program, then we as a district are going to have the address the shortcomings of the program and do it right. If the Board votes to continue the program, they are going to need the same passion and investment of the community as we go forward.

Voice vote with all members present voting aye. Motion carried.

Mr. Winters moved and Mr. Anderson seconded the motion to table the implementation of an elementary Spanish World Language program.

Mr. Geesey said it is critically important to have Spanish language program for all students. He charged the administration to provide the information to the Board to support that objective.

Voice vote with all members present voting aye. Motion carried.

Citizens' Comments	Mr. Murry invited Manheim Township citizens' comment on any subject. Ramon Rivera, 375 Arbor Road, said he and his wife would be more than happy to do anything it takes to keep the Spanish Immersion Program alive.
Adjournment to Executive Session	Mr. Anderson moved and Mr. Geesey seconded a motion to adjourn the meeting to an Executive Session on personnel at approximately 8:55. Voice vote with all members present voting aye. Motion carried.

Mr. Murry, President

Kathleen E. Arnold, Secretary

Executive Summary
BSE Compliance Monitoring Review
of the
Manheim Township SD

PART I
SUMMARY OF FINDINGS

A. Review Process

Prior to the Bureau's monitoring the week of December 3, 2013, the Manheim Township SD was formally notified of the dates the onsite review would be conducted. Notice and invitation to comment was also provided to the Local Task Force on Right-to-Education. The school district was informed of its responsibility to compile various reports, written policies, and procedures to document compliance with requirements.

While onsite, the monitoring team employed a variety of techniques to gain an in depth understanding of the school district's program operations. This included:

- Interviews of school district administrative and instructional personnel
- Review of policies, notices, plans, outcome and performance data, special education forms and formats, and data reports used and compiled by the school district (Facilitated Self-Assessment)
- Comprehensive case studies (including classroom observations, interviews of parents, students, and general and special education teachers, and student file reviews).

B. General Findings

In reaching compliance determinations, the Bureau of Special Education (BSE) monitoring teams apply criteria contained in federal and state special education regulations. Specifically, these are:

- Individuals with Disabilities Education Improvement Act of 2004
- 22 Pa. Code Chapter 14 (State Board of Education Special Education Regulations)
- 34 CFR Part 300

This report focuses on compliance with regulatory requirements and also contains descriptive information (such as interview and survey results) intended to provide feedback to assist in program planning.

Commendations

In addition to reporting the status of compliance, the BSE wishes to recognize the Manheim Township SD for the following:

- The school district is commended for the use of outside opportunities to help meet transition needs of students with autism. (Work Immersion Program)

C. Overall Findings

1. FACILITATED SELF ASSESSMENT (FSA)

The team reviewed the FSA submitted by the school district and conducted onsite verification activities of the information submitted in the FSA. The onsite verification activities included review of policies, notices, procedures, and file reviews.

FSA	In Compliance	Out of Compliance
Assistive Technology and Services; Hearing Aids	2	0
Positive Behavior Support Policy	0	1
Child Find (Annual Public Notice and General Dissemination Materials)	1	0
Confidentiality	1	0
Dispute Resolution (Due process hearing decision implementation)	1	0
Exclusions: Suspensions and Expulsions (Procedural Requirements)	1	0
Facilities Used for Special Education	1	0
Independent Education Evaluation	1	0
Least Restrictive Environment (LRE)	1	0
Provision of Extended School Year Services	1	0
Provision of Related Service Including Psychological Counseling	1	0
Caseload and Age Range Requirements	1	0
Parent Training	1	0
Public School Enrollment	1	0
Surrogate Parents (Students Requiring)	1	0
Personnel Training	1	0
Intensive Interagency Approach	1	0
Summary of Academic Achievement and Functional Performance/Procedural Safeguard Requirements for Graduation	1	0
Disproportionate Representation that is the Result of Inappropriate Identification	1	0

IMPROVEMENT PLAN REQUIRED	Yes	No
Effective use of Dispute Resolution	0	1
Graduation Rates (SPP)	0	1
Dropout Rates (SPP)	0	1
Suspensions (Rates)	0	1
Least Restrictive Environment (LRE) (SPP)	1	0
Participation in PSSA and PASA (SPP)	0	1
Participation in District-Wide Assessment	0	1
Public School Enrollment	0	1
Disproportionate Representation that is the Result of Inappropriate Identification	0	1

2. FILE REVIEW (Student case studies)

The education records of randomly selected students participating in special education programs were studied to determine whether the school district complied with essential requirements.

The status of compliance of the Manheim Township SD is as follows:

Sections of the FILE REVIEW	In Compliance	Out of Compliance	NA
Essential Student Documents Are Present and Were Prepared Within Timelines	84	1	75
Evaluation/Reevaluation: Process and Content	211	1	588
Individualized Education Program: Process and Content	509	5	286
Procedural Safeguards: Process and Content	118	2	0
TOTALS	**922**	**9**	**949**

3. TEACHER AND PARENT INTERVIEWS

Interviews were conducted with parents and teachers of students selected by the BSE for the sample group. The goal is to determine if the school district involves parents and professionals in required processes (e.g., evaluation, IEP development), whether programs and services are being provided, and whether the school district provides training to enhance knowledge. Parent and teacher satisfaction with the special education program is also generally assessed.

	# Yes Responses	# No Responses	# of Other Responses
Program Implementation: General Ed Teacher Interviews	152	12	72
Program Implementation: Special Ed Teacher Interviews	287	5	165
Program Implementation: Parent Interviews	151	27	78
TOTALS	**590**	**44**	**315**

4. STUDENT INTERVIEWS

Results of the student interviews are reflected on the School District Corrective Action Verification/Compliance and Improvement Planning document.

5. CLASSROOM OBSERVATIONS

Observations are conducted in classrooms of students selected by the BSE for the sample group. Two of the items observed evaluate the classroom facility, and can result in a finding of noncompliance. If a finding of facility noncompliance is made, it is included above in number 1, Facilitated Self-Assessment. The other items observed (CO 1-7) are reported here.

	# Yes Responses	# No Responses	# of Other Responses
Classroom Observations	48	0	22

6. EDUCATIONAL BENEFIT REVIEW

	In Compliance	Out of Compliance
Educational Benefit Review		X

PART II
CORRECTIVE ACTION PROCESS

PART I of this report presented an overall summary of findings. In the Appendix to the report, we have provided the detailed findings for each of the criteria of the compliance monitoring document, i.e. FSA, File Reviews, Interviews and Classroom Observations. The detailed report of findings includes:

- Criteria Number
- Statements of all requirements
- Whether each requirement was met, not met, not applicable or other
- Statements of corrective action required for those criteria not met. ***Criteria not met that require corrective action by the school district are gray-shaded.***

In accordance with recent directives issued to states from the U.S. Department of Education, Office of Special Education Programs, in addition to corrective action designed to ensure systemic correction of noncompliance, school districts must document correction for each individual case (student specific) of noncompliance that was identified during the monitoring. Therefore, in addition to this report, the BSE will provide the school district with an Individual Corrective Action Plan (ICAP) for any student(s) where noncompliance was identified, and the required corrective action. Because the ICAP contains personally identifiable information, school districts are instructed to ensure protection of confidentiality of this information in accordance with federal and state regulations. The BSE Adviser will inform the school district further concerning requirements for the individual corrective action process

School districts are advised that in accordance with requirements of the Individuals with Disabilities Education Act, all noncompliance must be corrected as soon as possible but in no case later than one year from the date of the monitoring report. The BSE is required to verify timely correction of noncompliance, and must report annually to the federal government and the public on this requirement.

Upon receipt of this report, the school district should review the corrective action and improvement planning required. The report is formatted so that findings from all components of the monitoring are consolidated by topical area. The report lists the finding, and whether corrective action is required. For certain types of findings, corrective action will be prescribed, and will not vary from school district to school district. For example, if the finding is that the school district lacks a specific required policy, it is reasonable to have the BSE prescribe a standardized remedy and timeline for correcting this deficiency. However, the majority of corrective action activities will be individually designed by the school district based on their own unique circumstances and goals. Consistent with IDEA's general supervision requirements for states, BSE must approve all proposed corrective action.

With respect to the File Review, because students were selected at random, findings are generalized to the entire population of students with disabilities. During the corrective action review, the BSE Adviser will select students at random and will review updated data, i.e. records that were developed subsequent to the monitoring. Consequently, the school district should approach corrective action on a systemic basis. As indicated above, the school district is also required to correct student specific noncompliance identified during monitoring under the ICAP process. If there has been a finding of noncompliance in the Educational Benefit Review component, the individual students are identified to the school district and, because of the significance of the provision of a free appropriate public education (FAPE) to these students; the school district must take immediate corrective action.

The BSE Adviser will schedule an onsite visit with the school district within 60 days following issuance of the monitoring report. The BSE Adviser, school district, and PaTTAN staff will develop a School District Corrective Action Verification/Compliance and Improvement Plan. PaTTAN and IU staff is available to assist the school district.

Upon conclusion of the corrective action process, the school district will be notified of its successful completion of the monitoring process.

Manheim Township School District

Board Information Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
	3/20/2014			

Subject:	Monthly Treasurer's Report Summary
Contact Person:	Laura Heikkinen
Policy / Code:	N/A
Summary:	Summary of Bills for Payment and Investment Report.
Attachments:	Treasurer's Report Summary – 2/28/14
Recommendation:	None

MANHEIM TOWNSHIP SCHOOL DISTRICT
TREASURER'S REPORT SUMMARY
2-28-2014

Bills for Payment:		**Total**
General Fund - Checks	$ 1,487,765	
General Fund - Wire Transfers	2,722,322	
Capital Reserve Fund - Checks	4,059	
Cafeteria Fund - Checks	76,144	
Cafeteria Fund - Wire Transfers	115,489	
Total Bills for Payment		$ 4,405,779

General Fund Revenues and Expenditures Comparison with Prior Year:

	Budget	**Year-To-Date**	**Y-T-D %**
2013-2014 Revenues	$78,608,030	$67,115,171	85.4%
2012-2013 Revenues	$76,402,306	$66,169,681	86.6%
2013-2014 Expenditures	$80,034,212	$39,357,158	49.2%
2012-2013 Expenditures	$76,402,306	$37,122,961	48.6%

Investment Report:		
General Fund - Government Interest Checking	$42,133,929	
Capital Reserve Fund - Government Interest Checking	4,999,068	
Cafeteria Fund - Government Interest Checking	1,457,180	
Capital Fund - Government Interest Checking	5,241	
Capital Fund - 2012 Construction Fund	474,838	
Total Cash and Investments		$49,070,257

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
				3/20/2014

Subject: Treasurer's Report

Contact Person: Laura Heikkinen

Policy / Code: PAYMENT OF BILLS 616.

Board Goal:

Summary: Bill Lists- General Fund, Capital Reserve Fund, and Cafeteria Fund– February 2014/March 2014

General Fund Revenue/Expense Report – February 2014
Health Insurance Report – February 2014
Investment Report – February 2014
Cafeteria Report – January 2014

Attachments: 2013-2014 Business Office Reports

Recommendation: Approve the report

Bank: 11 FULTON BANK (GENERAL FUND)

Check no.	Check Date	Vendor name and comment	Amount
209515	2/14/2014	CHECK VOIDED	
209516	2/14/2014	CHECK VOIDED	
209517	2/14/2014	AMERIPRISE FINANCIAL SERVICES INC TAX SHELTER ANNUITY W/H	720.00
209518	2/14/2014	BARNES & NOBLE INC. (Remit) BOOKS-CURRICULUM DEV K-6	153.28
209519	2/14/2014	BENEFIT COORDINATORS CORP SUSPENSE-SELF INS HEALTH BENEF	720.00
209520	2/14/2014	RON BOAS GIRLS BASKETBALL-CONTRACTED SV	56.15
209521	2/14/2014	THOMAS BRANDT BOYS BASKETBALL-CONTRACTED SVC	61.80
209522	2/14/2014	PAT CLOONAN GIRLS BASKETBALL-CONTRACTED SV	61.80
209523	2/14/2014	CRYSTAL SPRING WATER COMPANY OTHER RECOVERABLE DISBURSEMNTS	73.04
209524	2/14/2014	DIRECT ENERGY BUSINESS HVAC ELECTRIC - SCHAEFFER	12,744.60
209525	2/14/2014	THE EQUITABLE EQUI-VEST TAX SHELTER ANNUITY W/H	3,278.00
209526	2/14/2014	TERRY FARRELL BOYS BASKETBALL-CONTRACTED SVC	61.80
209527	2/14/2014	THEODORE F FITZGERALD SWIMMING-CONTRACTED SVC	69.55
209528	2/14/2014	JAMES L FREY JR SWIMMING-CONTRACTED SVC	69.55
209529	2/14/2014	CLINT FRONTZ SWIMMING-CONTRACTED SVC	69.55
209530	2/14/2014	GALE GROUP EDUC SOFTWARE MS LIBRARY	150.00
209531	2/14/2014	BOB GRAMOLA BOYS BASKETBALL-CONTRACTED SVC	61.80
209532	2/14/2014	HAJOCA CORPORATION (remit) MAINT SUPPLIES-BUCHER	103.40
209533	2/14/2014	HESS CORPORATION NATURAL GAS - LRIS	6,752.71
209534	2/14/2014	KADES MARGOLIS EMPLOYEE DEPOSIT ACCT TAX SHELTER ANNUITY W/H	1,010.00
209535	2/14/2014	KENNARD-DALE MUSIC BOOSTERS CLUB/ACTIVITY DUES/FEES-HS	260.00
209536	2/14/2014	BRIAN KRAMP SWIMMING-CONTRACTED SVC	69.55
209537	2/14/2014	JEFF LAMP GIRLS BASKETBALL-CONTRACTED SV	61.80
209538	2/14/2014	CITY OF LANCASTER PA WATER/SEWAGE-HS	2,158.26
209539	2/14/2014	LINCOLN INVESTMENT PLANNING TAX SHELTER ANNUITY W/H	2,495.00

nk: 11 FULTON BANK (GENERAL FUND)

eck no.	Check Date	Vendor name and comment	Amount
209540	2/14/2014	MACK EMPLOYMENT SERVICES INC DUE FROM CAFETERIA FUND	797.81
209541	2/14/2014	MANPOWER TEMP SERVICES PURCH TEMP SVC-SCHAEFFER	49.41
209542	2/14/2014	MANPOWER TEMP SERVICES PURCH TEMP SVC-HS	82.09
209543	2/14/2014	MANPOWER TEMP SERVICES PURCH TEMP SVC-NITRAUER	74.99
209544	2/14/2014	MANPOWER TEMP SERVICES PURCH TEMP SVC-BRECHT	8.18
209545	2/14/2014	MANPOWER TEMP SERVICES BUILDING REPAIR/MAINT-SCHAEF	412.92
209546	2/14/2014	MANPOWER TEMP SERVICES PURCH TEMP SVC-HS	618.12
209547	2/14/2014	MASS MUTUAL ARTISTRY TAX SHELTER ANNUITY W/H	1,060.00
209548	2/14/2014	METROPOLITAN LIFE (MetLife) TAX SHELTER ANNUITY W/H	410.00
209549	2/14/2014	NATIONAL INSURANCE SERVICES SUSPENSE-LIFE INSURANCE	6,865.68
209550	2/14/2014	OPPENHEIMER TAX SHELTER ANNUITY W/H	2,380.00
209551	2/14/2014	PACIFIC LIFE INSURANCE CO TAX SHELTER ANNUITY W/H	575.00
209552	2/14/2014	PENNSYLVANIA FIRST ROBOTICS ROBOTICS CLUB DUES/FEES	100.00
209553	2/14/2014	PPL ELECTRIC UTILITIES CORPORATION ELECTRICITY-BUS LOT	280.22
209554	2/14/2014	SAMAR RUDOLPH BOYS BASKETBALL-CONTRACTED SVC	56.15
209555	2/14/2014	SBG-VAA TAX SHELTER ANNUITY W/H	1,235.00
209556	2/14/2014	RODNEY SNYDER BOYS BASKETBALL-CONTRACTED SVC	56.15
209557	2/14/2014	STRATEGIC PRODUCTS AND SERVICES (remit) TELEPHONE	1,474.75
209558	2/14/2014	TOM STRICKLER GIRLS BASKETBALL-CONTRACTED SV	61.80
209559	2/14/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC HS	10,684.85
209560	2/14/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC BUCHER	1,940.74
209561	2/14/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC LRIS	8,985.38
209562	2/14/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC HS	6,224.78
209563	2/14/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC NITRAUER	2,755.51

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Check no.	Check Date	Vendor name and comment	Amount
209564	2/14/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC BRECHT	2,088.76
209565	2/14/2014	SUBSTITUTE TEACHER SERVICES STAFF DEV CONTR SUB COST	4,625.64
209566	2/14/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC HS	7,057.33
209567	2/14/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC MS	2,341.08
209568	2/14/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC SCHAEFFER	2,775.93
209569	2/14/2014	T MOBILE TELEPHONE	293.38
209570	2/14/2014	TRI-STARR STAFFING SOLUTIONS DUE FROM CAFETERIA FUND	276.08
209571	2/14/2014	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS TRUSTMARK LIFE INSUR W/H	4,089.38
209572	2/14/2014	UGI CORPORATION NATURAL GAS - LRIS	9,603.24
209573	2/14/2014	UMB BANK TAX SHELTER ANNUITY W/H	50.00
209574	2/14/2014	UNION CENTRAL LIFE INSUR CO. TAX SHELTER ANNUITY W/H	50.00
209575	2/14/2014	VALIC-VARIABLE ANNUITY LIFE INSURANCE CO TAX SHELTER ANNUITY W/H	220.00
209576	2/14/2014	THE VANGUARD GROUP TAX SHELTER ANNUITY W/H	1,500.00
209577	2/14/2014	VERIZON - Lehigh Valley, PA TELEPHONE	3.50
209578	2/14/2014	TIM WATSON GIRLS BASKETBALL-CONTRACTED SV	56.15
209579	2/14/2014	WINDSTREAM TELEPHONE	2,460.21
209580	2/14/2014	YORK WASTE DISPOSAL INC TRASH REMOVAL - HS	591.10
209581	2/14/2014	DANIEL AND KATHERINE ZAHARCHUK R/E/OTHER TAX OVERPAYMENTS	4,642.84
209582	2/21/2014	CHECK VOIDED	
209583	2/21/2014	CHECK VOIDED	
209584	2/21/2014	ADVANCE COACH HS FIELD TRIPS	1,375.00
209585	2/21/2014	ASCD-ASSOCIATION FOR SUPERVISION (MD) PRINC DUES/FEES-MS	278.00
209586	2/21/2014	BIG SPRING BAND BOOSTERS CLUB/ACTIVITY DUES/FEES-HS	300.00
209587	2/21/2014	CARNEGIE MELLON U QUIZ BOWL CLUB/ACTIV-QUIZ BOWL FUNDRAISR	190.00
209588	2/21/2014	COCALICO HIGH SCHOOL BOYS VOLLEYBALL-DUES/FEES	225.00

