

# **PALMERTON AREA SCHOOL DISTRICT**

## **HANDBOOK FOR SUBSTITUTE SUPPORT STAFF**

**2018-2019**

**“We are committed to work together  
for the success of all students.”**



[www.palmerton.org](http://www.palmerton.org)

# TABLE OF CONTENTS

	Page
I. General School District and Community Information . . . . .	3
Palmerton Area School District Belief Statement . . . . .	4
II. Employment Policy . . . . .	4
A. Hiring Procedures . . . . .	4
B. Salary Schedules . . . . .	5
C. Payroll Procedures . . . . .	5
III. Substitute Information . . . . .	6
A. Substitute Schedules . . . . .	6
B. Work and School Day Responsibilities . . . . .	6
C. Dress Policy . . . . .	7
D. Daily Responsibilities . . . . .	8
E. Assignment Information . . . . .	9
F. Tips for Successful Substituting . . . . .	9
IV. Our Schools . . . . .	9
A. Elementary Schools & Maps . . . . .	10-11
B. Jr. High School & Map . . . . .	12-13
C. High School & Map . . . . .	13-15
D. District Calendar . . . . .	16
E. Contacts, Telephone Numbers and email . . . . .	17

Palmerton Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Director of Human Resources at 680 Fourth Street, Palmerton, PA 18071 (610-826-7101). For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Director of Human Resources.

## **I. GENERAL SCHOOL DISTRICT INFORMATION**

Welcome to the Palmerton Area School District, Home of the Blue Bombers!

The purpose of this handbook is to assist our substitute support staff with the policies and procedures of the District. Our goal is to orient substitute support staff to the responsibilities necessary for the ongoing success of our students.

We hope that this handbook will assist you as you assume your duties as a substitute support staff member while maintaining the high standards of the Palmerton Area School District.

### **The Palmerton Area School District Community**

The Palmerton schools are friendly communities of enthusiastic young people and supporting adults.

Palmerton Area School District and its community is committed to the success of all students in academics, athletics, art, music, and technology. We are fortunate to have a highly qualified staff of caring, quality educators who are dedicated to our mission. Their focus is on growth, achievement, and success for our twenty-two hundred students, K-12.

We are very proud of our enthusiastic, well behaved students, highly dedicated and very talented administrators, teachers and support staff, and supportive school board.

Palmerton is located sixteen (16) miles north of Allentown, PA and one (1) hour south of Scranton, PA off Exit 74-Mahoning Valley of the Northeast Extension of the Pennsylvania Turnpike.

Our Carbon County school district is comprised of three elementary schools, one K-6, one K-1 and the other 2-6, and a Jr. High School, grades 7-8. Grades 9-12 are housed in our high school. Our young students are able to elect technical, academic, and business curriculum. Students with interests in a vocational career path may attend the Carbon County Vocational-Technical School.

We continually strive to help each of our students achieve their future dreams through a school system that remains focused on our central mission, our students.

Please review the Palmerton Area School District Belief Statements below:

- Learning is a lifelong process, encouraged through a partnership of home, school and community.
- Effective communication among all students, faculty, administration, school board, parents and the community is essential for a quality school system.
- Through the promotion of a challenging standards-based curriculum and quality instruction, students are more likely to achieve their full potential.
- Technology in our schools will enhance our curriculum and provide an effective learning environment.
- Community involvement, through various projects and public events, will improve the overall success of our students.
- The student learning process is a shared responsibility among parents, students and teachers.
- Students are individual learners that deserve a quality education designed to meet their individual needs.
- Effective learning occurs in a welcoming environment that offers safety, understanding and genuine guidance.

## **II. EMPLOYMENT POLICY**

The Palmerton Area School District cannot function at its highest level without a group of competent substitute support staff. A substitute support staff in the Palmerton Area School District is a temporary per diem employee who serves as an integral and valued part of a team to provide services to our District. In this capacity, the substitute support staff gives the District a valuable professional service by continuing the duties of the support staff when they are absent from work.

The effective performance and success of a substitute support staff is shared equally by the District. Failure of any one person to assume his or her responsibility results in a poor instructional program.

