

# SOUTH WESTERN SCHOOL DISTRICT

Administration Office  
225 Bowman Road  
Hanover, Pennsylvania 17331  
Telephone 717-632-2500

## MEMORANDUM

TO: Board Members  
FROM: Jay H. Burkhart  
RE: Additional Items for Action – 08/23/17 – School Board Meeting  
DATE: August 23, 2017

### I. Matters for Which Board Action is Required

#### E. Personnel Committee – Mrs. Rinker, Chairperson

##### 1. Employment (wages and benefits according to scale unless otherwise noted) (*pending satisfactory review of previous employment history*)

###### a. Professional personnel

(3) Amy L. Maher, long-term substitute learning support facilitator, effective for the first semester of the 2017-18 school year, letter of agreement; initial assignment – Emory H. Markle Intermediate School. Salary: \$48,518 (to be prorated accordingly) – Year 1.0, Instructional I Certificate (*pending emergency permit*).

###### b. Day-to-day substitutes

(4) Samantha M. Brown – Elementary K-6

###### \* e. 2017-18 Co-curricular recommendations

###### f. Fall sports coach

(1) Darrin L. Dunn      Assistant Boys' Soccer Coach      \$2,553.00

g. Recommendation to approve Brittany L. Lyden as the district social worker, Professional Employee Contract, effective date to be determined.  
Salary: \$72,500 (*to be prorated accordingly*).

Motion \_\_\_\_\_ Second \_\_\_\_\_

Proposed Action \_\_\_\_\_

Discussion \_\_\_\_\_

Roll Call: Yes \_\_\_\_\_ No \_\_\_\_\_

2. Resignations

- f. Jennifer K. Noon, part-time paraeducator, West Manheim Elementary School, effective September 12, 2017; for personal reasons.

F. Finance & Support Services Committee – Mr. Zimmerman, Chairperson

- 3. Recommendation to approve a entering into a five-year (60-month) lease agreement with DOCEO Office Solutions for the purpose of leasing a Toshiba E1057 copier at a monthly lease cost of \$299.00 plus \$0.0029 per copy maintenance cost for a total estimated monthly cost of \$371.50 or a total annual lease cost of \$4,458.00. This machine will replace the current Lanier copier located in the administrative office and will generate a cost savings of approximately \$4,722.00 per year for the District.

Motion \_\_\_\_\_ Second \_\_\_\_\_

Proposed Action \_\_\_\_\_

Discussion \_\_\_\_\_

Roll Call: Yes \_\_\_\_\_ No \_\_\_\_\_