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ıeck no.	Check Date	Vendor name and comment	Amount
209589	2/21/2014	COGENT SYSTEMS INC NEW HIRE BACKGROUND CKS ETC	86.25
209590	2/21/2014	CUMBERLAND VALLEY TRACK & FIELD BOOSTERS TRACK-DUES/FEES	300.00
209591	2/21/2014	DECATUR INVESTMENTS CONDO ASSOC FEE DISTR OFFICE	2,500.00
209592	2/21/2014	DELTA DENTAL of PENNSYLVANIA (remit) SELF INS DENTAL CLAIMS/FEES	17,672.05
209593	2/21/2014	DIRECT ENERGY BUSINESS HVAC ELECTRIC - LRIS	60.15
209594	2/21/2014	DIRECT ENERGY BUSINESS HVAC ELECTRIC - BRECHT	8,641.33
209595	2/21/2014	DIRECT ENERGY BUSINESS HVAC ELECTRIC - DO	18,229.06
209596	2/21/2014	DIRECT ENERGY BUSINESS HVAC ELECTRIC - NITRAUER	1.32
209597	2/21/2014	EDUCATION WEEK BOOKS-STAFF DEV 7-12	78.00
209598	2/21/2014	GREAT AMERICAN OPPORTUNITIES INC STUDENT FUNDRAISING MS	912.00
209599	2/21/2014	HAJOCA CORPORATION (remit) MAINT SUPPLIES-NITRAUER	53.66
209600	2/21/2014	JEFFREY HILLEN BOYS BASKETBALL-CONTRACTED SVC	26.25
209601	2/21/2014	LANCASTER COUNTY CAREER AND TECHNOLOGY TUITION TO LCCTC	82,349.29
209602	2/21/2014	LANCASTER LEBANON WRESTLING COACHES WRESTLING-DUES/FEES	45.00
209603	2/21/2014	MACK EMPLOYMENT SERVICES INC DUE FROM CAFETERIA FUND	483.74
209604	2/21/2014	MEDICAL STAFFING NETWORK CONTR SUB SVC NURSE BRECHT	646.00
209605	2/21/2014	METROPOLITAN MUSEUM OF ART HS FIELD TRIPS	724.00
209606	2/21/2014	PEDRO MONTANO AND AMARILIS TOBAL R/E/OTHER TAX OVERPAYMENTS	4,832.71
209607	2/21/2014	MIKE NEWCOMER BOYS BASKETBALL-CONTRACTED SVC	26.25
209608	2/21/2014	PASPA-PENNSYLVANIA ASSOCIATION OF SCHOOL HUMAN RESOURCE STAFF DEV TRAVL	375.00
209609	2/21/2014	PAESSP-PENNSYLVANIA ASSOCIATION OF ELEMN DUES/FEES-STAFF DEV K-6	525.00
209610	2/21/2014	PENNSYLVANIA CYBER CHARTER SCHOOL CHARTER SCH-PA CYBER (WESTERN)	20,004.74
209611	2/21/2014	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL CHARTER SCH-PA LEADERSHIP SEC	4,792.63
209612	2/21/2014	PENNSYLVANIA STATE POLICE NEW HIRE BACKGROUND CKS ETC	20.00

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Check no.	Check Date	Vendor name and comment	Amount
209613	2/21/2014	PENNSYLVANIA VIRTUAL CHARTER SCHOOL CHARTER SCH-PA VIRTUAL ELEM	1,636.88
209614	2/21/2014	RUSSELL PETERSON BOYS BASKETBALL-CONTRACTED SVC	56.15
209615	2/21/2014	PPL ELECTRIC UTILITIES CORPORATION HVAC ELECTRIC - REIDENBAUGH	944.09
209616	2/21/2014	KYLE RINEER BOYS BASKETBALL-CONTRACTED SVC	26.25
209617	2/21/2014	KEN SPENCE BOYS BASKETBALL-CONTRACTED SVC	77.25
209618	2/21/2014	TOTAL FUNDS BY HASLER POSTAGE/COMMUNICATIONS-HS	1,772.00
209619	2/21/2014	TRI-STARR STAFFING SOLUTIONS DUE FROM CAFETERIA FUND	320.45
209620	2/21/2014	ED WHITE BOYS BASKETBALL-CONTRACTED SVC	77.25
209621	2/21/2014	WINDSTREAM TELEPHONE	150.18
209622	2/21/2014	BRIAN WOODFILL BOYS BASKETBALL-CONTRACTED SVC	56.15
209623	2/28/2014	CHECK VOIDED	
209624	2/28/2014	CHECK VOIDED	
209625	2/28/2014	ALLEGHENY INTERMEDIATE UNIT HUMAN RESOURCES CONTR PROF SVC	2,700.00
209626	2/28/2014	AMERIPRISE FINANCIAL SERVICES INC TAX SHELTER ANNUITY W/H	720.00
209627	2/28/2014	COMMONWEALTH CONNECTIONS ACADEMY CHARTR-CONNECTIONS ACADEMY SEC	4,525.08
209628	2/28/2014	DALLASTOWN AREA HIGH SCHOOL BOYS VOLLEYBALL-DUES/FEES	445.00
209629	2/28/2014	CHRISTIE DAY DEPENDENT CARE FLEX SPEND A/C	419.34
209630	2/28/2014	DE LAGE LANDEN PUBLIC FINANCE EQUIP REPAIR/MAINT-BUCHER	4,011.63
209631	2/28/2014	DE LAGE LANDEN PUBLIC FINANCE EQUIP REPAIR/MAINT-HS	2,674.43
209632	2/28/2014	DE LAGE LANDEN PUBLIC FINANCE EQUIP REP/MAINT-SUPERINTENDENT	381.94
209633	2/28/2014	DIRECT ENERGY BUSINESS ELECTRICITY-DO	1,020.55
209634	2/28/2014	THE EQUITABLE EQUI-VEST TAX SHELTER ANNUITY W/H	3,278.00
209635	2/28/2014	HAJOCA CORPORATION (remit) MAINT SUPPLIES-NITRAUER	31.29
209636	2/28/2014	HESS CORPORATION GAS HEAT-HS	4,748.68
209637	2/28/2014	HOME DEPOT Credit Services (REMIT) SCIENCE SUPPLIES-HS	190.64

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eck no.	Check Date	Vendor name and comment	Amount
209638	2/28/2014	KADES MARGOLIS EMPLOYEE DEPOSIT ACCT TAX SHELTER ANNUITY W/H	1,010.00
209639	2/28/2014	K MART-Lancaster Store #4373 SCIENCE SUPPLIES-HS	160.70
209640	2/28/2014	LINCOLN INVESTMENT PLANNING TAX SHELTER ANNUITY W/H	2,495.00
209641	2/28/2014	LINCOLN INVESTMENT PLANNING SUPERINTENDENT OTHER BENEFITS	1,083.33
209642	2/28/2014	MACK EMPLOYMENT SERVICES INC DUE FROM CAFETERIA FUND	324.90
209643	2/28/2014	MADISON NATIONAL LIFE INSURANCE CO. SUSPENSE-LONG TERM DISABILITY	2,469.43
209644	2/28/2014	MAILFINANCE POSTAGE/COMMUNICATIONS-BUS AD	1,527.42
209645	2/28/2014	MANHEIM TOWNSHIP EDUCATION ASSOCIATION PROFESSIONAL DUES W/H	125,872.02
209646	2/28/2014	MANPOWER TEMP SERVICES PURCH TEMP SVC-SCHAEFFER	1,280.10
209647	2/28/2014	MASS MUTUAL ARTISTRY TAX SHELTER ANNUITY W/H	1,160.00
209648	2/28/2014	MEDICAL STAFFING NETWORK CONTR SUB SVC NURSE HS	433.50
209649	2/28/2014	METROPOLITAN LIFE (MetLife) TAX SHELTER ANNUITY W/H	410.00
209650	2/28/2014	A C MOORE ARTS AND CRAFTS (remit) SCIENCE SUPPLIES-HS	165.12
209651	2/28/2014	OPPENHEIMER TAX SHELTER ANNUITY W/H	2,380.00
209652	2/28/2014	PACIFIC LIFE INSURANCE CO TAX SHELTER ANNUITY W/H	575.00
209653	2/28/2014	COMMONWEALTH OF PENNSYLVANIA-PA DEPTMNT DUE FROM CAFETERIA FUND	2,886.38
209654	2/28/2014	COMMONWEALTH OF PENNSYLVANIA - USTIF DUES/FEES-PLANT SERVICES	825.00
209655	2/28/2014	PAESSP-PENNSYLVANIA ASSOCIATION OF ELEMN PRINC/OFC DUES/FEES-NITRAUER	525.00
209656	2/28/2014	PHEAA-PENNSYLVANIA HIGHER EDUC.ASSIST. MISC WAGE ATTACHMENTS W/H	99.00
209657	2/28/2014	PNC MORTGAGE R/E/OTHER TAX OVERPAYMENTS	2,037.62
209658	2/28/2014	PPL ELECTRIC UTILITIES CORPORATION HVAC ELECTRIC - MS	4,168.55
209659	2/28/2014	PPL ELECTRIC UTILITIES CORPORATION HVAC ELECTRIC - HS	6,569.52
209660	2/28/2014	SBG-VAA TAX SHELTER ANNUITY W/H	1,235.00
209661	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC BRECHT	2,544.60

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Check no.	Check Date	Vendor name and comment	Amount
209662	2/28/2014	SUBSTITUTE TEACHER SERVICES STAFF DEV CONTR SUB COST	5,173.72
209663	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC HS	5,780.89
209664	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC MS	3,601.48
209665	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC NITRAUER	2,958.70
209666	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTR SUB SVC COTA	3,741.90
209667	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTR SUB SVC NURSE MS	1,623.16
209668	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC LRIS	3,140.76
209669	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC HS	4,331.22
209670	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC MS	3,884.05
209671	2/28/2014	SUBSTITUTE TEACHER SERVICES CONTRACTED SUB SVC REIDENBAUGH	2,636.26
209672	2/28/2014	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS TRUSTMARK LIFE INSUR W/H	4,089.38
209673	2/28/2014	21ST CENTURY CYBER CHARTER SCHOOL CHARTER SCH-21ST CENTURY CYBER	7,948.38
209674	2/28/2014	UGI CORPORATION GAS HEAT-HS	2,570.54
209675	2/28/2014	UMB BANK TAX SHELTER ANNUITY W/H	50.00
209676	2/28/2014	UNION CENTRAL LIFE INSUR CO. TAX SHELTER ANNUITY W/H	50.00
209677	2/28/2014	VALIC-VARIABLE ANNUITY LIFE INSURANCE CO TAX SHELTER ANNUITY W/H	220.00
209678	2/28/2014	THE VANGUARD GROUP TAX SHELTER ANNUITY W/H	1,500.00
209679	2/28/2014	WARWICK BOYS VOLLEYBALL PARENTS BOYS VOLLEYBALL-DUES/FEES	400.00
209680	2/28/2014	WINDSTREAM TELEPHONE	269.59
209681	2/28/2014	TABATHA J WIXON DEPENDENT CARE FLEX SPEND A/C	615.00
209682	2/28/2014	YORK WASTE DISPOSAL INC TRASH REMOVAL LRIS	596.20
209683	3/07/2014	CHECK VOIDED	
209684	3/07/2014	CHECK VOIDED	
209685	3/07/2014	CHECK VOIDED	
209686	3/07/2014	CHECK VOIDED	
209687	3/07/2014	CHECK VOIDED	
209688	3/07/2014	CHECK VOIDED	

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eck no.	Check Date	Vendor name and comment	Amount
209689	3/07/2014	CHECK VOIDED	
209690	3/07/2014	ASCD-ASSOCIATION FOR SUPERVISION (MD) PRINC DUES/FEES-MS	89.00
209691	3/07/2014	BENEFIT COORDINATORS CORP SUSPENSE-SELF INS HEALTH BENEF	360.00
209692	3/07/2014	BEST WESTERN DANVILLE INN SWIMMING-TRAVEL	544.95
209693	3/07/2014	COMCAST CABLE TECHNOLOGY TELECOMMUNIC SVC	878.72
209694	3/07/2014	CPI QUALIFIED PLAN CONSULTANTS INC 403(b) W/H	32.50
209695	3/07/2014	DIRECT ENERGY BUSINESS HVAC ELECTRIC - LRIS	37,355.27
209696	3/07/2014	DIRECT ENERGY BUSINESS HVAC ELECTRIC - HS	47,736.43
209697	3/07/2014	FULTON BANK - VISA PAYMENT DUE FROM CAFETERIA FUND	1,485.88
209698	3/07/2014	HESS CORPORATION GAS HEAT-NITRAUER	684.71
209699	3/07/2014	HOME DEPOT Credit Services (REMIT) MAINT SUPPLIES-BUCHER	185.16
209700	3/07/2014	CITY OF LANCASTER PA WATER/SEWAGE-HS	3,182.76
209701	3/07/2014	LANGUAGELINE TELEPHONE	14.25
209702	3/07/2014	MS MONA LEWIS LIBRARY BOOKS-MS	8.95
209703	3/07/2014	MACK EMPLOYMENT SERVICES INC DUE FROM CAFETERIA FUND	891.29
209704	3/07/2014	HEATHER R MCGLAUGHLIN NITRAUER 1ST GR VISION	200.00
209705	3/07/2014	MEDICAL STAFFING NETWORK CONTR SUB SVC NURSE LRIS	493.00
209706	3/07/2014	STEVEN PATRICK DEPENDENT CARE FLEX SPEND A/C	833.34
209707	3/07/2014	U S POSTMASTER CMRS - PBP POSTAGE/COMMUNICATIONS-BUCHER	200.00
209708	3/07/2014	PPL ELECTRIC UTILITIES CORPORATION HVAC ELECTRIC - SCHAEFFER	2,819.02
209709	3/07/2014	PUBLIC SCHOOL EMPLOYEES' RETIREMENT SUSPENSE-EMPLOYER RETIREMENT	810.17
209710	3/07/2014	PURCHASE POWER - PITNEY BOWES POSTAGE/COMMUNICATIONS- BRECHT	25.00
209711	3/07/2014	SALISBURY TOWNSHIP SCHOOL DISTRICT LRNG SUPP TUITION OTH LEAs ELE	1,588.68
209712	3/07/2014	TOTAL FUNDS BY HASLER OTHER RECOVERABLE DISBURSEMNTS	1,990.00
209713	3/07/2014	TRI-STARR STAFFING SOLUTIONS DUE FROM CAFETERIA FUND	1,089.53

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209714	3/07/2014	UGI CORPORATION NATURAL GAS - NITRAUER	2,994.57
209715	3/07/2014	VERIZON - Lehigh Valley, PA TELEPHONE	34.95
209716	3/07/2014	WINDSTREAM TELEPHONE	3,015.84
209717	3/07/2014	YORK WASTE DISPOSAL INC TRASH REMOVAL - MS	2,494.52
209718	3/07/2014	YORK WASTE DISPOSAL INC DISPOSAL SERVICE	143.26
209719	3/21/2014	CHECK VOIDED	
209720	3/21/2014	CHECK VOIDED	
209721	3/21/2014	AIRGAS INC (remit) TECH EDUC SUPPLIES-HS	76.86
209722	3/21/2014	ALIBRIS FOR LIBRARIES LIBRARY BOOKS - LRIS	122.40
209723	3/21/2014	AMERICAN TIME & SIGNAL CO MAINT SUPPLIES OTHER/GENERAL	646.84
209724	3/21/2014	APPEL & YOST LLP PROFESSIONAL/TECH SVC-LEGAL	198.00
209725	3/21/2014	APPLE COMPUTER INC (remit) NEW MINOR TECH EQUIP NEFF ELEM	1,196.00
209726	3/21/2014	AUSTILLS REHABILITATION SERVICES INC CONTR-OCCUP/PHYS THERAPY K-6	4,203.82
209727	3/21/2014	HILLARY BETH BRANDT BAKER MS MATH VISION	200.00
209728	3/21/2014	TRAVIS C BASH NEFF K-5 PRINC OFFICE VISION	200.00
209729	3/21/2014	LINDEN R. BATES HS GUIDANCE VISION	400.00
209730	3/21/2014	BAYADA HOME HEALTH CARE INC SKILLED NURSING SVC-SEC	1,709.25
209731	3/21/2014	MICHELE BEAUCHAMP HS ENGLISH VISION	200.00
209732	3/21/2014	THOMAS BEDI MS CUSTODIAL VISION	200.00
209733	3/21/2014	BERKSHIRE SYSTEMS GROUP INC BUILDING REPAIR/MAINT-HS	982.92
209734	3/21/2014	B & H PHOTO-VIDEO, INC. SUPPLIES AV/TECH DISTRICT WIDE	16.85
209735	3/21/2014	MEGAN L BINGHAM SCHAEFFER GUIDANCE VISION	169.70
209736	3/21/2014	BOYO TRANSPORTATION CONTR TRANSP LS/OTHER SPEC ED	7,186.56
209737	3/21/2014	SHARI BRABANT PROF/TECH SVC-SP ED COOR	175.00
209738	3/21/2014	BRETT GRAPHICS TECH EDUC SUPPLIES-HS	46.50

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ıeck no.	Check Date	Vendor name and comment	Amount
209739	3/21/2014	BRIGHTBILL TRANSPORTATION INC CONTRACTED TRANSP CARRIER-TRAN	243,500.00
209740	3/21/2014	HANNAH F BROICH HS ENGLISH VISION	200.00
209741	3/21/2014	MICHAEL BROMIRSKI 3CREDITS	1,326.00
209742	3/21/2014	ROBERT BROOKE & ASSOC SECURITY SUPPLIES MS	342.56
209743	3/21/2014	CDW COMPUTER CENTERS (remit) REPL MINR TECH EQP AV/TECH HS	612.00
209744	3/21/2014	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT CONTR IU SVC-REG EDUC	2,062.37
209745	3/21/2014	MARIA CHASE DUE FROM CAFETERIA FUND	200.00
209746	3/21/2014	ALEXANDRA CHITWOOD HS GUIDANCE VISION	200.00
209747	3/21/2014	CINTAS CORPORATION LAUNDRY, DRY CLEANING - LRIS	52.97
209748	3/21/2014	CINTAS CORPORATION LAUNDRY, DRY CLEANING-HS	73.79
209749	3/21/2014	CINTAS CORPORATION LAUNDRY, DRY CLEANING-HS	79.13
209750	3/21/2014	CINTAS CORPORATION LAUNDRY, DRY CLEANING - LRIS	51.16
209751	3/21/2014	CINTAS CORPORATION LAUNDRY, DRY CLEANING-HS	70.95
209752	3/21/2014	CINTAS CORPORATION LAUNDRY, DRY CLEANING-HS	71.91
209753	3/21/2014	CINTAS CORPORATION LAUNDRY, DRY CLEANING	19.13
209754	3/21/2014	MR AND MRS THOMAS CONNOLLY LIBRARY BOOKS - LRIS	13.84
209755	3/21/2014	DAVID COOPER CLUB/ACTIVITY SUPPLIES-MS	40.00
209756	3/21/2014	DANIELLE CURRY STAFF DEV TRVL BUCHR MINI GRNT	61.44
209757	3/21/2014	CURTIS WELDING & FABRICATING INC BOYS SOCCER-EQUIP REPAIR/MAINT	6,466.38
209758	3/21/2014	DAUPHIN ELECTRIC SUPPLY MAINT SUPPLIES-HS	199.39
209759	3/21/2014	DEEP RUN ACQUATIC SERVICES INC MAINT SUPPLIES-HS	440.00
209760	3/21/2014	DEGLER-WHITING INC SOFTBALL-NEW MAJOR EQUIPMENT	6,630.00
209761	3/21/2014	MARITZA DELGADO NITRAUER 1ST GR VISION	147.00
209762	3/21/2014	DELL MARKETING LP (remit) NEW MINOR TECH EQUIP BUS ADM	1,037.67

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209763	3/21/2014	LAUREN V DEMOSS MS ART VISION	30.00
209764	3/21/2014	DISCOUNT SCHOOL SUPPLY MATH SUPPLIES-MS	623.84
209765	3/21/2014	MR MOC DO AND MRS THU TRAN LIBRARY BOOKS - LRIS	56.00
209766	3/21/2014	DYNAMIC MEASUREMENT GROUP READING SUPPLIES-REIDENBAUGH	91.95
209767	3/21/2014	EASTER SEALS INTERPRETING SERVICES GUIDANCE CONTR SVC HS	149.92
209768	3/21/2014	EDWARDS BUSINESS SYSTEMS (remit) OTHER RECOVERABLE DISBURSEMNTS	4,578.95
209769	3/21/2014	NICOLE J ELLIS CLUB/ACTIVITY SUPPLIES-MS	124.50
209770	3/21/2014	KURT E ENCK HS SOC STUD VISION	200.00
209771	3/21/2014	ePLUS TECHNOLOGY OF PA (remit) NEW MINOR TECH EQUIP BUS ADM	2,334.38
209772	3/21/2014	EQUIPMENT DEPOT EQUIP REPAIR/MAINT-MS	100.14
209773	3/21/2014	BETH E. FAEHLING LRIS 5TH GR UNALLOC VISION	50.00
209774	3/21/2014	KELLY LYNN FALLER BOYS BASKETBALL-CONTRACTED SVC	783.00
209775	3/21/2014	THE FARFIELD COMPANY BUILDING REPAIR/MAINT-HS	1,282.50
209776	3/21/2014	GREGORY FARMER INSTR TECH SUPP TRAVEL	38.84
209777	3/21/2014	MARK Z FISCHER HS ALT ED VISION	38.03
209778	3/21/2014	FOLLETT LIBRARY RESOURCES (remit) LIBRARY BOOKS-MS	1,886.78
209779	3/21/2014	FREIGHTLINER OF LANCASTER VEHICLE REPAIR/MAINT-PLANT SVC	2,965.86
209780	3/21/2014	ANNETTE C FREY BUCHER LS VISION	200.00
209781	3/21/2014	FREY LUTZ CORPORATION BUILDING REPAIR/MAINT-BUCHER	3,133.25
209782	3/21/2014	LESLIE A FUHRMAN REIDENBAUGH 2ND GR VISION	85.00
209783	3/21/2014	FULTON FINANCIAL ADVISORS (Lancaster) TRANSFER TO DEBT SERVICE FUND	500.00
209784	3/21/2014	AMI L GALLO MS LS VISION	200.00
209785	3/21/2014	AMY GATES CHILD ACCT DUES/FEES	36.00
209786	3/21/2014	KATHLEEN GELTZ REIDENBAUGH 2ND GR VISION	200.00