### **A. Hiring Procedures**

Before an applicant for substitute support staff can be scheduled to work in the Palmerton Area School District, the following five (5) procedures must be followed:

1. Have an employment interview with a District Administrator.

2. Receive successful reference checks.
3. The Human Resource Department must receive the following prior to School Board approval:
  - a. I-9 Employment eligibility
  - b. Physical
  - c. TB (Mantoux Test)
  - d. Act 34 PA Criminal Clearance
  - e. Act 151 Child Abuse Clearance
  - f. Act 114 FBI Fingerprinting
  - g. PDE 6004 Arrest & Conviction Form
4. Receive approval from the Palmerton Area School Board.
5. Receive an approval letter from the Human Resources Department.

**B. Salary Schedule**

The rates below compensate our substitutes who serve our District.

<b>Assignment</b>	<b>Compensation</b>	<b>Remarks</b>
Cafeteria Worker	\$7.25 per hour	Day to day substitute No benefits
Custodian	\$8.50 per hour	Day to day substitute No benefits
Instructional/Non-Instructional Assistant	\$7.25 per hour	Day to day substitute No benefits
Secretary	\$8.45 per hour	Day to day substitute No benefits
Healthroom Tech - LPN or RN certification	\$90 per day	Day to day substitute No benefits

**C. Payroll Procedures**

Substitutes will be paid bi-weekly in accordance with the District’s pay schedule. Substitutes must fill out a yellow payroll sheet. Failure to fill out and sign the yellow payroll sheet may delay payment of wages.

All cafeteria and custodian subs need only to fill out one (1) yellow payroll sheet per pay period.

All Instructional/Non-Instructional Assistants and Secretaries need to fill out a separate time sheet for each building. If they sub in the same building on several days in the pay period, they can include all those days on one (1) yellow payroll sheet.

### III. SUBSTITUTE INFORMATION

#### A. Scheduling

After a substitute support staff has been approved for employment as a substitute secretary, substitute health room assistant or substitute Instructional/Non-Instructional Assistant, they can expect to be called by Aesop, Palmerton's Automated Substitute Placement & Absence Management System, for immediate/daily need or advanced scheduling. Substitutes can accept assignments either by phone or they can log into Aesop and look for available openings.

A substitute cafeteria worker or substitute custodian can expect to receive a call from that department regarding immediate/daily need or advanced scheduling.

1. Immediate/Daily Need: Aesop or Department will begin calling substitutes as soon as an absence has been logged. **Aesop will give you the name of the employee and building location of the assignment.** The actual assignment may vary due to schedule changes, staff availability and the Principal's staffing decisions.
2. Advanced Scheduling: Aesop or Department will also call substitutes to fill planned staff vacancies due to vacations, meetings, personal days, etc. Advanced scheduling benefits both the substitute and the District. Substitutes that are able can log into Aesop through the internet to look for assignments in advance for secretarial, nurse or Instructional/Non-Instructional Assistant positions.

#### B. Work and School Day Responsibilities

All substitutes are required to follow their scheduled position. Custodial assignments are for 8 hours, Secretarial assignments are for 7 hours, most Instructional/Non-Instructional hours are approximately 6 hours, health room assistant is the school day and Cafeteria work varies by assignment from 2 to 7 hours.

The work hours and job requirements will depend on the position assignment. Please see the Position Section (Cafeteria, Custodian, Instructional/Non-Instructional Assistant, School Nurse and Secretary) of this handbook for specific information.

Substitutes may be scheduled for a half-day assignment. A half-day assignment may cover up to 4 hours. The starting and/or ending time may vary depending on the particular situation and schedule.

The substitute is responsible for obtaining information pertaining to the closing of our schools due to weather conditions or emergency situations. Announcements are made on local radio, television stations and the District website ([www.palmerton.org](http://www.palmerton.org)) when schools are closed, open late, or close early.

If an emergency arises and you cannot keep your assignment, you can log into Aesop and cancel your assignment as long as it is the day before the assignment. For all others you would call the Department or Principal in which you were assigned to cancel your assignment. Please give as much notice as possible when you are cancelling an assignment. You can also call the Human Resource Department. **Please see page 17 for contact information.**

### **C. Dress Policy**

The student dress code has been a topic of huge concern in the District for some time. We now have a student dress policy. Just as we have expectations for the students, the community has expectations for us as staff. We must be appropriate role models for students and dress professionally. Therefore, in the interest of both professionalism and good public relations, it is appropriate to outline the expectations regarding dress for staff.

Clothing for custodial, maintenance, and cafeteria staff is described in the contract or by the appropriate supervisor. For all other staff, the following guidelines are the expected dress.