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eck no.	Check Date	Vendor name and comment	Amount
209787	3/21/2014	ELIAS E GEORGE INTERPRETING SERVICES K-6	61.80
209788	3/21/2014	GETZ FIRE PROTECTION INC EQUIP REPAIR/MAINT HS	930.00
209789	3/21/2014	GIANT FOOD STORES INC (remit) FAM/CONSUMER SCI SUPPLIES-MS	539.78
209790	3/21/2014	CAROL H GILBERT DUE FROM CAFETERIA FUND	75.00
209791	3/21/2014	JANICE W GILLIFORD BUSINESS OFFICE VISION	200.00
209792	3/21/2014	MS MARIA GONZALEZ MISCELLANEOUS REVENUE	12.00
209793	3/21/2014	MARIAN B. GOOD NITRAUER GIFTED VISION	200.00
209794	3/21/2014	GOODHEART WILCOX INSTR SOFTWARE HS BUS ED	113.44
209795	3/21/2014	GOPHER SPORT (remit) HEALTH/PE SUPPLIES-REIDENBAUGH	162.63
209796	3/21/2014	W.W. GRAINGER, INC.(remit) MAINT SUPPLIES - LRIS	190.15
209797	3/21/2014	GRANLIBAKKEN RESORT AND CONFERENCE IB PROGRAM STAFF DEV TCHR TRVL	1,564.20
209798	3/21/2014	JACLYN E GRIFFITH NEFF 2ND GR VISION	200.00
209799	3/21/2014	SAMANTHA J HALDEMAN MS MUSIC VISION	187.63
209800	3/21/2014	WENDY E HANCOCK NITRAUER PRINC OFFICE VISION	128.89
209801	3/21/2014	MICHAEL HARDWIG CLUB/ACTIVITY SUPPLIES-MS	46.00
209802	3/21/2014	HARRIS SCHOOL SOLUTIONS PROF/TECH SVC-COMPUTER	669.63
209803	3/21/2014	KELCIE L HARTMAN LRIS LS VISION	200.00
209804	3/21/2014	HARTMAN UNDERHILL & BRUBAKER LLC PROFESSIONAL/TECH SVC-LEGAL	14,968.12
209805	3/21/2014	HILLYARD (remit) MAINT SUPPLIES-HS	2,460.70
209806	3/21/2014	HILLYARD (remit) MAINT SUPPLIES-HS	7,356.60
209807	3/21/2014	HILLYARD (remit) MAINT SUPPLIES - LRIS	214.09
209808	3/21/2014	HVAC DISTRIBUTORS INC MAINT SUPPLIES-NEFF ELEM	457.35
209809	3/21/2014	IDDINGS ELECTRIC INC BUILDING REPAIR/MAINT-DO	585.00
209810	3/21/2014	IDENT A KID SERVICES OF AMERICA SOFTWARE HS PRINC/OFFICE	240.00

Bank: 11 FULTON BANK (GENERAL FUND)

Check no.	Check Date	Vendor name and comment	Amount
209811	3/21/2014	INTERSTATE VEHICLE REPAIR/MAINT-PLANT SVC	321.89
209812	3/21/2014	JOHN DEERE LANDSCAPES MAINT SUPPLIES OTHER/GENERAL	30.57
209813	3/21/2014	REGINA M JONES ELEM SPEECH TEACH VISION	120.00
209814	3/21/2014	JOSTENS (Chicago, IL) CLUB/ACTIVITY SUPPLIES-HS	801.78
209815	3/21/2014	J P D ARCHITECTS LLC FACILITY PLANNING CONTR SVC	46,242.82
209816	3/21/2014	KEENS SERVICES, INC. EQUIP RENTAL MAINT SHOP	237.50
209817	3/21/2014	KELLYS SPORTS LTD GIRLS LACROSSE-SUPPLIES	1,536.40
209818	3/21/2014	DEBORAH A. KEYS REIDENBAUGH KDG VISION	200.00
209819	3/21/2014	KEYSTONE NATIONAL HIGH SCHOOL ALT EDUC CONTR PROF ED OTHER	669.00
209820	3/21/2014	DAVID KNEIER HS ENGLISH VISION	200.00
209821	3/21/2014	TRISHA A. GERBER-KRAMER MEDICAL FLEX SPENDING A/C W/H	262.24
209822	3/21/2014	B R KREIDER & SON INC SNOW REMOVAL - LRIS	13,109.75
209823	3/21/2014	B R KREIDER & SON INC SNOW REMOVAL - BUCHER	9,997.75
209824	3/21/2014	B R KREIDER & SON INC SNOW REMOVAL - BUCHER	13,526.25
209825	3/21/2014	B R KREIDER & SON INC SNOW REMOVAL - NITRAUER	11,355.50
209826	3/21/2014	B R KREIDER & SON INC SNOW REMOVAL - REIDENBAUGH	9,095.00
209827	3/21/2014	B R KREIDER & SON INC SNOW REMOVAL - MS	9,375.90
209828	3/21/2014	B R KREIDER & SON INC SNOW REMOVAL - MS	22,330.70
209829	3/21/2014	B R KREIDER & SON INC SNOW REMOVAL - HS	13,536.90
209830	3/21/2014	RANDY A. KURTZ INSTR TECH SUPP TRAVEL	73.63
209831	3/21/2014	KWIKTICKETS.COM INC GRADUATION SUPPLIES	109.06
209832	3/21/2014	LANCASTER AIRPORT AUTHORITY RENTAL OF FACILITIES	2,778.59
209833	3/21/2014	LANCASTER COUNTY COFFEE ROASTERS HUMAN RESOURCES MEALS/REFRESH	131.90
209834	3/21/2014	LANCASTER HONDA NEW MAJOR EQUIP - LRIS	2,679.00

nk: 11 FULTON BANK (GENERAL FUND)

eck no.	Check Date	Vendor name and comment	Amount
209835	3/21/2014	LANCASTER-LEBANON ATHLETIC ASSOCIATION BOWLING-DUES/FEES	64.00
209836	3/21/2014	LANCASTER LEBANON IU#13 (remit) IU SVC-MULTIHANDICAP SPPRT K-6	221,481.54
209837	3/21/2014	LANCASTER LEBANON IU#13 (remit) IU SVC-AUTISTIC SUPPORT 7-12	20,005.76
209838	3/21/2014	LANCASTER LEBANON IU#13 (remit) TITLE II STAFF DEV 7-12	21,250.00
209839	3/21/2014	LANCASTER NEWSPAPERS, INC. ADVERTISING-BOARD SVC	164.83
209840	3/21/2014	DR AND MRS CHANG LEE STUDENT ACTIVITY FEES	80.00
209841	3/21/2014	LEGO EDUCATION ROBOTICS CLUB SUPPLIES	462.94
209842	3/21/2014	JESSICA LEVY OCCUPATIONAL THERAPIST VISION	200.00
209843	3/21/2014	THE LIBRARY STORE, INC. SUPPLIES-TESTING K-6	156.38
209844	3/21/2014	MICHAEL LICHTENWALNER STAFF DEV TRAVEL-TECH DEPT	20.72
209845	3/21/2014	LINDENMEYR MUNROE PAPER HUMAN RESOURCES SUPPLIES	142.00
209846	3/21/2014	LONGSTRETH SPORTING GOODS GIRLS LACROSSE-SUPPLIES	120.93
209847	3/21/2014	MICHELLE K LUTHER HS ENGLISH VISION	200.00
209848	3/21/2014	CYNTHIA Y LUX CURRICULUM DEV UNALLOC VISION	200.00
209849	3/21/2014	LISA S LYONS HS MATH VISION	200.00
209850	3/21/2014	WILLIAM V MACGILL & COMPANY HEALTH ROOM SUPPLIES-SCHAEFFER	70.41
209851	3/21/2014	MANHEIM CENTRAL SCHOOL DISTRICT TUITION TO OTHER LEAs SECONDAR	1,487.12
209852	3/21/2014	MANHEIM TOWNSHIP BOYS BASKETBALL-POLICE SVC	504.00
209853	3/21/2014	MANHEIM TOWNSHIP SCHOOL DIST-CAFETERIA MEALS/REFRESH-PUPIL PERSONNEL	398.05
209854	3/21/2014	MANHEIM TOWNSHIP SCHOOL DIST-CAFETERIA MEALS/REFRESH-PUPIL PERSONNEL	268.76
209855	3/21/2014	MAYER-JOHNSON INC INSTR SOFTWARE BRE LRNG SUPP	409.00
209856	3/21/2014	MICHAEL P MAZREKU HS SCIENCE VISION	200.00
209857	3/21/2014	MBA RESEARCH CURRICULUM CENTER BUSINESS EDUCATION BOOKS-HS	96.12
209858	3/21/2014	JULIE MARIE MCMAINS CLUB/ACTIVITY SUPPLIES-MS	20.00

Bank: 11 FULTON BANK (GENERAL FUND)

Check no.	Check Date	Vendor name and comment	Amount
209859	3/21/2014	MCNEES WALLACE & NURICK LLC PROFESSIONAL/TECH SVC-LEGAL	631.04
209860	3/21/2014	SORANGELI MELENDEZ DUE FROM CAFETERIA FUND	15.00
209861	3/21/2014	STEVEN MELLINGER MS LIBRARY SVC VISION	200.00
209862	3/21/2014	MELMARK INC CONTR EDUC SVC MULTIHANDI 7-12	19,840.00
209863	3/21/2014	MENCHEY MUSIC SERVICE, INC. CLUB/ACTIVITY EQUIP R & M - HS	480.20
209864	3/21/2014	MENCHEY MUSIC SERVICE, INC. MUSIC SUPPLIES-HS	52.80
209865	3/21/2014	MESSICK FARM EQUIPMENT INC MAINT SUPPLIES OTHER/GENERAL	101.43
209866	3/21/2014	R. E. MICHEL COMPANY, INC. MAINT SUPPLIES-HS	50.06
209867	3/21/2014	ANNE D MILLER REIDENBAUGH ART VISION	200.00
209868	3/21/2014	JESSICA R MILLER 3CREDITS	1,818.00
209869	3/21/2014	KERRY M MILLER BRECHT CUSTODIAL VISION	200.00
209870	3/21/2014	MR K MIRAYEZ AND MS N ANDINOV LIBRARY BOOKS - LRIS	6.99
209871	3/21/2014	MODERNFOLD OF READING INC. BUILDING REPAIR/MAINT-DO	200.00
209872	3/21/2014	MONOPRICE INC SUPPLIES AV/TECH DISTRICT WIDE	70.67
209873	3/21/2014	SUSAN LYNNE MORRIS LRIS 6TH GR UNALLOC VISION	200.00
209874	3/21/2014	PATRICK W MURPHY NITRAUER 2ND GR VISION	200.00
209875	3/21/2014	LISA R MURRAY LM SEMINARS PROF EDUC SVC-STAFF DEV K-6	843.76
209876	3/21/2014	CAROL T NATION SCHAEFFER PRINC OFFICE VISION	200.00
209877	3/21/2014	NASSP-NATIONAL ASSOCIATION OF SECONDARY GRADUATION SUPPLIES	9.00
209878	3/21/2014	NATIONAL ELEVATOR INSPECTION SERVICES PROF/TECH SVC - SCHAEFFER	78.00
209879	3/21/2014	NEFF'S SAFE, LOCK & SECURITY INC LEARNING SUPPORT SUPPLIES-MS	100.50
209880	3/21/2014	MS RUBINA NICHOLAS LIBRARY BOOKS - LRIS	11.74
209881	3/21/2014	KRISTINA M NISSLEY LRIS 6TH GR UNALLOC VISION	200.00
209882	3/21/2014	NRG BUILDING SERVICE INC BUILDING REPAIR/MAINT-OTHER	2,157.50

nk: 11 FULTON BANK (GENERAL FUND)

eck no.	Check Date	Vendor name and comment	Amount
209883	3/21/2014	JESSICA O'GORMAN CLUB/ACTIVITY SUPPLIES-MS	75.00
209884	3/21/2014	OFFICE BASICS INC (remit) GENERAL SUPPLIES - BRECHT	645.82
209885	3/21/2014	OFFICE BASICS INC (remit) WRITING CENTER SUPPLIES-HS	616.22
209886	3/21/2014	OFFICE BASICS INC (remit) GENERAL SUPPLIES - LRIS	885.53
209887	3/21/2014	OVERHEAD DOOR COMPANY OF READING BUILDING REPAIR/MAINT-NEFF ELE	283.25
209888	3/21/2014	OWL HILL LABRATORIES PROF/TECH SVC-HS	130.00
209889	3/21/2014	CLAUDIA PALACIO INTERPRETING SVC-LRIS	43.66
209890	3/21/2014	LINDA T PEFFLEY HS ENGLISH VISION	200.00
209891	3/21/2014	PENNSYLVANIA COUNSELING SERVICES INC. CONTR D & A ASSESSMENTS	2,427.30
209892	3/21/2014	PENNSYLVANIA SCHOOL BOARDS ASSOCIATION HUMAN RESOURCES CONTR PROF SVC	2,750.00
209893	3/21/2014	J W PEPPER & SON MUSIC SUPPLIES-HS	32.69
209894	3/21/2014	PERFECT IMAGE EQUIP R & M - MS UNIFIED ARTS	50.00
209895	3/21/2014	PERMA-BOUND BOOKS ENGLISH BOOKS-HS	1,896.90
209896	3/21/2014	PHILHAVEN PROF EDUC SVC-HOMEBOUND 7-12	108.75
209897	3/21/2014	PITTSTON AREA SCHOOL DISTRICT TUITION TO OTHER LEAs SECONDAR	1,734.60
209898	3/21/2014	PLUMBMASTER INC MAINT SUPPLIES-HS	492.90
209899	3/21/2014	LISA M POLISKI STAFF DEV TRVL-HS MINI-GRANT	62.16
209900	3/21/2014	952 PRAXAIR DIST MID ATLANTIC BUILDING REPAIR/MAINT-HS	400.00
209901	3/21/2014	PRINT-O-STAT, INC. PRINTING-PLANT SVC	48.66
209902	3/21/2014	DONNA E. PROKAY HUMAN RESOURCES VISION	335.69
209903	3/21/2014	QUAKERTOWN COMMUNITY SCHOOL DISTRICT TUITION TO OTHER LEAs SECONDAR	901.94
209904	3/21/2014	SHARON RAUP MS LS VISION	369.20
209905	3/21/2014	RED ROSE SANITATION SOLUTIONS INC DUE FROM BRIGHTBILL	175.00
209906	3/21/2014	C H REED INC BUILDING REPAIR/MAINT-REIDEN	1,063.47

Bank: 11 FULTON BANK (GENERAL FUND)

Check no.	Check Date	Vendor name and comment	Amount
209907	3/21/2014	REITH GEOTHERMAL ENERGY BUILDING REPAIR/MAINT-BRECHT	1,500.00
209908	3/21/2014	TIMOTHY E RICE MS TECH ED VISION	200.00
209909	3/21/2014	R I C H INC ART SUPPLIES HS	379.70
209910	3/21/2014	JENNIFER A. RIDENOUR SEC SPEECH TEACH VISION	200.00
209911	3/21/2014	MS VANESSA RIVERA MISCELLANEOUS REVENUE	25.00
209912	3/21/2014	ROCHESTER 100 INC GENERAL SUPPLIES - SCHAEFFER	373.75
209913	3/21/2014	DOUGLAS ROEHM INSTR TECH SUPP TRAVEL	115.18
209914	3/21/2014	ROHRER'S QUARRY INC VEHICLE REPAIR/MAINT-PLANT SVC	1,153.00
209915	3/21/2014	ROHRERS SERVICE CENTER DUE FROM CAFETERIA FUND	381.34
209916	3/21/2014	KRESSON S ROMANOS MS READING VISION	200.00
209917	3/21/2014	RYDER TRANSPORTATION SERVICES VEHICLE RENTAL	267.15
209918	3/21/2014	JUSTIN SABADOS TRAVEL-PSYCH SVC K-6	17.47
209919	3/21/2014	SAGE TECHNOLOGY SOLUTIONS INC BUILDING REPAIR/MAINT-NEFF ELE	680.00
209920	3/21/2014	WILLIAM SASSAMAN HS MATH VISION	200.00
209921	3/21/2014	SCHAAD DETECTIVE AGENCY INC SECURITY PURCHASED POLICE SVC	1,419.88
209922	3/21/2014	ERIK W SCHLOSSER MEDICAL FLEX SPENDING A/C W/H	137.90
209923	3/21/2014	SCHOOL SPECIALTY INC (remit) 1ST GRADE SUPPLIES-NITRAUER	593.84
209924	3/21/2014	DANA C SCHRODEL HS PRINCIPAL OFFICE VISION	200.00
209925	3/21/2014	SCHUYLKILL VALLEY SPORTING BASEBALL-SUPPLIES	528.00
209926	3/21/2014	SHAWN W SEIBERT MEDICAL FLEX SPENDING A/C W/H	1,992.50
209927	3/21/2014	DONALD M. SENSENIG INTERPRETING SERVICES K-6	42.32
209928	3/21/2014	SERVICE TIRE TRUCK CENTERS (Remit) VEHICLE REPAIR/MAINT-PLANT SVC	351.85
209929	3/21/2014	KATHERINE M SETLOCK 1.5CREDITS	855.00
209930	3/21/2014	SHAMOKIN AREA SCHOOL DISTRICT LRNG SUPP TUITION OTH LEAs SEC	3,034.80

nk: 11 FULTON BANK (GENERAL FUND)

eck no.	Check Date	Vendor name and comment	Amount
209931	3/21/2014	SID HARVEY INDUSTRIES INC. (remit) MAINT SUPPLIES-NITRAUER	20.34
209932	3/21/2014	SIGN A RAMA MAINT SUPPLIES OTHER/GENERAL	156.00
209933	3/21/2014	DOUGLAS SING SECURITY TRAVEL	46.59
209934	3/21/2014	JENNIFER L SMITH MS MATH VISION	200.00
209935	3/21/2014	JENNIFER S SMITH SCHAEFFER 4TH GR VISION	200.00
209936	3/21/2014	TRUDI E SMITH CLUB/ACTIVITY FUNDS-REIDEN	62.93
209937	3/21/2014	SP CONTROLS INC INSTR SOFTWARE NEFF ELEM BLDG	60.00
209938	3/21/2014	KATHLEEN P SPEASE TRAVEL-PSYCH SVC MS	7.17
209939	3/21/2014	STAUFFERS OF KISSEL HILL (remit) CLUB/ACTIVITY SUPPLIES-HS	196.13
209940	3/21/2014	STENHOUSE PUBLISHERS (remit) PRINC/OFFICE BOOKS-BRECHT	25.00
209941	3/21/2014	JORDAN STEWART BOYS BASKETBALL-CONTRACTED SVC	72.00
209942	3/21/2014	TEMPCHEK MECHANICAL SERVICES, INC BUILDING REPAIR/MAINT-NEFF ELE	172.60
209943	3/21/2014	THE TRANE COMPANY (TRANE PARTS & SERV.) MAINT SUPPLIES-SCHAEFFER	378.00
209944	3/21/2014	TRIANGLE COMMUNICATIONS INC PRINC/OFFICE NEW MINOR TECH EQ	3,158.40
209945	3/21/2014	UNITED ELECTRIC SUPPLY CO INC (remit) MAINT SUPPLIES-BRECHT	352.50
209946	3/21/2014	UNITED ELECTRIC SUPPLY CO INC (remit) MAINT SUPPLIES-NEFF ELEM	468.10
209947	3/21/2014	UNITED RENTALS AERIAL DIVISION EQUIPMENT RENTAL-PLANT SVC	325.29
209948	3/21/2014	PEGGY L UNTERBURGER TRANSPORTATION VISION	200.00
209949	3/21/2014	HEATHER J VAN AULEN STAFF DEV TRVL-HS MINI-GRANT	270.30
209950	3/21/2014	TERRI R. VOGT NITRAUER KDG VISION	200.00
209951	3/21/2014	WARIHAY ENTERPRISES INC MAINT SUPPLIES OTHER/GENERAL	4,713.60
209952	3/21/2014	CHIVONNE K WEAVER NITRAUER 4TH GR VISION	137.00
209953	3/21/2014	WEAVER'S GARAGE DUE FROM CAFETERIA FUND	250.00
209954	3/21/2014	WEIDENHAMMER SYSTEMS CORP. PROFESSIONAL TECHNOLOGY SVCS	8,061.74

Bank: 11 FULTON BANK (GENERAL FUND)

Check no.	Check Date	Vendor name and comment	Amount
209955	3/21/2014	MAY WESTLUND INTERPRETING SVC-NITRAUER	51.59
209956	3/21/2014	JODY M WHITE LRIS GUIDANCE VISION	200.00
209957	3/21/2014	KIMBERLY S. WIEMANN CLUB/ACTIVITY SUPPLIES-MS	30.00
209958	3/21/2014	CHRISTA A WINSLOW LRIS 6TH GR UNALLOC VISION	112.49
209959	3/21/2014	WINTER EQUIPMENT CORPORATION EQUIP REPAIR/MAINT HS	481.25
209960	3/21/2014	CHARLTON H WOLFGANG MS GIFTED VISION	200.00
209961	3/21/2014	WOODS PRINTING CONTRACTED SVC-DISTR PRINTING	218.75
209962	3/21/2014	XPEDX (remit) MAINT SUPPLIES OTHER/GENERAL	689.00
209963	3/21/2014	YALE ELECTRIC SUPPLY CO. (remit) MAINT SUPPLIES-HS	410.35
209964	3/21/2014	REFKA ZAKI INTERPRETING SVC-NITRAUER	96.80
209965	3/21/2014	ELLIE ZIEGLER NITRAUER PRINC OFFICE VISION	99.94
			1,487,764.62

End of Report - 13.14.42

MANHEIM TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
WIRE TRANSFERS

MONTH OF: FEBRUARY

DATE	VENDOR	DESCRIPTION	AMOUNT
2/7/14	HEALTH AMERICA	EMPLOYEE BENEFITS	$ 139,022.93
2/18/14	HEALTH AMERICA	EMPLOYEE BENEFITS	192,564.66
2/21/14	HEALTH AMERICA	EMPLOYEE BENEFITS	203,625.09
2/24/14	HEALTH AMERICA	EMPLOYEE BENEFITS	15,041.40
2/28/14	HEALTH AMERICA	EMPLOYEE BENEFITS	122,197.69
2/28/14	LANCASTER LEBANON IU 13	SELF INSURANCE PREMIUM	34,499.56
2/10/14	P.S.E.R.S.	PURCHASE OF SERVICE W/H	327.12
2/10/14	P.S.E.R.S.	EMPLOYEE RETIREMENT	277,123.12
2/3/14	INTERNAL REVENUE SERVICE	PAYROLL TAX DEPOSIT	327,938.46
2/18/14	INTERNAL REVENUE SERVICE	PAYROLL TAX DEPOSIT	328,247.00
2/5/14	PA DEPARTMENT OF REVENUE	PAYROLL TAX DEPOSIT	38,512.86
2/19/14	PA DEPARTMENT OF REVENUE	PAYROLL TAX DEPOSIT	38,710.28
2/14/14	LANCO FEDERAL CREDIT UNION	PAYROLL WITHHOLDING	6,680.00
2/28/14	LANCO FEDERAL CREDIT UNION	PAYROLL WITHHOLDING	6,310.00
2/3/14	PaSCDU	WAGE ATTACHMENTS	967.35
2/14/14	PaSCDU	WAGE ATTACHMENTS	967.35
2/3/14	FULTON BANK	PRINC/INT BOND SERIES OF 2012	288,712.50
2/3/14	TD WEALTH MANAGEMENT	PRINC/INT BOND SERIES OF 2010	700,766.25
2/19/14	PAYPAL	COMPUTER SUPPLIES	108.55
		TOTAL WIRE TRANSFERS	2,722,322.17
		TOTAL GENERAL FUND A/P	1,487,764.62
		TOTAL ALL EXPENDITURES	$ 4,210,086.79

Updated: 3/12/2014

ADDENDUM TO LIST OF BILLS FOR BOARD MEETING HELD ON
March 20, 2014

FOR BOARD INFORMATION
GENERAL FUND GROSS PAYROLL AMOUNTS*

FOR SCHOOL YR 2013/2014	DATE OF PAY CHECKS	# OF CHECKS ISSUED	TOTAL GROSS WAGES
#17	2/14/2014	726	$ 1,260,940.39
#18	2/28/2014	700	$ 1,228,115.20
	TOTALS	1426	$ 2,489,055.59

*THERE MAY BE CHANGES TO THE ABOVE FIGURES SUBSEQUENT TO THE PAY DATES DUE TO VOID CHECKS OR ADDITIONAL PAY CHECKS ISSUED.

nk: 22 FULTON BANK (CAPITAL RESERVE FD)

eck no.	Check Date	Vendor name and comment	Amount
776	3/21/2014	ELA GROUP INC. PROFESSIONAL SVC 5/6 LAND DEV	4,058.50
			4,058.50

d of Report - 13.15.04

Bank: 50 FULTON BANK (CAFETERIA FUND)

Check no.	Check Date	Vendor name and comment	Amount
14023	3/21/2014	CHECK VOIDED	
14024	3/21/2014	CHECK VOIDED	
14025	3/21/2014	ADF PA LLC FOOD AND RELATED COSTS	1,215.00
14026	3/21/2014	API SERVICES LLC EQUIPMENT REPAIR & MAINT	326.00
14027	3/21/2014	BARRY FOOD SALES FOOD AND RELATED COSTS	1,031.25
14028	3/21/2014	CINTAS CORPORATION LAUNDRY/DRY CLEANING UNIFORMS	439.08
14029	3/21/2014	CLARK FOOD SERVICE EQUIPMENT OTHER SUPPLIES	477.24
14030	3/21/2014	CLARK SERVICES & PARTS EQUIPMENT REPAIR & MAINT	1,379.96
14031	3/21/2014	DOMINO'S PIZZA FOOD AND RELATED COSTS	1,910.50
14032	3/21/2014	DOMINO'S PIZZA FOOD AND RELATED COSTS	431.25
14033	3/21/2014	FEESERS FOOD DISTRIBUTORS FOOD AND RELATED COSTS	8,782.02
14034	3/21/2014	FEESERS FOOD DISTRIBUTORS FOOD AND RELATED COSTS	6,808.66
14035	3/21/2014	FEESERS FOOD DISTRIBUTORS FOOD AND RELATED COSTS	8,345.65
14036	3/21/2014	GETZ FIRE PROTECTION INC EQUIPMENT REPAIR & MAINT	317.00
14037	3/21/2014	HERR FOODS INC FOOD AND RELATED COSTS	1,392.91
14038	3/21/2014	KEGEL'S PRODUCE FOOD AND RELATED COSTS	437.30
14039	3/21/2014	LANCASTER COUNTY COFFEE ROASTERS FOOD AND RELATED COSTS	35.70
14040	3/21/2014	LEBANON UNITED JOBBERS INC FOOD AND RELATED COSTS	4,662.00
14041	3/21/2014	LEBANON UNITED JOBBERS INC FOOD AND RELATED COSTS	1,205.60
14042	3/21/2014	MARTIN'S POTATO CHIPS INC FOOD AND RELATED COSTS	414.90
14043	3/21/2014	MCKEE FOODS CORP FOOD AND RELATED COSTS	1,187.42
14044	3/21/2014	MORABITO BAKING CO INC FOOD AND RELATED COSTS	824.50
14045	3/21/2014	MORABITO BAKING CO INC FOOD AND RELATED COSTS	1,338.27
14046	3/21/2014	PAPA JOHNS PIZZA FOOD AND RELATED COSTS	1,995.00
14047	3/21/2014	PAPA JOHNS PIZZA FOOD AND RELATED COSTS	168.00

ınk: 50 FULTON BANK (CAFETERIA FUND)

ıeck no.	Check Date	Vendor name and comment	Amount
14048	3/21/2014	PETERSON FARMS FOOD AND RELATED COSTS	1,575.00
14049	3/21/2014	PHILLY PRETZEL FACTORY FOOD AND RELATED COSTS	233.20
14050	3/21/2014	REINHART FOOD SERVICE FOOD AND RELATED COSTS	97.58
14051	3/21/2014	MS SARA BOYER RODGERS DEFERRED REVENUE	37.30
14052	3/21/2014	ROHRERS SERVICE CENTER VEHICLE REPAIR/MAINT	2,440.44
14053	3/21/2014	RYDER TRANSPORTATION SERVICES VEHICLE REPAIR/MAINT	259.45
14054	3/21/2014	SCHEID PRODUCE INC FOOD AND RELATED COSTS	1,876.10
14055	3/21/2014	SCHEID PRODUCE INC FOOD AND RELATED COSTS	1,366.85
14056	3/21/2014	SCHEID PRODUCE INC FOOD AND RELATED COSTS	1,708.35
14057	3/21/2014	SCHEID PRODUCE INC FOOD AND RELATED COSTS	2,179.35
14058	3/21/2014	KARA SHIFLER PAPER/OFFICE SUPPLIES	41.08
14059	3/21/2014	SILVER SPRINGS FARM INC FOOD AND RELATED COSTS	1,949.00
14060	3/21/2014	STAUFFERS OF KISSEL HILL (remit) CATERING FOOD/RELATED COSTS	76.50
14061	3/21/2014	SYSCO OF CENTRAL PA FOOD AND RELATED COSTS	2,152.41
14062	3/21/2014	SYSCO OF CENTRAL PA FOOD AND RELATED COSTS	1,947.08
14063	3/21/2014	TASTY BAKING COMPANY FOOD AND RELATED COSTS	271.20
14064	3/21/2014	TEMPCHEK MECHANICAL SERVICES, INC EQUIPMENT REPAIR & MAINT	1,127.60
14065	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	999.63
14066	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	900.71
14067	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	1,136.87
14068	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	907.25
14069	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	801.20
14070	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	727.62
14071	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	1,066.59

Bank: 50 FULTON BANK (CAFETERIA FUND)

Check no.	Check Date	Vendor name and comment	Amount
14072	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	1,190.09
14073	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	868.86
14074	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	1,223.92
14075	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	938.38
14076	3/21/2014	TURKEY HILL DAIRY FOOD AND RELATED COSTS	669.67
14077	3/21/2014	WEAVER'S GARAGE VEHICLE REPAIR/MAINT	250.00
			76,144.49

End of Report - 13.15.47

MANHEIM TOWNSHIP SCHOOL DISTRICT
CAFETERIA FUND
WIRE TRANSFERS

MONTH OF: FEBRUARY

DATE	VENDOR	DESCRIPTION	AMOUNT
2/11/2014	MTSD GENERAL FUND	JAN WAGE/FRINGES/OTHER MISC EXP	$ 115,489.39
		TOTAL WIRE TRANSFERS	115,489.39
		TOTAL CAFETERIA FUND A/P	76,144.49
		TOTAL ALL EXPENDITURES	$ 191,633.88

Updated: 3/12/2014

MANHEIM TOWNSHIP SCHOOL DISTRICT
YTD SUMMARY OF REVENUES
For the Period Ending 2/28/2014

GENERAL FUND

	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	% Rem
6100 TAXES LEVIED/ASSESSED BY THE LEA	62,333,623.00	1,166,279.70	60,109,236.39	.00	2,224,386.61	3.6
6200 DISC TAKEN ON TAXES LEV/ASS BY LEA	907,000.00-	812.13-	927,955.44-	.00	20,955.44	2.3-
6300 PEN & INT ON TAXES LEV/ASS BY LEA	82,000.00	4,527.95	60,428.32	.00	21,571.68	26.3
6400 DELINQUENT TAXES LEVIED BY LEA	350,000.00	25,231.29	201,639.45	.00	148,360.55	42.4
6500 EARNINGS ON INVESTMENTS	70,000.00	6,642.77	61,690.53	.00	8,309.47	11.9
6700 REVENUE FROM STUDENT ACTIVITIES	257,500.00	15,346.00	200,404.19	.00	57,095.81	22.2
6800 REVENUE FROM INTERMEDIATE SOURCES	765,000.00	464.72	120,371.26	.00	644,628.74	84.3
6900 OTHER REVENUE FROM LOCAL SOURCES	886,300.00	52,607.39	320,535.79	.00	565,764.21	63.8
7100 BASIC INSTR & OPERATING SUBSIDIES	4,770,231.00	631,431.00	2,525,724.00	.00	2,244,507.00	47.1
7200 SUBSIDIES FOR SPECIFIC EDUC PRGMS	2,180,788.00	.00	1,314,976.00	.00	865,812.00	39.7
7300 SUBSIDIES FOR NONEDUCATIONAL PRGMS	2,994,110.00	66,569.45	1,837,609.71	.00	1,156,500.29	38.6
7500 EXTRA GRANTS	125,849.00	.00	125,849.00	.00	.00	.0
7800 REVENUE FOR SOC SECURITY/RETIREMENT	4,008,629.00	93,019.21	979,946.32	.00	3,028,682.68	75.6
7900 REVENUE FOR TECHNOLOGY	.00	.00	.00	.00	.00	***
8500 RESTR GRANTS-IN-AID FR FED GOV/PA	556,000.00	43,992.48	164,905.51	.00	391,094.49	70.3
8600 OTHR RES GRANTS-IN-AID FR FED GOV	.00	.00	.00	.00	.00	***
8700 COMMONWEALTH REVENUE SHARING FUNDS	.00	.00	.00	.00	.00	***
8800 MEDICAL ASSISTANCE REIMBURSEMENTS	125,000.00	.00	19,459.84	.00	105,540.16	84.4
9300 INTERFUND TRANSFERS	5,000.00	.00	.00	.00	5,000.00	100.0
9400 SALE OF OR COMP OF FIXED ASSETS	5,000.00	.00	350.00	.00	4,650.00	93.0
9900 OTHER FINANCING SRC (INSUR RECOV.)	.00	.00	.00	.00	.00	***
**** GENERAL FUND	78,608,030.00	2,105,299.83	67,115,170.87	.00	11,492,859.13	14.6

Comparison with Prior Year	Budget	Year-To-Date	Y-T-D %
2013-2014 Revenues	$78,608,030	$67,115,171	85.4%
2012-2013 Revenues	$76,402,306	$66,169,681	86.6%

MANHEIM TOWNSHIP SCHOOL DISTRICT
YTD SUMMARY OF EXPENDITURES
For the Period Ending 2/28/2014

GENERAL FUND

	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem
1100 INSTRUCTION - REGULAR PROGRAMS	32,917,977.00	1,619,317.13	12,007,562.38	8,767,362.11	12,143,052.51	36.9
1200 INSTRUCTION - SPECIAL EDUCATION	8,340,124.00	502,915.12	3,325,763.21	2,101,307.08	2,913,053.71	34.9
1300 VOCATIONAL EDUCATION PROGRAMS	655,311.00	82,349.29	586,381.90	82,349.29	13,420.19-	2.0-
1400 OTHER INSTRUCTIONAL PROGRAMS	669,143.00	13,996.90	126,763.53	60,429.50	481,949.97	72.0
1500 INSTRUCTION-NONPUBLIC SCHOOL PROG	15,000.00	.00	.00	.00	15,000.00	100.0
1600 ADULT EDUCATION PROGRAM	.00	.00	.00	.00	.00	***
1800 PRE-KINDERGARTEN PROGRAMS	.00	.00	.00	.00	.00	***
2100 SUPPORT SERVICES - PUPIL PERSONNEL	2,599,284.00	125,368.48	981,710.08	686,659.70	930,914.22	35.8
2200 SUPPORT SERVICES-INSTRUCTION STAFF	3,156,563.00	147,415.80	1,183,086.42	743,461.72	1,230,014.86	39.0
2300 SUPPORT SERVICES - ADMINISTRATION	4,109,705.00	213,629.67	1,935,769.65	762,814.88	1,411,120.47	34.3
2400 SUPPORT SERVICES - PUPIL HEALTH	903,716.00	48,120.54	360,792.66	262,472.75	280,450.59	31.0
2500 SUPPORT SERVICES - BUSINESS	718,077.00	47,199.19	486,370.64	260,491.16	28,784.80-	4.0-
2600 OPER & MAINTENANCE OF PLANT SER	7,723,155.00	486,672.89	4,108,688.52	1,015,491.53	2,598,974.95	33.7
2700 STUDENT TRANSPORTATION SERVICES	3,385,410.00	260,007.28	2,037,983.06	296,676.22	1,050,750.72	31.0
2800 SUPPORT SERVICES - CENTRAL	601,480.00	30,040.12	278,487.05	117,892.58	205,100.37	34.1
2900 SUPPORT SERV - OTHER SUPPORT SERV	52,000.00	.00	56,549.53	.00	4,549.53-	8.7-
3200 STUDENT ACTIVITIES	1,181,556.00	66,484.21	542,646.06	110,990.03	527,919.91	44.7
3300 COMMUNITY SERVICES	9,714.00	.00	116.84	.00	9,597.16	98.8
4100 SITE ACQUISITION/IMPROVE-ORIG & ADD	.00	.00	.00	.00	.00	***
4200 SITE IMPROVEMENT SERVICES-REPLACE	.00	.00	49,669.15	94,051.00	143,720.15-	***
4300 ARCHITECTURE & ENG. SERV-ORIG/ADD	.00	46,242.82	86,681.20	.00	86,681.20-	***
4400 ED SPECIFICATIONS DEV SERV-REPLACE	.00	.00	.00	.00	.00	***
4500 BLDG ACQUISITION/CONST SER-ORIG/ADD	.00	.00	.00	.00	.00	***
4600 BUILDING IMPROVEMENT SERV-REPLACE	.00	.00	4,940.00	6,000.00	10,940.00-	***
5100 DEBT SERVICE	25,000.00	.00	52.78	.00	24,947.22	99.8
5200 FUND TRANSFERS	12,370,997.00	984,169.48	4,403,998.33	.00	7,966,998.67	64.4
5800 SUSPENSE ACCOUNT	.00	805,670.53	6,793,145.10	.00	6,793,145.10-	***
5900 BUDGETARY RESERVE	600,000.00	.00	.00	.00	600,000.00	100.0
**** GENERAL FUND	80,034,212.00	5,479,599.45	39,357,158.09	15,368,449.55	25,308,604.36	31.6

Comparison with Prior Year	Budget	Year-To-Date	Y-T-D %
2013-2014 Expenditures	$80,034,212	$39,357,158	49.2%
2012-2013 Expenditures	$76,402,306	$37,122,961	48.6%

Health Insurance
Cash Basis - Admin Fees/Payments

3/12/2014

Month	Reinsurance	Self-Insurance			Total
		IU #13	Healthguard/ Health America	Delta Dental	
Jul-13	34,904.37	447.75	713,908.17	38,918.92	
					788,179.21
Aug-13	34,784.97	447.75	775,331.40	55,070.98	
					865,635.10
Sep-13	34,608.57	444.75	635,980.63	10,532.92	
			(549,116.01)		132,450.86
Oct-13	36,108.44	453.75	546,820.53	30,009.44	
					613,392.16
Nov-13	35,543.25	456.75	789,048.10	20,106.49	
					845,154.59
Dec-13	34,544.55	746.25	581,707.63	8,375.30	
			(10,191.44)		615,182.29
Jan-14	34,784.77	446.25	762,313.37	11,515.50	
			(241,662.16)		567,397.73
Feb-14	32,388.86	415.50	657,003.08	58,561.49	
			(26,068.89)		722,300.04
Mar-14					
					0.00
Apr-14					
					0.00
May-14					
					0.00
Jun-14					
					0.00
Total	277,667.78	3,858.75	4,635,074.41	233,091.04	5,149,691.98
12-13	267,036.51	3,627.75	4,815,899.84	221,127.57	5,307,691.67
11-12	255,792.63	3,577.70	3,913,120.79	227,996.50	4,400,487.62