1. Business casual is fine.
2. For female staff, garments revealing cleavage are not appropriate. Likewise, short skirts/dresses or shorts/skorts, halter tops, sundresses, and sleeveless or tank tops are not appropriate. Top straps need to be at least one inch wide.
3. For male staff, khakis and polo shirt or preferably shirt and tie are most suitable, depending upon the weather. Jeans should be reserved for dress down day.
4. For physical education staff, neat warm-up suits are very appropriate.
5. Footwear – no flip flops, thong or beach shoes, no “combat” boots or work boots, no “garden” shoes. Platform heels/soles and very high heels are a safety hazard.
6. For dress down day, jeans in good condition without holes or fraying are allowable. Tops may be polo shirts and other sleeved shirts in good taste.
7. Appropriate styles of clothing with “Palmerton Blue Bombers”, “Palmerton Area School District”, or “Palmerton Area Education Association” are appropriate – they do encourage school and community spirit.
8. Of course the limitations regarding inappropriate language and references would apply to staff as well as students.

There may be occasions or class situations where the nature of the activity will require some variation. There may be a class of children requiring the teacher frequently to be on the floor with small children – please dress accordingly.

Dress down day should be “celebrated” with the scholarship purpose in mind. It should occur only on the last working day of the week.

Please remember that the adults are the models for the students. The public expects no less from us. Thanks in advance for your cooperation.

#### **D. Daily Responsibilities**

The substitute support staff is to assume all the responsibilities of the regular employee on the day or days he or she is assigned. The supervisor and/or other employees will help you in determining your duties and answer your questions. The substitute is required to obtain and complete a yellow payroll sheet.

The substitute is expected to follow the duties of the assignment as best as he/she can. When instructions are not understandable, help should be sought from another employee or the supervisor.

The substitute should leave the working environment in the same physical condition he/she found it.

At the end of the day, a substitute Health Room Assistant, Secretary or Instructional/Non-Instructional Assistant should leave detailed notes regarding what was accomplished during the day and any information that must be followed up on by the employee.

##### **1. Cafeteria worker Expectations:**

- a. Clean tidy appearance
- b. Friendly, customer service oriented
- c. Flexibility to work in 4 different buildings with varying schedules
- d. Slip resistant shoes are to be worn (backless shoes are not permitted)
- e. Blue, white or black polo style shirt
- f. Blue, black or khaki colored pants
- g. Aprons and hair restraints (hairnets or hats) will be provided

##### **2. Custodian Expectations:**

- a. Clean tidy appearance with light blue shirt and dark blue pants
- b. Flexibility to work in 4 different buildings with varying shifts
- c. Slip resistant work shoes
- d. Willing to work in various weather conditions
- e. Make safety first priority
- f. Be able to respond to emergency calls
- g. Have good communication skills
- h. Report to assigned area 10 minutes before start of shift
- i. Be able to work independently

##### **3. Instructional/Non-Instructional Assistant Expectations:**

- a. Clean tidy appearance (see dress policy in this handbook)
- b. Flexibility to work in 4 different buildings
- c. Confidentiality regarding student and staff matters and records

##### **4. Health Room Assistant Expectations:**

- a. Clean tidy appearance (see dress policy in this handbook)
- b. Flexibility to work in 4 different buildings



- c. Friendly, customer service oriented
- d. Confidentiality regarding student and staff matters and records

**5. Secretary Expectations:**

- a. Clean tidy appearance (see dress policy in this handbook)
- b. Flexibility to work in 4 different buildings
- c. Friendly, customer service oriented
- d. Ability to use computer, including Microsoft Word
- e. Confidentiality regarding student and staff matters and records

**E. Assignment Information**

The employee will seek to provide all of the following information for a substitute:

- 1. An up-to-date duties/assignment list
- 2. An explanation of how special events such as assemblies, programs, films, etc. or after school activities are handled
- 3. A list of specific building procedures
- 4. Other duties for which the substitutes are responsible

**F. Tips for Successful Substituting**

- ✓ The work of other employees should be confidential and not discussed
- ✓ Be responsible for safety and security. Do not turn your back on any problem
- ✓ Do not make unfavorable comparisons between other employees or school districts
- ✓ Matters of a confidential nature regarding students and/or staff should not be discussed with others, except with the supervisor
- ✓ Complete assigned position for half or full day. Obtain permission for leaving assigned position for any unplanned personal emergency or illness
- ✓ Cell phone usage during working hours is not permitted

**IV. Our Schools**

**A. Elementary Schools**

Palmerton Area School District has three elementary schools, Parkside Education Center for grades K & 1, S.S. Palmer Elementary for grades 2-6 and Towamensing Elementary for grades K-6.