MANHEIM TOWNSHIP SCHOOL DISTRICT
INVESTMENT REPORT
2-28-2014

	Amount	Balance	TYPE	RATE
General Fund:				
Fulton Bank Checking	$ 42,133,929	42,133,929	GICA	0.20%
Capital Reserve Fund:				
Fulton Bank Checking	4,999,068	4,999,068	GICA	0.20%
Cafeteria Fund:				
Fulton Bank Checking	1,457,180	1,457,180	GICA	0.20%
Capital/Construction Funds:				
Fulton Bank Checking	5,241	5,241	GICA	0.20%
2012 Construction Fund				
Collateralized CD Pool	0		CD	
PSDMAX	474,838	474,838	MM	0.01%
TOTAL		$ **49,070,257**		

@: Attachment
MM: Money Market
GICA: Government Interest Checking

Food Service Program

Comparative Statement of Revenues and Expenses

For the Period Ending

	1/31/2014	1/31/2013
Food Service Revenues		
Student Meals	$ 250,709	$ 262,656
Adult Lunches	16,325	15,557
Ala Carte Sales	303,478	306,234
Special Events/Catering	119,808	114,187
Total Food Service Revenues	690,320	698,635
Other Revenues		
Investment Earnings	1,659	1,543
Services Provided Other LEAs	36,627	33,764
Contributions and Donations	20	134
Miscellaneous Revenue	(98)	78
State Revenue		
Breakfast/Lunch Program	32,478	32,755
Social Security/Medicare Reimbursements	15,690	13,870
Retirement Reimbursements	34,012	21,580
Federal Revenue		
Breakfast/Lunch Program	432,113	374,961
Total Other Revenue	552,501	478,685
Total Revenues	1,242,821	1,177,319
Expenses		
Salaries	392,469	361,123
Employee Benefits	227,691	198,190
Purchased Professional and Technical Services	26,891	4,905
Purchased Property Service	19,807	15,270
Other Purchased Service	2,446	1,328
Supplies	564,579	533,144
Dues and Fees	1,531	978
Total Expenses	1,235,415	1,114,938
Excess of Revenues over (under) Expenses	$ 7,406	$ 62,381

Food Service Program

Comparative Statement of Revenues and Expenses Notes

For the period Ending 1/31/2014 and 1/31/2013

These statements are generally presented on an accrual basis:

- Consistent with the prior year, food service payments made on account are deferred.
- Revenue from Special Events/Catering is recognized when earned which is consistent with the prior year.
- Revenue from services provided other LEAs and State/Federal revenue is recognized when earned which is consistent with the prior year.
- Expenditures include the checks paid/mailed after Board approval in the subsequent month consistent with the prior year.
- Salaries/wages are recognized when paid consistent with the prior year.
- The expenditures do not reflect any adjustment for changes in inventory at month-end.

Other Items to Note:

- There were four less serving days in January, 2014 vs 2013. The reduction in student meals and ala carte is partially explained by less serving days.
- Purchased Property Services continues to increase as noted last month. Just recently we have had to replace three garbage disposals. The HS dish machine is leaking which seems to be in part due to a failing pump seal and in part due to a failing weld. Both will be fairly expensive fixes.
- Meal participation continues to trend downward. When schools first had to implement the Healthy Hunger Free Kid Act most schools saw a decrease in participation of 3-6%. MTwp realized a 3% decrease in meal participation last school year. However, parts of the Act have been reversed. Portion sizes returned to their previous amounts. We anticipated a plateau in meal participation or possibly an increase to pre-HHFKA numbers. Unfortunately meal participation is trending down this year by approx 2-3% (5-6% vs 2012). I have surveyed other local districts and many are seeing the same trend.
    - Things we have done to increase participation:
        - Contracted a nutritionist for one year to validate the nutritional content of our menus and to assess student participation in our breakfast and lunch program.
        - Met with student councils.
        - Multiple food samplings in all schools.
        - Brought outside food vendors in to conduct food samplings.
        - Increased fresh fruits and vegetables.
        - Increased trendy vegetables such as roasted broccoli with sea salt and olive oil.
        - Increased portion sizes.
        - Did not increase prices for the fifth consecutive year.
        - Ongoing process of menu change and development.
    - For April we are cutting the menu down to a 3-week rotating menu featuring our most popular menu items.

Manheim Township School District

Board Information Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item

3/20/2014

Subject: Personnel Report

Contact Person: Donna Prokay, Director of Human Resources

Policy / Code: Policy Number 303 – Administrative Employees; Policy Numbers 404 & 405 – Professional Employees; Policy Numbers 504 & 505 – Classified Employees.

Summary: A list is presented detailing new hires, resignations, change in status, retirement, 2013/3014 spring sports volunteer coach list (attached), spring athletic supplemental contracts (attached), sabbatical leave, and leave of absence.

Attachments: Personnel Report, 2013/2014 Spring Sports Volunteer Coach List, & Spring Athletic Supplemental Contracts

Recommendation: Approve as presented.

Personnel – March 20, 2014

1. Recommend approval of the following employments, pending the receipt of the necessary paperwork:
   a. Jennifer Bates employed as a varsity assistant softball coach for the District, effective 3/3/2014. Base Rate - $2,900 supplemental contract.
   b. Steve Brenner employed as a golf coach for the District, effective 3/3/2014. Base Rate - $3,200 supplemental contract.
   c. Kimber Hess employed as a varsity assistant girls lacrosse coach for the District, effective 3/10/2014. Base Rate - $2,300 supplemental contract.
   d. Carolyn Miller employed as a cafeteria/playground assistant at Schaeffer Elementary, anticipated effective 3/24/2014. Base hourly rate - $9.25.
   e. Stephen Williams employed as a security monitor for the District, anticipated effective 3/24/2014. Base hourly rate - $13.75.

2. Recommend approval of the following resignations:
   a. Kimberly Kissel's resignation as a special education assistant at Bucher Elementary, effective 3/24/2014.

3. Recommend approval of the following changes in status:
   a. Danielle Curry's transition from interim elementary special education consultant to elementary special education consultant, effective 8/25/2014.
   b. Nathaniel DeLeon substitute food service status terminated for inactive work status for over 12 months, effective 3/25/2014.
   c. Rebecca Herr's transition from special education assistant at the Middle School to special education assistant at Bucher Elementary, effective 3/25/2014.
   d. Timothy Moser musical lighting for the District terminated for inactive work status for over 12 months, effective 2/27/2014.
   e. Christine Ravert's transition from interim intervention specialist at Bucher to intervention specialist at Bucher, effective 8/25/2014.

4. Recommend approval of the following retirement:
   a. Leslie Leaman's retirement as reading specialist at the High School, effective 6/16/2014.

5. Recommend approval of the following 2013/2014 Spring Sports Volunteer Coach List (attached):

6. Recommend approval of the Spring Athletic Supplemental Contracts (attached):

7. Recommend approval of Sabbatical Leave for 2014/2015:
   a. Shawn Robbins - Middle School English teacher request for 2nd semester half year study sabbatical at full pay.

8. Recommend approval of the following Leave of Absence:
   a. Dennis Baker's leave of absence, effective 1/27/2014.
   b. Karen Daubert's unpaid leave of absence, effective 3/12/2014.
   c. Theresa Donley's unpaid leave of absence, effective 1/2/2014.
   d. Nichole Fear De Azpeitia's unpaid leave of absence, effective 3/6/2014.
   e. Kathie Larrabee's leave of absence, effective approximately 1/14/2014.
   f. Sarah Roi's leave of absence, effective approximately 3/13/2014.
   g. Janice Rose's unpaid leave of absence extended for the 1st semester of the 14/15 school year, effective 3/13/2014.
   h. Aga Thapaliya's leave of absence, effective 2/25/2014.

Manheim Township School District – Athletic Spring Contracts

SPORT	NAME	2013 - 2014
Baseball - Var Head	Sassaman, Bill	$ 5,835
Baseball - Var Asst	Dochteman, John	$ 3,924
Baseball - Var Asst	Smeltz, Thomas	$ 3,000
Baseball - Var Asst	Wenger, Michael	$ 3,000
Lacrosse-Boys HC	Wimer, Kyle	$ 3,975
Lacrosse-Boys Asst	Espenshade, David	$ 2,875
Lacrosse-Boys Asst	Nicodemi, Christopher	$ 2,900
Lacrosse-Girls HC	Pinkerton, Mark	$ 3,975
Lacrosse-Girls Asst	Hess, Kimber	$ 2,300
Lacrosse-Girls Asst	McBride,Catherine	$ 2,500
Softball - Var Head	Luther, Kirk	$ 4,430
Softball - Var Asst	Bates, Jennifer	$ 2,900
Softball - Var Asst	Woznicki, Garrett	$ 3,875
Softball - Var Asst	Zell, Michael	$ 4,019
Tennis-Boys	Pennington, Doug	$ 4,383
Track-Spring - Var Head	Linn, Mark	$ 6,587
Track-Spring - Var Asst	Lee, Terry	$ 4,019
Track-Spring - Var Asst	Smith, Charlene	$ 2,978
Track-Spring - Var Asst	Weaver, Patrick	$ 2,691
Track-Spring - Var Asst	Ertzgard, Jim	$ 3,309
Track-Spring - Var Asst	Lyons, Jason	$ 3,800
Track-Spring Jr Hi Head	Kabakjian, Kevin	$ 4,019
Track-Spring Jr Hi Asst	Vincent, Robin	$ 2,633
Track-Spring Jr Hi Asst	Gilburg, Scott	$ 2,600
Track-Spring Jr Hi Asst	Palovcsik, Gail	$ 1,900
Volleyball-Boys Head	Damiano, John	$ 3,500
Volleyball-Boys Asst	Genova, Ryan	$ 2,100
Baseball Eqpt Manager	Sassaman, William	$ 225
Strength Training/Weight Room	Evans, Mark	$ 2,600
Equipment Manager	Evans, Mark	$ 2,000
	Total:	$ 98,848

# of Contracts: 30

2013-2014 SPRING SPORTS SEASON VOLUNTEER COACHES

The following individuals have agreed to volunteer for the 2013/2014 Spring Sports season:

Baseball
Thomas (TJ) Burnett
George Eager
Rich Eisenhart
Chris McCarthy
Ray Talarczyk
Brandon Kurtz

Boys Volleyball
Steve Polanskey
Anthony Damiano
Kyle Trunk

Boys Lacrosse
Fred Cruz
Dave Enterline

Boys Tennis
Mrs. Maggie Springer
Dr. Robert Belser

Manheim Township School District

Board Agenda Item

Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item

Subject: Pennsylvania Open Records Law

Contact Person Kathie Arnold

Summary:

Act 3 of 2008, the revision of the Right to Know Law was passed in February 2008 and became effective on January 1, 2009. Under this law, the School Board must:

1. Appoint an Open Records Officer
2. Adopt policies compliant with new law
3. Approve list of reasonable fees
4. Review and update record retention policies

The duties of the open records officer include both administrative tasks, which could be delegated, and decision-making responsibilities. The duties of the open records officer are defined in the law as:

Section 503(b)(1)

- Receive requests submitted to district
- Determine validity of request
- Direct requests to appropriate district staff or to appropriate persons in another agency
- Track district progress in responding to requests
- Issue interim and final response

Section 503(b)(2)

- Note date of receipt on written request
- Compute day on which 5 day period will expire **and** note this date **on** the written request
- Maintain electronic or paper copy of request and any materials the requestor submitted with the request until it is fulfilled
- If request is denied, maintain for 30 more days and maintain beyond 30 days if appealed, until final determination

Attachment: None

Recommendation: Approve appointment of Mike Bromirski as Open Records Officer and Tim Williams as the alternate Open Records Officer

Manheim Township School District

Board Information Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
		3.13.2014		3.20.2014

Subject:	List of candidates for the class of 2014
Contact Person:	Deborah Mitchell
Policy / Code:	#217 Graduation Requirements
Summary:	The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by the Board as part of the district's Strategic Plan. A list of all candidates for the award of a diploma shall be submitted to the Board for its approval.
Attachments:	2014 Graduation List
Recommendation:	Approval, pending fulfillment of all graduation requirements, of candidates for the class of 2014.

MANHEIM TOWNSHIP HIGH SCHOOL
CLASS OF 2014 STUDENTS ELIGIBLE FOR GRADUATION

1	Kalah Rae Adams
2	Sarah Eileen Adams
3	Ali Yasir Shihab Al Obaidi
4	Mohammed Yasir Shihab Al Obaidi
5	Sage Gloria Albright
6	Skyler Douglas Aldinger
7	Matthew Frederick Allan
8	Marina Cynthia Amoro
9	Emma Luz Anderson
10	Stuart Wesley Anderson
11	Zoli Gwyn Angelillo
12	Obed Schiller Anozil
13	Kelly Ann Antonacci
14	Galen Bryce Arbogast
15	Gabrielle Arena
16	Zoe Anastasia Argires
17	Maria Attoni
18	Dustin Ken Aulthouse
19	Logan Jiles Aument
20	Nicholas Salvatore Avallone
21	Cameron Galloway Baggs
22	Agustin Baler
23	Brian Thomas Ball
24	Matthew Harrison Ball
25	Benjamin K. Barber
26	Emily Katherine Bardell
27	Taylar Layne Barto
28	Grant Edward Batzer
29	John Charles Batzer
30	Randolph Charles Behm
31	Daniel McKelly Beitzel
32	Phoebe Catherine Belser
33	Robert Murray Belser
34	Alicia Marie Bender
35	Elina Marie Bender
36	Alicia Katherine Benedick
37	Karl Todd Benner
38	Meghan McKinney Bernhardt

39	Anna Klair Bernieri
40	Brooke Elaine Bertani
41	Jacob Nicholas Betts
42	Brandon Hunter Beversluis
43	Cameron Michael Bish
44	Cole William Blankenbiller
45	Derek Evan Bodell
46	Jessica Erin Bogner
47	Carson Jeffrey Bohlen
48	Abigail Jean Bolen
49	Marisa Felise Bolewicki
50	Julia Ann Bonfessuto
51	Evan Michael Bovie
52	Joseph William Bradbury
53	Molly Elizabeth Brenton
54	Seth Gabriel Brewer
55	Yitzhak Emmanuel Brill
56	Gabriella Amanda Brito
57	Matthew Truman Brockway
58	Brandon James Brown
59	Matthew Heiu Brubaker
60	Sarah Jae Ran Bruno
61	Nicholas Edward Buczacki
62	Christopher Robin Budusky
63	Heather Melissa Burst
64	Adam Kenneth Burton
65	Andrew Patrick Butler
66	David Brian Butler, Jr.
67	Shemmarr Marrcuss Butler
68	William Bryan Byler
69	Nicholas Wadsworth Callais
70	Trey Scott Campagna
71	Gabrielle Jean Cardina
72	Esther Faith Cargill
73	Lauren Michelle Carman
74	Wilson Angel Castillo
75	MacKenzie Anthony Cauler
76	Katherine Margaret Chacchi Esquivel
77	Aubrie Brooks Christensen
78	Destiny Jailene Cintron
79	Antonio Angelo Ciro

80	Brandon Edward Clements
81	Tianna Michelle Cobb
82	Lawrence Kirk Coffin III
83	Taylor Paige Cole
84	Samantha Maris Colon
85	Jessica Mackenzie Conner
86	Luis Manuel Cortes
87	Abigail Nicole Cotter
88	Meredith Aidan Cox-Holmes
89	Justine Tess Crinnion
90	Margaret Lauren Crowell
91	Siani Leily Cruz
92	Joshua Lee Cubell
93	Tengyi Cui
94	Arnold Alfred Cunningham
95	Michelle Elizabeth D'Amato
96	Andrew Alan Danthua
97	Claire Alexandra Danyo
98	Henry Dao
99	Joshua Nghia Viet Dao
100	Jazzlynn Leann Darden
101	Justin James Daricek
102	Victoria Elizabeth Daub
103	Lisa Anne David
104	Brandon Michael Davis
105	Collin Ulysse Jean Dean
106	Alexander Patrick DeLane
107	Robert James Dellinger
108	Christina Lea DeNunzio
109	Kiersten Marie DePanfilis
110	Ifigenia Constantina DeRoos
111	Rudy Blake Derr
112	Robert Jacob Devenney
113	Olivia Floral Dickerson
114	Andrew James Discavage
115	Rosemary DiSomma
116	Sean Milton Dougherty
117	George Harrison Dresser IV
118	Andrew Richard Dropik
119	Jessica Dryden
120	Sabrina Kathryn Duckett

121	Eftu Duguma
122	Madison Louise Eberly
123	Adriana Emiliyanova Emanuilova
124	Madison Nicole Emig
125	Alexis Noel Engle
126	Danielle Paige Engwall
127	Mariolga Ericson
128	Ian Anders Eriksson
129	Mathias Ignacio Escobar Huerta
130	Jonah Saul Evans
131	Antonio Nikolas Faro
132	Matthew Charles Farside
133	Skyler Dallas Fiel
134	Nicole Allison Files
135	Jakob Reed Finegan
136	Kelsey Leigh Fishburn
137	George William Fladeland
138	Jonathan Michael Flynn
139	Sarah Joy Fogle
140	Michenzie Dane Foltz
141	Quinlan Alexander Foster
142	Abigail Margaret Foulke
143	Jonathan David Frank II
144	Kayla Brianne Frantz
145	Matthew Richard Fuhrman
146	Madelyn Lee Gates
147	Gabriel Michael Gerace
148	Taylor Gibble
149	Seth James Giglio
150	Austin Mychal Gill
151	Kristina Panayiota Giourtis
152	Hannah Godley
153	Samuel Joseph Goldman
154	Bryan Alexander Gonzalez
155	G'Lendys Gonzalez
156	Rachel Michelle Gottlieb
157	Sarah Behan Gottschalk
158	Shawn Michael Grandner
159	Damien Thomas Graybill
160	Alexandria C Green
161	Boaz Moshe Gregory

162	Ian Matthew Grohotolski
163	Matthew Carl Grossmann
164	Cody Brian Haas
165	Kayla Elizabeth Hargrove
166	Zachery T. Harnish
167	Bella Jewel Harrigan
168	Olivia Charlotte Harvey
169	Christian Andrew Hasson
170	James Joseph Hauser
171	Madison Eileen Hayes
172	Skylar Brianne Helsel
173	William Mac Hendrick
174	Sean Aloysius Hennessy
175	Ian Scot Henny
176	Justin Xavier Hernandez
177	Peter Alexander Hernquist
178	Megan Leigh Herr
179	Tyler Austin Herr
180	Brian Richard Bear Hess
181	Susan Elizabeth Hibshman
182	Logan Christopher Hickey
183	Micaela Lee Hines
184	Kristi Lynn Hinkle
185	Margaret Mae Hipple
186	Ashley Nicole Hirst
187	Andrew Hixson
188	Gavin Patrick Hobday-O'Donnell
189	Adam Daniel Hobson
190	Marissa Jayne Hollinger
191	Katerina Hoskova
192	Dylan James Housman
193	John Thomas Houston-Pack
194	Jonathan Andrew Hranek
195	Sydney Nicole Hubbard
196	Sadie Elizabeth Hudson
197	Ethan Paul Hummel
198	Keenan Joseph Hurley
199	Josiah Christian Hod Huss
200	Karam Bassam Idrees
201	Benjamin Joseph Irwin
202	Alana Joy Ivey

203	Brittany Marie Jaros
204	William Henry Jessup
205	Min Wei Jiang
206	Andrew Scott Jones
207	Cody Richard Kalinowski
208	Zoe Madison Kaminski
209	Jordan Rebecca Kaplan
210	Kyle Samuel Kashar
211	Taylor Catherine Kaufman
212	Amy Kerper
213	Kiersten Tansey Ketcham
214	Tristan Mitchell Kieffer
215	Tracy Ann Kile
216	Scott Atanasio Kingsbury
217	Daniel Elias Kitch
218	John Chandler Kline
219	Montana Wilson Klingensmith
220	Christopher R Klitz
221	Jared Christopher Koch
222	Lisa Fanzhen Kong
223	Vikrum Singh Kooner
224	Jonathan Robert Kraft
225	Kiley McKenzie Kreider
226	Carter Daniel Krick
227	Tera Ashlee Kuhns
228	Allison Emily Kuntz
229	Christopher John Kurtz
230	Daniel Ross Kurtz
231	Nicole Alexandra Lando
232	Blake Anthony Lauthers
233	Shannon Nicole Lawrence
234	Brianna Michele Leaman
235	Olivia Ana Chungja Lee
236	Kelsi Lefever
237	Matthew Lee Lehman
238	Alexandra Helene Leslie
239	Dane Browning Lewis
240	Hannah Christine Linkey
241	Thomas Gregory Littrell
242	Rebecca Elizabeth Lopez
243	Michael Donald Luxton

244	Shea Elizabeth MacDonald
245	Alexandra Taylor Maga
246	Luke Patrick Maillie
247	Adisha Maldonado Ruiz
248	Liana Joy Mancini
249	Autumn Tessa Manley
250	Emily England Mann
251	Michael John Francis Mannix
252	Nessiyah Amani Elijah Marcellus
253	Meredith Grace Martin
254	Michael Charles Martin
255	Bradley Albert Mason
256	Eric Austin Matthews
257	Kathryn Marie Mazeski
258	Allena R. McCloud
259	Brenton Thomas McCoy
260	Grant Michael McMinn
261	Hope Victoria McMullen
262	Taylor Rene Merritt
263	Bennett Christian Mertz
264	Taylor Ann Mihaljevic
265	Troy Steven Miles
266	Emma Catherine Miley
267	Chase Franklin Miller
268	Janelle Renee Miller
269	Kamryn Bailey Miller
270	Katrina Ann Miller
271	Madeleine Anna Minnick
272	Connor Thomas Mitchell
273	Kelsey Carolyn Moeller
274	Zachery Stig Moeller
275	Hannah Marie Monka
276	Scott Austin Moon
277	Jacob Kai Moore
278	Joshua Thomas Morales
279	Joshua Henry Morris II
280	Emily Rose Murphy
281	Logan Patrick Murr
282	Lukas Jay Murray
283	Peter George Mylonas
284	Kirin Naidu

285	Darshan Vikas Naik
286	Aryana Yasmin Nakhai
287	Cailin Quinn Vogel Nappi
288	Angel M. Nazario, Jr.
289	Victoria Maria Negron
290	Alexander Christopher Nemeth
291	Shawna Marie Newmin
292	Dalina Nguyen
293	Johnathan Ngoc Nguyen
294	Phillip Toan Nguyen
295	Tam Minh Nguyen
296	Sara Jo Nicoletti
297	Ashley Jane Noel
298	Kirsten Leigh Norris
299	Sakanna Jeanita Nuon
300	Dylan Robert Oostdyk
301	Savannah Claire Orndorff
302	Kailah Leann Ortiz
303	MaKayla JoKell Pectol
304	Ariadne Peña-Latorre
305	Carlton Blaine Perry, Jr.
306	John Edward Pfautz
307	Kim Hoang Pham
308	Christopher Thongsavanh Phimmasone
309	Alec George Photis
310	Michael Jay Pintor
311	Timothy Webster Simons Platts
312	Victoria Anneliese Poff
313	Ebonee Margarerite Pompey
314	Jessica Marie Priest
315	Max Edward Rainsford
316	Ismael Antonio Ramos
317	Victoria Elizabeth Rasp
318	Deanna Jacqueline Ray
319	Alexander Joseph Ready
320	Thomas Joseph Redcay
321	Robert Christopher Reddy
322	Jennifer Lorraine Reese
323	John Richard Regensburger
324	Heather Lindsey Reist
325	Katelyn Elizabeth Reist

326	Jamie Nicole Relin
327	Caitlin Victoria Remmey
328	Andrew James Ren
329	Stephanie Ivette Rentas
330	Mary Jane Madeline Reynolds
331	Breann Jessyca Rice
332	Benjamin Duff Richards
333	Lauren Mackenzie Richards
334	Rebecca Anne Richer
335	Jessica Helen Ridley
336	Aaron Michael Riley
337	Ashley M. Rivera
338	Coralys Rivera
339	Daniel Rivera, Jr.
340	Sally Anne Rodenberger
341	Elizabeth Marie Roderick
342	Hector Jose Rodriguez
343	Timothy James Roehm
344	Kelly Eugenia Rogers
345	Lauren Elizabeth Root
346	Christian Joseph Rose
347	Daniel Ward Ross
348	Jonathan Jay Ruhl
349	Kaelin M. Ruoss
350	Charlotte Metz Rymar
351	Matthew Robert Sallade
352	Skyler James Sawyer
353	Mitchell Ellis Saxton
354	Nicholas Mark Schaefer
355	Isaac Wolf Scheff
356	Sabrina Courtney Schiller
357	Spencer Caleb Schiller
358	Cortlandt Alexander Schuyler
359	Anthony Vincent Sciscento
360	Adam John Sclafani
361	Courtney Elizabeth Seace
362	Ajay Seelam
363	Brian M Sham
364	Andrew Sungho Shin
365	Erik Matthew Shirk
366	John Michael Shorter

367	Nathan Tyler Showalter
368	James Benjamin Shrum
369	Caitlin Elaine Shultz
370	Doris Simic
371	Justin William Sims
372	Ramon Luis Arambulo Sison
373	Amanda Lane Slaymaker
374	Samuel Redsecker Slaymaker III
375	Emily Rebecca Smeltz
376	Courtney Michelle Sneath
377	Lindsay Kathryn Snider
378	Jocelyn Marie Snook
379	Andrew Thomas Snyder
380	Nicholas Andrew Snyder
381	Yarismar Liannette Soto Feliciano
382	Gregory Ryan Stambaugh
383	Michele Elise Starer
384	Olivia Briann Stauffer
385	Hadyn Michael Steele
386	Martin Robert Stika
387	Samuel Azriah Storrer
388	Laura Claire Supnik
389	Alyssia Marie Surita
390	Mariah Ashley Swisher
391	Lindsey Ann Taormina
392	Arcelis Taveras Paulino
393	Brittany M. Templeton
394	Evan Jacob Thomas
395	Amy Perez Tolan
396	Edrian Toribio
397	Katherine Gager Torrance
398	Brittnie Ann Torres
399	Kiamarie Torres Nieves
400	Anna Hoang Tran
401	Austin Liang Tran
402	Thanh Uyen Tran
403	Andrew Huy Vu Trinh
404	Kelly TD Truong
405	Steven Tu
406	Darrion Mariah Turner
407	Michal Alexandra Jones Ulmer

408	Morgan Marie Unangst
409	Zaina Sharnice VanHook
410	Sarah Elizabeth VanName
411	Kaitlyn Helen VanTash
412	Alianna Marie Vargas-Rivera
413	Alexander Christopher Vazquez
414	Guillermo Vazquez
415	Luis Manuel Velozwong
416	Hannah Esther Viau
417	Ellen Annmarie Virkkunen
418	Michael Van Vo
419	Tony Vu
420	Emil Daniel Vucovich III
421	Jennifer Tien Vuong
422	Rosemary Suzanne Wall
423	Elizabeth Laura Jane Walsh
424	Liting Wang
425	Patience Marie Weaver
426	Benjamin David Weiner
427	Nathan Lee Werkheiser
428	Peter Songun Westacott
429	Eva Dinara Westphal
430	Basil Kwanzaa White II
431	Mitchell Tyler Whiting
432	Joshua Michael Whitton
433	Katherine Rose Willems
434	Trevor Williams
435	Emily Rose Wilson
436	Rebecca Ann Wilson
437	Sunita Win
438	Aaron Holden Winters
439	Jordan Talbot Winters
440	Erin Elizabeth Witmer
441	Heidi Moyer Wolf
442	Alexander Carr Woolley
443	Joshua Phillip Woratyla
444	Anna Eleanna Wright
445	Camilla Elise Yoder
446	Andrew Staley Young
447	Jonathon David Young
448	Antonia Elizabeth Yuko

449	Katerina Maria Zalalas
450	Colin Thomas Zimmerman
451	Kelci Leigh Zimmerman
452	Kathleen Patricia Zogorski
453	Michael Martin Zoski
454	Julia Sarah Zuckerman
455	Alex Paul Zug
456	Andrew Yang Zuo
457	Madison Theresa Zymnis

HONORARY DIPLOMAS FOR FOREIGN EXCHANGE STUDENTS

1	Mikkel Grøne
2	Frederike Stephanie Pauline Weiler

459 TOTAL DIPLOMAS

Manheim Township School District

Board Information Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
	February 2014			

Subject: School Board Policies

Contact Person: Gene Freeman

Policy / Code: School Board Policy #002, Authority and Powers, and #003 Functions

Summary: Based on the recommendations of the Pennsylvania School Board Association, Cabinet level district employees and Board policy liaisons have reviewed the following policies and suggested the recommended changes.

Attachments:

- 103.1 Nondiscrimination – Qualified Students with Disabilities
- 113.2 Behavior Support
- 121 Field Trips
- 203 Immunizations and Communicable Diseases
- 203.1 HIV Infection
- 207 Confidential Communications of Students
- 218 Student Discipline
- 218.2 Terroristic Threats
- 231 Social Events and Class Trips
- 235.1 Emancipated Minors
- 239 Foreign Exchange Students

Recommendation: This is the First Reading for discussion and questions. These polices will be on the March 2014 agenda for Second Reading and Adoption.

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

ADOPTED: ~~May 20, 2010~~

REVISED:

	103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES
1. Authority Title 22 Sec. 4.4, 12.1, 12.4, 15.1 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq 28 CFR Part 35 34 CFR Part 104 Pol. 103	The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations. The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees. The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.
2. Definitions Title 22 Sec. 15.2 42 U.S.C. Sec. 12102	**Qualified student with a disability** - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.

Title 22 Sec. 15.1 et seq 34 CFR Part 104	**Section 504 Team -** a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.
Title 22 Sec. 15.7	**Section 504 Service Agreement (Service Agreement)** - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.
Pol. 248	**Disability harassment** - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.
3. Delegation of Responsibility 34 CFR Sec. 104.7	In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Pupil Services as the district's Section 504 Coordinator. In addition, each school within the district shall have a Section 504 building administrator.
Title 22 Sec. 15.4 34 CFR Sec. 104.32	The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by **including information** ~~posting it on the district's web site and~~ in the student handbook. **The policy, including complaint procedures will be posted on the district's website.** The district shall notify parents/guardians of students of the district's responsibilities under applicable laws and regulations, and that the district does not discriminate against qualified individuals with disabilities.
4. Guidelines	Identification And Evaluation
34 CFR Sec. 104.32 Pol. 113	The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.
Title 22 Sec. 15.5, 15.6 34 CFR Sec. 104.35	If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide

Comment [T1]: Recommend change to prevent having to include policy in student handbooks.

	the other party with written notice.
34 CFR Sec. 104.35	The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.
34 CFR Sec. 104.35	The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing. The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials: 1. Have been validated and are administered by trained personnel. 2. Are tailored to assess educational need and are not based solely on IQ scores. 3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).
	<u>Service Agreement</u>
Title 22 Sec. 15.7	If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.
Title 22 Sec. 15.7	The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.
Title 22 Sec. 15.5	The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.
	<u>Educational Programs/Nonacademic Services/Extracurricular Activities</u>
Title 22 Sec. 15.3 34 CFR Sec. 104.34	The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

Title 22 Sec. 15.3 34 CFR Sec. 104.34, 104.37 Pol. 112, 122, 123, 810	The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to: counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.
	~~Discipline~~
~~Pol. 218, 233~~	~~The district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.~~
	Parental Involvement
Title 22 Sec. 15.6, 15.7, 15.8 34 CFR Sec. 104.35	Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.
	Confidentiality Of Student Records
Title 22 Sec. 15.9 Pol. 216	All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.
	Discipline
Pol. 218, 233	**The district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.**
	Referral To Law Enforcement And Reporting Requirements
SC 1303-A Title 22 Sec. 10.2 35 P.S. Sec. 780-102	**For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.**

Comment [T2]: Move to later in policy due to additional informaiton about discipline.

Comment [T3]: Entire section: PSBA recommended language based on changes to School Code

SC 1302.1-A Title 22 Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 15.2, 15.3, 15.7, 15.9 Pol. 113.2, 218, 218.1, 218.2, 222, 227, 805.1	The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.
Title 22 Sec. 10.22, 15.1 Pol. 103, 805.1	In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.
Title 22 Sec. 10.23, 15.7	For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.
SC 1303-A Pol. 805.1	In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.
	Procedural Safeguards
Title 22 Sec. 15.8 34 CFR Sec. 104.36	The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.
Title 22 Sec. 15.6	A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

	Parental Request For Assistance
Title 22 Sec. 15.8	Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply: 1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement. 2. The district has failed to comply with the procedures and state regulations.
Title 22 Sec. 15.8	PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.
	Informal Conference –
Title 22 Sec. 15.8	At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.
	Formal Due Process Hearing –
Title 22 Sec. 14.162, 15.8	If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.
	Judicial Appeals –
Title 22 Sec. 15.8	The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.
	Complaint Procedure
Pol. 103	This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.
	Step 1 – Reporting
	A student or parent/guardian who believes s/he has been subject to conduct that

constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The building administrator, or district's Section 504 Coordinator, will provide a copy of the district's report form to the complainant, if the complaint is shared orally.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the district's Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The Section 504 building administrator shall prepare and submit a written report to the Section 504 Coordinator within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Comment [T4]: Minor change of wording

Findings of the investigation, **including the recommended disposition**, shall be provided to the complainant, **and** the accused. ~~and the district's Section 504 Coordinator~~.

Comment [T5]: Minor change in wording

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. **District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.**

Comment [T6]: PSBA recommended language

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the **recommended** corrective action ~~recommended~~ in the investigative report, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.

2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.

References:

School Code – 24 P.S. Sec. 1302.1-A, 1303-A

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102

State Board of Education Regulations – 22 PA Code Sec. 4.4, **10.2, 10.21, 10.22, 10.23, 10.25** 12.1, 12.4, 14.162, 15.1 et seq.

	Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794 Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq. Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35 Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99 Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104 Board Policy – 103, 112, 113, 113.2, 122, 123, 216, 218, 218.1, 218.2, 222, 227, 233, 248, 805.1, 810

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: BEHAVIOR SUPPORT

ADOPTED: February 20, 2003

REVISED: ~~May 20, 2010~~

113.2. BEHAVIOR SUPPORT

1. Purpose Title 22 Sec. 14.133, 14.145 20 U.S.C. Sec. 1414(d) 34 CFR Sec. 300.114, 300.324(a)	Students with disabilities shall be educated in the least restrictive environment and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily. The IEP team for a student with ~~disabilities~~ a disability shall develop a positive behavior support plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal law and regulations.
2. Authority Title 22 Sec. 14.133 20 U.S.C. Sec. 1414(d), 1415(k) 34 CFR Sec. 300.34(c), 300.324(a), 300.530(d), (f) Pol. 113, ~~113.1~~, 113.3	The Board directs that the district's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional assessment of behavior and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.
3. Definitions Title 22 Sec. 14.133	The following terms shall have these meanings, unless the context clearly indicates otherwise. **Aversive techniques** - deliberate activities designed to establish a negative association with a specific behavior. **Behavior support -** development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

Comment [T1]: On advice of our special education attorney, the district will not adopt #113.1 – Discipline of Students with Disabilities. It is an optional policy.

	Behavior Support Plan or Behavior Intervention Plan - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education. **Positive techniques** - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards. **Restraints** - application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following: 1. Briefly holding a student, without force, to calm or comfort him/her. 2. Guiding a student to an appropriate activity. 3. Holding a student's hand to escort him/her safely from one area to another. 4. Hand-over-hand assistance with feeding or task completion. 5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP. 6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices. **Seclusion** - confinement of a student in a room, with or without staff supervision, in order to provide a safe environment to allow the student to regain self-control.
Pol. 113	**Students with disabilities** - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.
4. Delegation of Responsibility	The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.

	The Superintendent or designee shall develop administrative regulations to implement this policy.
Title 22 Sec. 14.133	The Superintendent or designee shall provide regular training, and retraining as needed, of staff in the use of specific procedures, methods and techniques, including restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs and Board policy.
Title 22 Sec. 14.133	The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports be made to the district by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and vocational schools.
5. Guidelines Title 22 Sec. 14.133 34 CFR Sec. 300.324(a)	Development of a separate Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP. When an intervention is necessary to address problem behavior, the types of intervention chosen for a student shall be the least intrusive necessary. <u>Physical Restraints</u>
Title 22 Sec. 14.133	Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.
Title 22 Sec. 14.133	The ~~Director of Pupil Services~~ **Supervisor of Special Education** or designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.

Title 22 Sec. 14.133	The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. Restraints may be included in an IEP only if: 1. **Parental consent is obtained** 2. The restraint is used with specific component elements of a positive Behavior Support Plan. 3. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors. 4. Staff are authorized to use the restraint and have received appropriate training. 5. Behavior Support Plan includes efforts to eliminate the use of restraints. Mechanical Restraints
Title 22 Sec. 14.133	Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians. Mechanical restraints shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning. Seclusion The district permits involuntary seclusion of a student in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative.
Title 22 Sec. 14.133	The district prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit. Aversive Techniques
Title 22 Sec. 14.133	The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs: 1. Corporal punishment. 2. Punishment for a manifestation of a student's disability.

Comment [T2]: Required change as per Corrective Action Plan from Bureua of Special Education

Title 22 Sec. 14.143	3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit. 4. Noxious substances. 5. Deprivation of basic human rights, such as withholding meals, water or fresh air. 6. Suspensions constituting a pattern as defined in state regulations. 7. Treatment of a demeaning nature. 8. Electric shock. 9. Methods implemented by untrained personnel. 10. Prone restraints, which are restraints by which a student is held face down on the floor.
SC 1302.1-A Title 22 Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 14.104, 14.133 20 U.S.C. Sec. 1415(k) 34 CFR Sec. 300.535 Pol. 103.1, 113, 218, 218.1, 218.2, 222, 227, 805.1	Referral To Law Enforcement **The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.**
Title 22 Sec. 10.23 14.133 Pol. 113.3	Subsequent to a ~~referral~~ **notification** to law enforcement, an updated functional behavioral assessment and Behavior Support Plan shall be required for students with disabilities who have Behavior Support Plans at the time of such ~~referral.~~**notification.**

Comment [T3]: Required language based on changes to School Code

Comment [T4]: PSBA recommended language

Title 22 Sec. 14.133	If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the ~~Director of Pupil Services~~ **Supervisor of Special Education** or designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Behavior Support Plan.
Title 22 Sec. 10.23, 14.133	**For a student with a disability who does not have a Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policy.**
	Relations With Law Enforcement
Title 22 Sec. 10.23, 14.104 Pol. 113, 805.1	**The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.**
Title 22 Sec. 10.23, 14.104, 14.133 Pol. 113, 805.1	**The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.**
	References: **School Code 24 P.S. Sec. 1302.1-A, 1303-A** State Board of Education Regulations – 22 PA Code Sec. **10.2, 10.21, 10.22, 10.23, 10.25, 14.104,** 14.133, 14.143, 14.145 Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq. Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

Comment [T5]: Required language based on School Code & Chapter 14.

Comment [T6]: Entire Section: Required language based on School Code & Chapter 14.

	Pennsylvania Training and Technical Assistance Network, Questions and Answers on the Restraint Reporting Requirements and System, June 2009 – www.pattan.net Board Policy – 000, 1031.1, 113, ~~113.1~~, 113.3, 218, 218.1, 218.2, 222, 227, 805.1

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: ~~February 20, 2003~~

REVISED:

121. FIELD TRIPS

1. Purpose

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Comment [T1]: PSBA language

2. Definition

For purposes of this policy, a field trip shall be defined as

1. any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee OR
2. any planned travel activity that supplements or enriches the classroom curriculum.

Comment [T2]: Added so both definitons could be considered for our trips –rather than choosing only one.