Parkside Education Center is located at 680 Fourth Street in Palmerton. The building is between the Palmerton Police Station and the First Northern Bank and Trust. The building telephone number is 610-826-4914.

S.S. Palmer Elementary is located at 298 Lafayette Avenue in Palmerton. The school is located on the west side of Palmerton Park. The building telephone number is 610-826-7538.

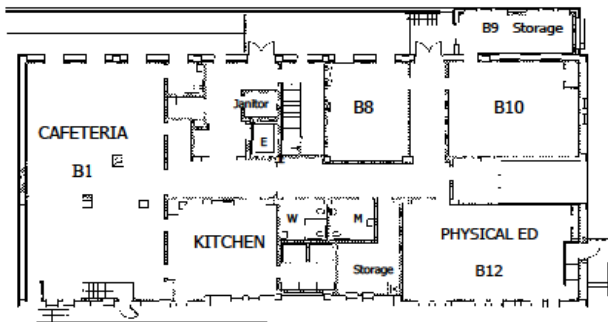
Towamensing Elementary is located at 7920 Interchange Road (Route 209), approximately 2 miles north of Country Junction. The building telephone number is 610-681-4024.

Floor plans of our elementary schools are included in this section.

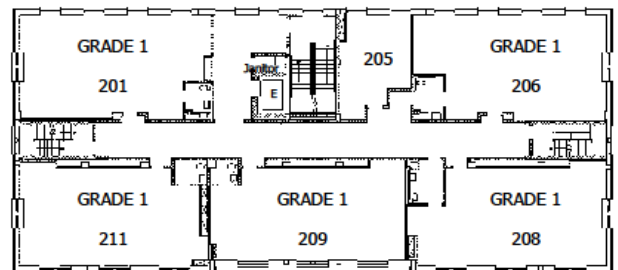
The elementary instructional plan includes special subject teachers in the areas of Art, Physical Education, Library, Music, Guidance, Instructional Support, Learning Support, Gifted Support, and Remedial Reading. Also, we utilize the services of the Carbon-Lehigh Intermediate Unit for hearing, speech, vision therapy, occupations therapy, and teaching multi-handicapped children.

- School day starts at 8:30 a.m. with dismissal for students “starting” at 2:55 p.m.