3. Authority SC 517, ~~1361~~ ~~Pol. 122~~	Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations. The Board does not endorse, support or assume responsibility in any way for any district staff member who takes students on trips not approved by the ~~Board or~~ Superintendent or designee ~~under this policy or other Board policies~~. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.
4. Delegation of Responsibility	**The Superintendent or designee shall develop administrative regulations for the operation of field trips.**
~~2.~~ 5. Guidelines Title 22 Sec. 4.4	Field trips shall be governed by guidelines which ensure that: 1. The safety and well-being of students will be protected at all times. 2. ~~Parental p~~Permission of the parent/guardian is sought and obtained before any student may participate. 3. The principal approves the purpose, itinerary and duration of each proposed trip. 4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value. 5. The effectiveness of field trip activities is monitored and evaluated continuously. 6. Teachers are allowed flexibility and innovation in planning field trips. 7. The field trip contributes to the achievement of specified instructional objectives.

~~School Code 517, 1361~~	**Administration Of Medication** **The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.**
Pol. 103.1, 113	**Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.**
Pol. 210, 210.1	**Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.**
	References: School Code – 24 P.S. Sec. 510, 517 State Board of Education Regulations – 22 PA Code Sec. 4.4 Board Policy – 000, **103.1, 113, 210, 210.1**

Comment [T3]: PSBA Language

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: IMMUNIZATIONS AND COMMUNICABLE DISEASES

ADOPTED: February 20, 2003

REVISED: June 20, 2012

203. IMMUNIZATIONS AND COMMUNICABLE DISEASES

1. Authority SC 1303a Title 28 Sec. 23.81 et seq	The Board is responsible to promote a healthy learning environment and to safeguard the welfare of all students and staff. In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff.
2. Guidelines	Immunization All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.
Title 28 Sec. 23.85	A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.
SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83, 23.84, 23.85	A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent.
Title 28 Sec. 23.85	If a child has not received all the antigens for a multiple dose vaccine services the child may be provisionally admitted to school only if evidence of the administration of at least one (1) does of each antigen for multiple dose vaccine services is given to the school administrator or the administrator's designee and the parent's/guardian's plan of completion of the required immunizations is made part of the child's health record.
Title 28 Sec. 23.85	If a child has not received a vaccine for which only a single does is required, the child may be provisionally admitted to school if the parent's/guardian's plan for obtaining the require immunization is made part of the child's health record.

Title 28 Sec. 23.85`	The school administrator or the administrator's designee shall review the plan for completion of the required immunizations every sixty (60) days. Subsequent immunizations shall be entered on the certificate immunizations or entered in the school's computer database. Immunization requirements shall be completed within eight (8) months of the date of provisional admission to school. If the requirements are note met, the school administrator may not admit the child to school or permit continued attendance after that eight (8) month provisional period.
SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83, 23.84	A student shall be exempt from the requirements of immunization whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.
SC 1303a	Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the certified school nurse.
Title 28 Sec. 27.77	Students attending childcare group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district are required to be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards. The Superintendent or designee shall: 1. Annually review state standards for immunization and direct the responsible district personnel accordingly.
SC 1303a Title 28 Sec. 23.83, 23.84, 23.85 Pol. 200, 201	2. Ensure that parents/guardians are informed prior to a student's admission to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed. 3. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.
Title 28 Sec. 23.86	The Superintendent or designee shall report immunization data on the required form to the Department of Health by October 15 of each year.

	Communicable Diseases
Title 28 Sec. 27.71, 27.72 Pol. 204	The Board authorizes that students who have been diagnosed by a physician or are suspected of having a communicable disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.
Title 28 Sec. 27.1, 27.2, 27.23	The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health. The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.
Title 22 Sec. 4.29	Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.
Title 22 Sec. 4.4, 4.29 Pol. 105.1	Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life threatening diseases.
	Health Records
SC 1402 Pol. 209	A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.
SC 1409	All student health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian. The district shall require parents/guardians to annually complete a medical history report form that includes information regarding known communicable diseases. References: School Code – 24 P.S. Sec. 1303a, 1402, 1409 State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.20 State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq., 27.1, 27.2, 27.23, 27.71, 27.72, 27.77 Board Policy – 000, 105.1, 105.2, 200, 201, 204, 209

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HIV INFECTION

ADOPTED: February 20, 2003

REVISED: ~~September 15, 2005~~

	203.1. HIV INFECTION
1. Purpose	**The Board is committed to providing a safe, healthy environment, for its students and employees. The purpose of this policy shall be to safeguard the health and well being of students and staff while protecting the rights of the individual.** **This policy is based on current evidence that HIV Infection is not normally transmissible by infected individuals within the school setting, except as noted in this policy.**
2. Definitions 35.P.S. Sec.7603	**AIDS – Acquired Immune Deficiency** **HIV Infection** - refers to the disease caused by the HIV or human immunodeficiency virus. ~~**AIDS** - Acquired Immune Deficiency Syndrome.~~ ~~**CDCP** - United States Public Health Service Centers for Disease Control and Prevention.~~ **Infected students -** refers to students diagnosed as having the HIV virus, including those who are asymptomatic.
3. Authority	This policy shall apply to all students in all programs conducted by the school district.
Pol. 203, 204	The Board directs that the established Board policies and administrative regulations governing attendance and school rules relative to illnesses and other diseases among students shall also apply to infected students. The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for school attendance.

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	~~Established school rules relative to illnesses and other diseases among students shall also apply to infected students.~~
~~35 P.S. 7601 et seq~~	~~Routine screening tests for HIV infection shall not be required in the school setting, nor will such tests be a condition for school attendance.~~
4. Delegation of Responsibility	The Superintendent or designee shall be responsible ~~as the central contact~~ for ~~handling~~ developing and releasing all information concerning HIV Infection and infected students.
Pol. 248	All district employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.
	~~Excluding sports events, all employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses. Employees shall notify the building principal and school nurse of all student or employee incidents of exposure to bodily fluids of others and also when a student's health condition or behavior presents a reasonable risk of transmitting an infection.~~
	Building ~~P~~principals shall notify students, parents/guardians and employees about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.
5. Guidelines	Attendance
SC ~~1301~~ 1307 Pol. 103, 103.1	Infected students have the same right to attend school and receive services as any other students and shall be subject to the same policies and administrative regulations. ~~rules~~. HIV ~~I~~ Infection shall not factor into decisions concerning educational programs, ~~class assignments~~, privileges or participation in any school-sponsored activity. School authorities shall determine the educational placement of infected students on a case-by-case basis by following Board ~~established~~ policies and administrative regulations ~~and procedures~~ for students with chronic health problems and students with disabilities.
35 P.S. Sec.7607	When an infected student's parent/guardian voluntarily discloses information regarding the student's condition, the district employee who receives the information shall obtain the written consent of the parent/guardian to disclose the information to members of the Screening Team.

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Comment [T1]: Move to Guidelines

	A Screening Team comprised of the Superintendent or designee, building principal, school nurse, district physician, student's parent/guardian, and attending physician shall evaluate the infected student's educational placement. Placement decisions shall be based on the infected student's need for accommodations or ~~in receiving educational~~ services. First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.
SC 1329 Title 22 Sec. 11.25 Pol. 117, 124	An infected student who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.
SC 1329, 1330 Pol. 204	An infected student may be excused from school attendance if the parent/guardian seeks such excusal ~~excuse~~, based on the advice of medical or psychological experts treating the student. An infected student's placement shall be reassessed if there is a change in the student's ~~condition or the student's~~ need for accommodations or ~~in receiving educational~~ services.
	Confidentiality
35 P.S. Sec. 7607	District employees who have knowledge of an infected student's condition shall not disclose any such information without prior written consent of the student's parent/ guardian, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.
SC 1409 35 P.S. Sec. 7607	All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.
	Infection Control All employees shall be required to consistently follow infection control/universal precautions in all setting and at all times, including playgrounds and school buses. Employees shall notify the school nurse of all incidents of exposure to bodily fluids and when a student's health condition or behavior presents a reasonable risk of transmitting an infection.

	~~Employees shall treat all bodily fluids as hazardous and shall follow precautions, such as those recommended by the CDCP, for any exposure to bodily fluids.~~
	The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.
	Staff Development
	~~All district employees shall participate in an HIV education program.~~ The district shall provide opportunities for employees to participate in inservice education on HIV infection.
	Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.
	Prevention Education
Title 22 Sec. 4.29	The goals of HIV prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV infection. ~~The~~ Prevention education ~~educational program~~ shall be taught at every level as part of the curriculum, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of HIV infection.
Title 22 Sec. 4.4, 4.29 Pol. 105.1, 105.2	Prior to HIV Infection instruction in the schools, the district shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review. ~~shall be provided convenient opportunities to preview all HIV prevention curricula and materials~~.
Title 22 Sec. 4.4, 4.29	A student shall be excused from HIV Infection education when the instruction conflicts with the religious beliefs or principles of the student or parent/guardians, upon the written request of the parents/guardians.
	References:
	School Code – 24 P.S. Sec. 1301, 1327, 1329, 1330, 1409
	State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.25

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	PA Confidentiality of HIV-Related Information Act – 35 P.S. 7601 et seq Board Policy – 103, 103.1, 105.1, 105.2, 117, 124, 203, 204, 248 NOTES: Staff development can be held periodically

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MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONFIDENTIAL COMMUNICATIONS OF STUDENTS

ADOPTED: February 20, 2003

REVISED: XXXXX XX, 2013

	207. CONFIDENTIAL COMMUNICATIONS OF STUDENTS
1. Purpose	The Board recognizes that certain written and oral communications between students and school personnel must be confidential.
2. Authority	The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.
3. Guidelines Title 22 Sec. 12.12	Information received in confidence from a student may be revealed to the parents/guardians of the student who is under eighteen years of age, building principal, or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.
Title 22 Sec. 12.12 42 Pa. C.S.A. Sec. 5945, 8337	Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.
4. Delegation of Responsibility	In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities. In qualifying circumstances, the building principal, Superintendent or designee may reveal confidential information to a student's parent/guardian and other appropriate authorities, including law enforcement personnel. References: State Board of Education Regulations – 22 PA Code Sec. 12.12 Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945 PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337

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MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: February 20, 2003

REVISED: August 16, 2012

218. STUDENT DISCIPLINE

1. Purpose	The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. Administrators and teachers shall maintain order in the school to facilitate learning by the student.
2. Authority SC 510 Title 22 Sec. 12.3, 12.4 Pol. 103, 103.1	The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.
Title 22 Sec. 12.2, 12.3, 12.4 Pol. 103, 103.1, 235	The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.
	Corporal Punishment
Title 22 Sec. 12.5, 12.16	The Board prohibits the use of corporal punishment to discipline students for violations of district policies, rules, or regulations.
Pol. 233	Any student disciplined by a district employee shall have the right to notice of the infraction.
Pol. 233	Suspensions and expulsions shall be carried out in accordance with Board policy.
Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq	In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Deleted: All students enrolled in the school district shall conduct themselves in accordance with the rules of the district and the individual schools. Such rules shall require proper conduct, regular attendance, acceptable quality of scholarship, good relations with others, and acceptable standards of dress and grooming. The district expects that parents/guardians shall cooperate with school authorities in helping students maintain such conduct.¶

Deleted: Corporal Punishment is a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled, or hit on any part of the body with a hand or instrument.

Deleted: Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of a weapon or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.¶

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Pol. 103.1, 113.1, 113.2, 805.1	
	Off-Campus Activities
	This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:
	1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
Pol. 122, 123 Pol. 218.4	2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
	3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
	4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
	5. The conduct involves the theft or vandalism of school property.
	6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
3. Delegation of Responsibility	The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.
Title 22 Sec. 12.3 Pol. 235	The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library, school office, and may be printed in the student handbooks.
SC 1317, 1318	The building administrators shall have the authority to assign discipline to students,

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	subject to Board policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.
SC 1317	Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others. Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of a weapon or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.
SC 1303-A Title 22 Sec. 10.2 35 P.S. Sec. 780-102	Referral to Law Enforcement and Reporting Requirements For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennslyvania Controlled Substance, Drug, Device, and Comestic Act; the possession, use or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.
SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 805.1	The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jursdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
Title 22 Sec. 10.2, 10.25 Pol. 805.1	The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.
	Required Reports
SC 1303-A Pol. 218.1, 218.2, 222, 227, 805.1	In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office of Safe Schools on the required form. The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

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References:

School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A, 1317, 1318

PA Controlled Substnce, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.1 et seq., 14.143, 403.1

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 7114

Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 103, 103.1, 113.1, 113.2, 122, 123, 218.1, 218.2, 222, 227, 233, 235, 805, 805.1

NOTES:

Act 116 or 2002 defines graffiti as it relates to criminal mischief offenses and defines defiant trespasser – Title 18, Sec. 3304 (3505)

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20 U.S.C. Sec. 1400 et seq 34 CFR Sec. 300.519- 300.529 Title 22 Sec. 14.143	The Board directs that the district shall comply with provisions of the Individual With Disabilities Act (IDEA) and federal and state regulation when disciplining students with disabilities for violations of district policy or school rules and regulations. No student with a disability shall be expelled if the student's particula misconduct is a manifestation of his/her disability.

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SC 1302.1-A, 1303-A Pol. 805	When conduct so warrants, the building principal shall, in accordance with the Co of Student Conduct and the memorandum of understanding, contact the police department who has jurisdiction over the school's property. The memorandum of understanding shall provide procedures for local law enforcement response including, but not limited to, investigation of the incident, interrogation and custody of the student.

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	The Superintendent shall report to the Board the methods of discipline imposed b administrators and incidences of student misconduct, in the degree of specificity required by the Board.

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SC 1303-A	The Superintendent shall annually, no later than July 1, submit the prepared Offic of Safe Schools report to the police department with jurisdiction over the school building for review and comparison with police incident data. Discrepancies shall resolved in accordance with the procedures outlined in the memorandum of understanding.

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TERRORISTIC THREATS
ADOPTED: February 20, 2003

REVISED:

218.2. TERRORISTIC THREATS

1. Purpose	The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.
2. Definitions 18 Pa. C.S.A. Sec. 2706	Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.
18 Pa. C.S.A. Sec. 2706	**Terroristic threat** - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.
3. Authority	The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district..
Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1	In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.
4. Delegation of Responsibility SC 1302.1-A Pol. 805, 805.1	The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency

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	preparedness plan.
5. Guidelines Title 22 Sec. 12.2	Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat. The building principal shall immediately inform the Superintendent or designee after receiving a report of such a threat.
SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 Pol. 805.1	The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
Title 22 Sec. 10.2, 10.25 Pol. 805.1	The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.
SC 1303-A Pol. 805.1	In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.
	References: School Code – 24 P.S. Sec. 1302.1-A, 1303-A

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	State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, 12.2 Terroristic Threats – 18 Pa. C.S.A. Sec. 2706 Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq. Individuals With Disabilities Education **Act**, Title 34, Code of Federal Regulations – 34 CFR Part 300 Board Policy – 000, **103.1**, 113.1, **113.2**, 233, 805, **805.** NOTES: Act 76 of 1998 – Restitution Payments – 18 Pa. C.S.A. Sec. 2706

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~~The Superintendent shall be responsible for developing administrative procedures to implement this policy.~~

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~~Title 22~~

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~~Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.~~

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~~The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.~~

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~~When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:~~

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~~The building principal may immediately suspend the student.~~

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~~The building principal shall promptly report the incident to the Superintendent.~~

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~~Based on further investigation, the Superintendent may report the student to law enforcement officials.~~

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~~The building principal or Superintendent may inform any person directly referenced or affected by a terroristic threat.~~

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~~The Superintendent may recommend expulsion of the student to the Board.~~

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~~If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.~~

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~~If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school the student shall be subject to random searches.~~

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~~20 U.S.C.~~

~~Sec. 1400 et seq~~

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~~In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.~~

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MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SOCIAL EVENTS AND CLASS TRIPS

ADOPTED: February 20, 2003

REVISED: August 8, 2013

231. SOCIAL EVENTS AND CLASS TRIPS

1. Purpose	The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.
2. Authority SC 511	The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the Superintendent or designee.
SC 517	Class trips and social events that take place outside of school facilities require approval by the Superintendent or designee.
3. Guidelines SC 510	As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school. Restrictions
Pol. 103	No activity in the name of the district shall be permitted in which a student is denied access due to financial or personal reasons.
4. Delegation of Responsibility	The Superintendent or designee shall develop procedures for the conduct of student social events and class trips which include the following:
SC 511	1. Designation of a staff member who shall be the Board employee responsible for the event. 2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event.

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School Code 510, 511, 517	3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: EMANCIPATED MINORS

ADOPTED: February 20, 2003

REVISED: XXXXXX XX, 2013

	235.1. EMANCIPATED MINORS
1. Purpose Title 22 Sec. 11.11	The Board recognizes that state regulations provide that a school-age child is entitled to attend the public schools of the child's district of residence.
2. Definitions	A child's **district of residence** is that in which the parents or the guardian of the child resides, or, if the child is an emancipated minor, the school district in which the child is then living. The regulations define an **emancipated minor** as a person below the age of eighteen who has chosen to establish a domicile apart from the continued control and support of parents/guardians. A minor living with a spouse is deemed to be emancipated.
3. Guidelines	Upon receipt of a request or notice of an intent to attend or continue to attend school on the basis that the child is an emancipated minor, the Superintendent or designee shall investigate the request or notice to determine if the child is an emancipated minor as defined in this policy. If the child is determined to be an emancipated minor as defined in this policy, such child shall be permitted to attend the district's schools in accordance with the same rules, regulations and policies applicable to other children who reside in the district. Admission as or continued attendance by an emancipated minor shall not excuse the minor or his/her parents or legal guardian from complying with all rules, regulations and policies which require notice to or participation by parents/legal guardians of a child in the educational process. If a child who is under the age of eighteen shall be determined to be an emancipated minor as defined in this policy, the Superintendent or designee shall report such determination to the county agency having jurisdiction over dependent children.

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: FOREIGN EXCHANGE STUDENTS

ADOPTED: February 20, 2003

REVISED: November 17, 2005

239. FOREIGN EXCHANGE STUDENTS

1. Authority
8 U.S.C.
Sec. 1101

The Board shall accept foreign exchange students on a J-1 Visa who reside within the district and who meet the established guidelines for admission to district schools.

Exchange students must be participants in a group-sponsored exchange program approved by the Board. Exchange students on a J-1 Visa will not be charged tuition. Their period of attendance may not exceed one full school year or 185 consecutive school days.

2. Delegation of Responsibility

The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.

All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee by August 1 preceding the school year of attendance.

3. Guidelines
Pol. 203

Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

Admission of foreign exchange students shall be subject to the following guidelines:

1. Students shall be at least sixteen years of age and shall be sufficiently fluent in English.
2. Students may not be a graduate of their native school system.
3. Students will be considered for admittance on a space available basis.

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PA Code Title 22 Sec. 4.74 8 U.S.C. Sec. 1101 Board Policy 203	4. Resident host families shall submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit. 5. Exchange students shall be encouraged to participate in all student activities and athletics, provided eligibility criteria are met. 6. Exchange students are not eligible to graduate from Manheim Township High School, but may be awarded an honorary diploma.

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Manheim Township School District

Board Information Item

Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
	√		

Subject: Proposed 2014-15 Calendar

Contact Person: Tim Williams

Policy / Code: 803. SCHOOL CALENDAR

Board Goal:

Summary:

The state will be requiring Act 80 days to be identified on the school calendar. In the past, schools could apply for Act 80 days throughout the year and even as late as the July following the school year.

To that end, we brought the Calendar Committee together again to identify the Act 80 days during the school year. The committee also reconsidered building in show days. The Committee designated the following days as Act 80 days:

- Aug. 19
- Aug. 20
- Oct. 10
- Nov. 24
- Nov. 25
- March 16

The Committee also decided to recommend the addition of two built-in snow days: one on January 19th (MLK Day) and the other on April 6th (Easter Monday).

Attachments: 2014-2015 School Year Calendar Proposed Revision

Recommendation: Recommend revising the 2014-15 school calendar, designating Aug. 19, Aug. 20, Oct. 10, Nov. 24, Nov. 25, and March 16 as Act 80 days and Jan. 19 and April 6 as built-in snow days.

Legend:
E - Early Dismissal
F - First Student Day
G - Graduation
H - Holiday
I - Inservice (▲ - Act 80, pending PDE Approval)
L - Last Student Day
N - No School

2014-2015 School Year Calendar

Proposed Revision

MONTH	Number of Student Days	Number of Teacher Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
July	23 0/23	23 0/23		1 N	2 N	3 N	4 H	7 N	8 N	9 N	10 N	11 N	14 N	15 N	16 N	17 N	18 N	21 N	22 N	23 N	24 N	25 N	28 N	29 N	30 N	31 N	
August	16 5/21	12 9/21					1 N	4 N	5 N	6 N	7 N	8 N	11 N	12 N	13 N	14 N	15 N	18 I	19▲ I	20▲ I	21° I	22 N	25 F	26	27	28	29
September	1 21/22	1 21/22	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
October	2 21/23	1 22/23			1	2	3 E	6	7	8	9	10▲ I	13 N	14	15	16	17	20	21	22	23	24	27	28	29	30	31
November	5 15/20	3 17/20	3	4 E	5	6	7	10	11	12	13	14	17	18	19	20	21	24▲ I	25▲ I	26 N	27 H	28 N					
December	6 17/23	6 17/23	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24 N	25 H	26 N	29 N	30 N	31 N		
					Keystones - Wave 1																						
January	3 19/22	3 19/22				1 N	2 N	5	6	7	8	9	12	13	14	15	16	19✗	20	21	22	23	26	27	28 E	29	30
										Keystones - Wave 2								N									
February	2 18/20	0 20/20	2	3	4	5	6	9	10	11	12	13 I	16 I	17	18	19	20	23	24	25	26	27					
March	1 21/22	0 22/22	2	3	4	5	6	9	10	11	12	13 E	16▲ I	17	18	19	20	23	24	25	26	27	30	31			
April	2 20/22	2 20/22			1	2 E	3 N	6✗ N	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
													PSSA-ELA/Math										PSSA-Science				
May	1 20/21	1 20/21					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
													E	HS - AP Testing/Keystones									H				
June	19 3/22	19 3/22	1	2	3 G/L	4 N	5 N	8 N	9 N	10 N	11 N	12 N	15 N	16 N	17 N	18 N	19 N	22 N	23 N	24 N	25 N	26 N	29 N	30 N			
TOTAL	180	190																									

° - Tchr selected Prep Day, 08/01-22/15
✗ - Snow make-up day. Additional school days that are canceled will be added to the end of the school year.

Rev: 03/06/14

Manheim Township School District

Board Agenda Item

Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
		3.20.2014	

Subject:	Minutes of the last meetings of the Board of School Directors
Contact Person:	Kathie Arnold
Policy / Code:	School Board Policy #006, Meetings
Attachment:	Minutes of the February 2014 Work Session and February 20, 2014 Board Meeting of the Board of School Directors.
Recommendation:	Approval as presented

MANHEIM TOWNSHIP SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS MEETING
District Office
February 20, 2014
(immediately following the Work Session)

MINUTES

Bill Murry, President, called the Board Meeting of the Manheim Township Board of School Directors to order at 8:14 p.m. (Following the February Work Session which had been rescheduled from February 13, 2014 due to weather conditions.) School directors present were Mark Anderson, Tony DeLeo, Nathan Geesey, Todd Heckman, Mike Lynch, Bill Murry, Don Reed, Ricky Wood (via speakerphone), and Michael Winters. Also present were Gene Freeman, Superintendent; Tim Williams, Assistant to the Superintendent for Secondary Curriculum, Instruction and Technology; Mike Bromirski, Assistant to the Superintendent for Elementary Curriculum and Instruction; Katherine Setlock, Director of Pupil Services; Laura Heikkinen, Director of Business Operations; Donna Prokay, Director of Human Resources; Tom Koch, Plant Manager; Micaela Hines and Elizabeth Miller, Student Representatives; and Kathleen Arnold, Board Secretary.

Visitors present are recorded in the official school board guest book. A quorum was present, and due notice had been published.

Roll Call Vote

Mr. Murry announced that unless otherwise stated, each vote taken at this meeting will be considered a roll call vote and the secretary will record any negative votes or abstentions.

Approval /Modification of Agenda

Mr. Murry asked if there were any agenda items that should be removed from the consent portion of the agenda.

Mr. Winters requested item 4C be moved from the consent agenda to the Superintendent's report. Item 4C reads:
Recommend approval for the following changes to the Curriculum and Instruction program:

- Recommend approval of full day kindergarten for all kindergarten students beginning in the 2014-2015 school year
- Recommend approval to add 10 minutes to the Landis Run Intermediate School student day (8:00 a.m. – 3:10 p.m.)
- Recommend approval to begin the process of phasing out the Spanish Immersion program beginning in the 2014-2015 school year; and transition to implementation of an elementary Spanish world language program.
- Recommend approval to add 10 minutes to the Middle School student day (7:25 a.m. – 2:35 p.m.)

Mr. Anderson moved and Mr. Heckman seconded the agenda as revised.

Voice vote with all members present voting aye. Motion carried.

Manheim Township Citizens' Comments

Mr. Murry invited citizens in the audience to comment on any item on the agenda.

Ramon Rivera, 375 Arbor Road, noted Lancaster Mennonite and Lancaster City are both moving to an immersion program. These schools are our competition. He disagreed with the district's assessment of the challenges of the program, he personally knows two bilingual teachers. He feels going to flex program for all students will be ineffective, in addition to being a cost to the district. His reason for putting his children into this program is to improve their marketability. He said every argument he heard points to an expansion rather than cutting this program. He offered to help find teachers to teach this program.

Nikki Rivera, 375 Arbor Road, thinks the district should be expanding the immersion program, along with adding world languages for all students. Although a flex world language program she feels would be ineffective. She said the value of the Spanish Immersion program is that students become functionally bilingual. She noted that our students scored excellent marks on the AP Spanish Language tests. If Spanish Immersion is discontinued, those scores will suffer down the road. She said being challenged should make us step up and find creative solutions. If tutors are needed for immersion students who are struggling, she offered to run an after school, before school, evening, or weekend session. She suggested an immersion liaison or ambassador program to let people know there is a need.

Julia Thomas, 106 Lanford Circle, a 2009 graduate of Spanish Immersion, said being bilingual has been an asset to her both at college and in the work world. The immersion program helped her compete in the college classroom and being bilingual was a factor in obtaining her first salaried job after college. She believes the watered-down version of Spanish World Language rather than Spanish Immersion is not the direction of greatest benefit to the district.

Josh Koch, 1350 Country Club Drive, said he is a graduate of the second class of 1995. He has had a great deal of success with it. He feels Immersion is not well advertised. He feels communication with other districts that have Immersion, and how they handle the challenges, would be beneficial to the district. He asked for an educated decision, and that the motion be tabled, so that due diligence can be given that the program deserves.

Rebecca Bube, 41 Keller Avenue, wondered how much research has gone into the evaluation of materials. She said there are thriving immersion programs all over the country, the district should network with people to find a good fit. She also wondered how many Board members have visited an immersion classroom. She said, while there are 375 kids left out of this program, there are 25 kids from all walks of life who are thriving. She suggested adding an extra music to the schedule rather than a world language program, since music is the universal language. She feels she did not hear an exact reason as to why the recommendation is phase out this program.

Ian Paul, 353 Copley Drive, as a physician he uses evidence based medicine to determine a course of action. He asked for the evidence behind the recommendation to phase out Spanish Immersion. He heard some evidence on implementing full day kindergarten, although most of it was anecdotal. On the district's website there is a report touting the tremendous benefits of the Spanish Immersion program. The third program tonight, Spanish World Language, is recommending 30 minutes per week of Spanish for students. He felt there was not a shred of evidence presented to support the benefits of that program. As a parent and taxpayer he finds that incredibly disappointing and frustrating. He feels our educators should be presenting programs with a strong evidence base, if not in our district then in other districts.

Ha Lam, 801 Maplewood Avenue, opposes mandating full day kindergarten for all students. She feels that a full day is too long for some young children. She feels full day kindergarten should be optional. She said she and her husband are both bilingual and appreciated the many social, academic, and career benefits that being bilingual has afforded them. She urged the Board to continue the immersion program. She also urged the district to publicize big decisions prior to putting the item on the agenda.

Renee Heller, 1038 Homeland Drive, does not have a personal connection to the program but is heartbroken that this is another program that township is losing due to standardized testing, or PSSAs. She clarified middle school students have the ability to take a language based on PSSA scores. Since she opts her children out of taking the PSSA, her children's ability to take a language will be based on grades and local assessments. She suggested the district use those same criteria for all students.

Jeff Geib, 1142 Oakmont Drive, feels this program has been a tremendous success. The challenges listed were not problems with the students or the program's performance. The problems are that it is a difficult program to administer and is becoming more difficult. He is absolutely sympathic to that, but the kids we are graduating are ambassadors and are the jewels in the crown. The program should be judged on its merits, not the difficulty of the program.

Consent Agenda

Mr. Anderson moved and Mr. Lynch seconded approval of the following consent agenda items:

- Recommend approval of the Treasurer's Report (attachment)
- Recommend approval of the Personnel Report (attachment)
- Recommend approval to submit PlanCon K, related to the issuance of the General Obligation Bonds, Series of 2014, to the Pennsylvania Department of Education for the Department's approval. (cover) (attachment)
- Recommend approval to submit an Act 80 exception request for the 2013-2014 school year to the Pennsylvania Department of Education for the Department's approval (attachment)

- Recommend approval to amend the 2013-2014 school calendar to change March 14, 2014 to a student day with an early dismissal day and April 21, 2014 to a regular school day. (attachment)
- Recommend ratification of the decision of the Judiciary Committee in the case of student 2013-14.7. (attachment)
- Recommend approval to extend Compass Real Estate, LLC listing contract for 2933 Lititz Pike, Lititz PA to March 31, 2015. (attachment)

Voice vote with all members present voting aye. Motion carried.

SUPERINTENDENT'S REPORT

Mr. Reed moved and Mr. Winters seconded the motion to break the Curriculum and Instruction motion into four separate votes.

Voice vote with all members voting aye. Motion carried.

Mr. Winters moved and Mr. Reed seconded approval of full day kindergarten for all kindergarten students beginning in the 2014-2015 school year.

Voice vote with all members voting aye. Motion carried.

Mr. Winters moved and Mr. Anderson seconded approval to add 10 minutes to the Landis Run Intermediate School student day (8:00 a.m. – 3:10 p.m.)

Voice vote with all members voting aye. Motion carried.

Mr. Winters said he is personally attached to the Spanish Immersion Program; his daughter is a 2013 graduate of the program. He said he is faced with a difficult decision as a Board member. He respects the recommendations of the Administration, and understands the recommendations are typically supported by evidence. They spend a great deal of time and wrestle with these issues as well. He is speaking for himself when he says he understands the administrative issues that have been raised, and that this program touches just a small percentage of the students. Looking just at numbers, it is an easy decision to make; the benefit of a few versus the benefit to many. He feels though that fiscal responsibility goes beyond the cost of a program, it is also defined by making prudent investments. He feels the Spanish Immersion program is an investment in the students of our district that we should keep, and offer Spanish World Language to all our students. Administration and taxpayers may say where do we get the money? There are a lot of smart people in the district and he thinks they can find a way.

Mr. Reed moved and Mr. Anderson seconded the motion to table the vote to begin the process of phasing out the Spanish Immersion program beginning in the 2014-2015 school year; and transition to implementation

of an elementary Spanish world language program until next month.

Voice vote with Mr. Winters, Mr. Reed, Mr. Heckman, Mr. Anderson, Mr. DeLeo, Mr. Lynch, and Mr. Geesey voting aye. Mr. Murry and Mr. Wood opposed the motion to table. Motion carried.

Mr. Winters moved and Mr. Reed seconded approval to add 10 minutes to the Middle School student day (7:25 a.m. – 2:35 p.m.)

Voice vote with 8 members voting aye. Mr. Wood voted nay. Motion carried.

Previous Minutes

Mr. Anderson moved and Mr. Reed seconded approval of the Secretary's minutes of the January 9, 2014 work session and the January 16, 2014 regular meeting of the Board of School Directors. (attachments)

Voice vote with all members present voting aye. Motion carried.

First reading of policies, second reading and approval in March

First read of School Board Policies (cover):

- 103.1 Nondiscrimination – Qualified Students with Disabilities (attachment)
- 113.2 Behavior Support (attachment)
- 121 Field Trips (attachment)
- 203 Immunizations and Communicable Diseases (attachment)
- 203.1 HIV Infection (attachment)
- 207 Confidential Communications of Students (attachment)
- 218 Student Discipline (attachment)
- 218.2 Terroristic Threats (attachment)
- 231 Social Events and Class Trips (attachment)
- 235.1 Emancipated Minors (attachment)
- 239 Foreign Exchange Students (attachment)

Reports Filed

Dr. Freeman stated that the following reports have been filed: (attachments)

- School Nutrition Programs Claim Month Details for December 2013
- Reconciliation of Cash on Hand Quarterly Report for quarter ended December 31, 2013, 2012-13 Title III

Citizens' Comments

Mr. Murry invited Manheim Township citizens' comment on any subject.

Kay Pulkrebek, 230 Eshlemen Road, stated she represented the Envisions Board of Directors and staff. She presented a check for $30,000 to the School Board.

Rebecca VonGieb, 1142 Oakmont Drive, inquired about the meetings for parents interested in Spanish Immersion

Adjournment

Mr. Anderson moved and Mr. Heckman seconded a motion to adjourn the meeting at approximately 9:15 p.m.

Voice vote with all members present voting aye. Motion carried.

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Mr. Murry, President

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Kathleen E. Arnold, Secretary

MANHEIM TOWNSHIP SCHOOL DISTRICT
BOARD OF SCHOOL WORK SESSION
District Office
February 20, 2014 (rescheduled from 2.13.14 due to weather conditions)
7:00 p.m.

MINUTES

Bill Murry, President, called the Work Session of the Manheim Township Board of School Directors to order at 7:00 p.m. School directors present were Mark Anderson, Tony DeLeo, Nathan Geesey, Todd Heckman, Mike Lynch, Bill Murry, Don Reed, Mike Winters, and Ricky Wood (via speakerphone). Also present were Gene Freeman, Superintendent; Tim Williams, Assistant to the Superintendent for Secondary Curriculum, Instruction and Technology; Mike Bromirski, Assistant to the Superintendent for Elementary Curriculum and Instruction; Katherine Setlock, Director of Pupil Services; Laura Heikkinen, Director of Business Operations; Donna Prokay, Director of Human Resources; Tom Koch, Plant Manager; Micaela Hines and Elizabeth Miller, Student Representatives; and Kathleen Arnold, Board Secretary.

Visitors present are recorded in the official school board guest book. A quorum was present, and due notice had been published.

Recognitions

Mr. Murry congratulated:

- Employee of the Month – Barbara Murphy, ESL teacher, Schaeffer Elementary School, and
- Skip Walters, retired MT Golf Coach

Discussion items - no action taken at this meeting

The agenda, as listed below, was reviewed and discussed in preparation of a vote at the next regularly scheduled Board meeting following this Work Session. No formal action was taken during this meeting.

- Recommendation for the following changes to the Curriculum and Instruction program. The Administration presented a PowerPoint on their recommended changes (attachment).
  - Approval of full day kindergarten for all kindergarten students beginning in the 2014-2015 school year.
    The goal of full day kindergarten for all students was one of the initiatives of the 2009 Strategic Plan. Academic and social benefits have been documented during the last 10 -11 years that the district has been exploring kindergarten. There will be a total of 12 staffing positions needed to expand to full day kindergarten.
  - Approval to add 10 minutes to the Landis Run Intermediate School student day (8:00 a.m. – 3:10 p.m.), changing the start time of the day from 8:10 a.m. to 8:00 a.m. This adjustment to the schedule will increase math instructional time from 80 minutes to 90 minutes and ensure that lunch blocks do not overlap.
  - Approval to begin the process of phasing out the Spanish Immersion Program beginning in the 2014-2015 school year; and transition to implementation of an elementary Spanish world language program.
    Mr. Bromirski noted that the Spanish Immersion Program began in the district in 1994. Over the past three years, the lottery has averaged 49 students annually. There is an average of 400 students entering the district, so this is a small percentage of

students served. There are both benefits to the program and challenges. Benefits include world language acquisition is optimized in younger children, second language proficiency is learned more quickly in an immersion program, and students often become fluent in the second language. Among the challenges are finding staff with correct credentials as determined by the Pennsylvania Department of Education. Also, the teacher of Spanish Immersion must be a native speaking teacher who is also proficient and able to teach in English. Other challenges are scheduling issues, and remediation of students struggling in immersion. While these are not new challenges, reduced resources have impacted our ability to meet the challenges. The recommendation proposed would keep the commitment to those students already in the program, but the district would not start a new 1st grade class for the 2014-15 school year.

  - Approval to add 10 minutes to the Middle School student day, changing the start time to 7:25 a.m. (adding 5 minutes) and ending at 2:35 p.m. (adding 5 minutes). Band, orchestra, and chorus would have an extended period. Also adding Introduction to World Languages beginning in grade 7, and adding Study Skills for the 21st Century. In grade 7, Health/PE would become one course. In grade 8, Health and PE would be two courses.

- Recommendation to submit PlanCon K, related to the issuance of the General Obligation Bonds, Series of 2014, to the Pennsylvania Department of Education for the Department's approval.
- Recommendation to submit an Act 80 exception request for the 2013-2014 school year to the Pennsylvania Department of Education for the Department's approval
- Recommendation to amend the 2013-2014 school calendar to change March 14, 2014 to a student day with an early dismissal day and April 21, 2014 to a regular school day.
- Recommend ratification of the decision of the Judiciary Committee in the case of student 2013-14.7.
- Recommendation to extend Compass Real Estate, LLC listing contract for 2933 Lititz Pike, Lititz PA to March 31, 2015.

Adjournment

Mr. Anderson moved and Mr. Reed seconded a motion to adjourn the Work Session to a School Board Meeting at approximately 8:08 p.m.

Voice vote with all members present voting aye. Motion carried.

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Bill Murry, President

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Kathleen E. Arnold, Secretary

School Nutrition Programs
Claim Month Details for January 2014

23-36-450-3 Status: Active
MANHEIM TOWNSHIP SCHOOL DISTRICT
DBA: MANHEIM TOWNSHIP SD
450 A. Candlewyck Rd
Lancaster, PA 17601
County: LANCASTER
Vendor No:0000139182
FEIN:236003938

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2014	0				

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	17,198	2.9300	50,390.14
Reduced	2,858	2.5300	7,230.74
Paid	22,778	0.2800	6,377.84
Total	**42,834**		**63,998.72**
Meal Pattern $0.06 Lunch Meal Reimbursement			
Claimed	42,834	0.0600	2,570.04
Adjusted	0	0.0600	0.00
Total	**42,834**		**2,570.04**
School Breakfast Program			
Free	4,110	1.5800	6,493.80
Reduced	626	1.2800	801.28
Paid	1,122	0.2800	314.16
Total	**5,858**		**7,609.24**
School Breakfast Program Severe Need			
Free	2,596	1.8900	4,906.44
Reduced	410	1.5900	651.90
Paid	611	0.2800	171.08
Total	**3,617**		**5,729.42**

State Funds - Regular Rate Sponsor Totals

Meal Type	Meals Served	State Rate	Reimbursement State Amount
NSLP State Lunch	42,834	0.1000	4,283.40
NSLP State Breakfast	5,858	0.1000	585.80
NSLP State Breakfast	3,617	0.1000	361.70
NSLP State Lunch ADP =< 20%	40,919	0.0200	818.38
NSLP State Lunch ADP > 20%	1,766	0.0400	70.64
Total			**6,119.92**

Claim Reimbursement Total **86,027.34**

Certification

Manheim Township School District

Board Agenda Item

	Information Only	Work Session	Regular Session Action Item	Regular Session Consent Item
		3.13.2014		3.20.2014

Subject: 2014-2015 Recommendation for District Program

Contact Person: Mike Bromirski and Tim Williams

Policy / Code:

Summary: Mike, Tim, and building principals recommend the Board approve the following action, tabled from the February Board meeting:

Spanish Immersion

The administration recommends that the board approve the process of phasing out the Spanish Immersion program beginning in the 2014-2015 school year; and transition to implementation of an elementary Spanish world language program.

Attachment: None

Recommendation: Approve phasing out the Spanish Immersion program, and transition to an elementary Spanish World Language program beginning with kindergarten and grade 1.