GROUND FLOOR

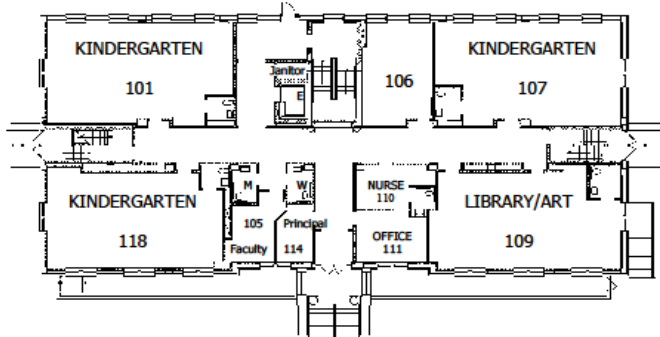


SECOND FLOOR

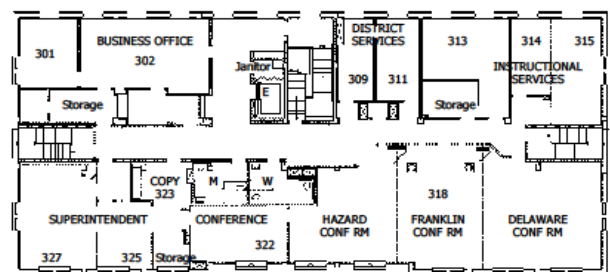


**PARKSIDE EDUCATION CENTER**

FIRST FLOOR



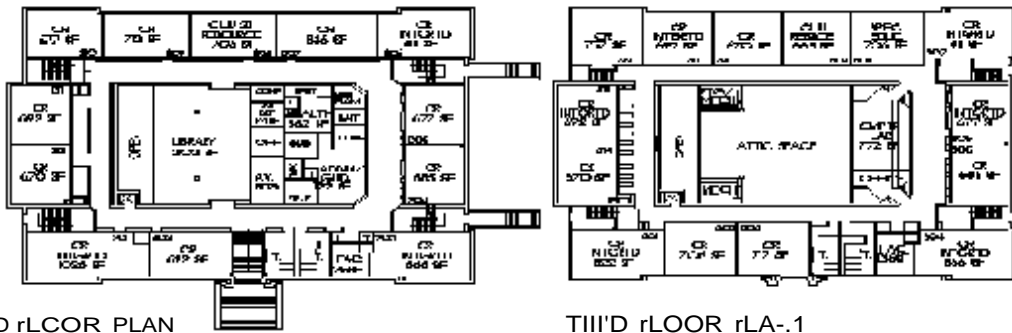
THIRD FLOOR – CENTRAL ADMINISTRATION



# S.S.PALMER ELEMENTARY

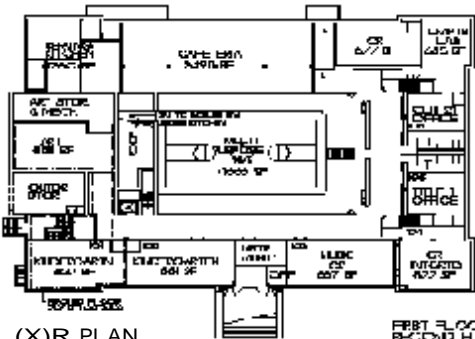
## LOOK PLANS

3rd FLOOR S.S. PALMER ELEMENTARY SCHOOL



SCCOND FLOOR PLAN

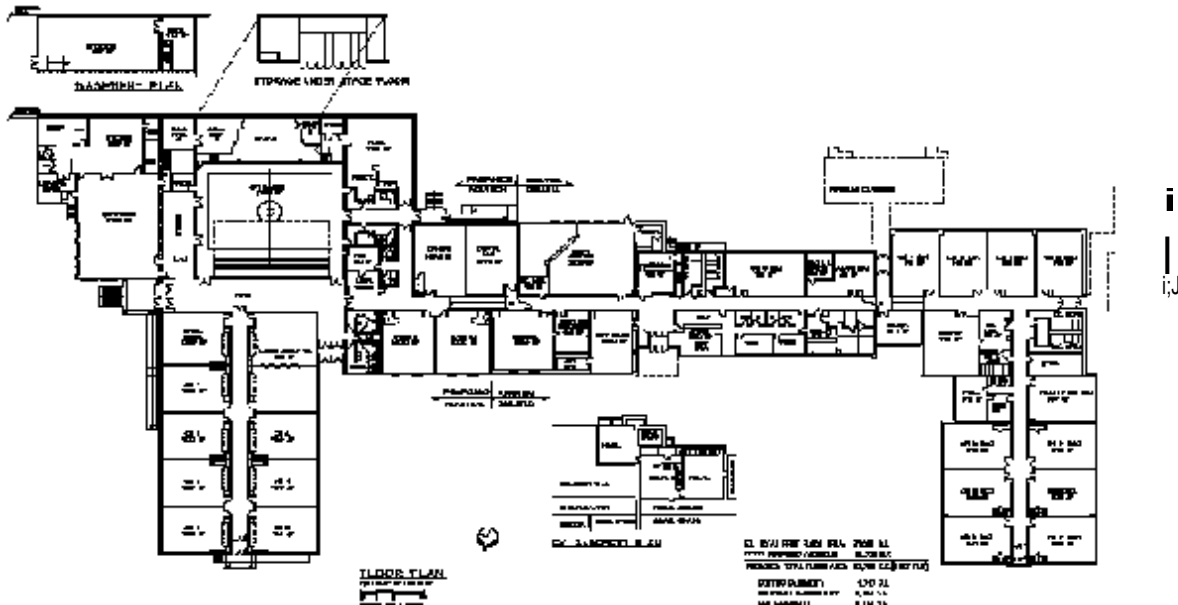
THIRD FLOOR PLAN-1



FIRST FLOOR (X)R PLAN

FIRST FLOOR PLAN 33,35 SF  
 SECOND FLOOR PLAN 22,87 SF  
 THIRD FLOOR PLAN 9,100 SF  
 TOTAL FLOOR AREA 64,670 SF

## WENING ELEMENTARY SCHOOL STON AREA SCHOOL C



FLOOR PLAN

CL. 2ND FLOOR PLAN 20,000 SF  
 1ST FLOOR PLAN 20,000 SF  
 PROPOSED TOTAL FLOOR AREA 40,000 SF  
 EXISTING TOTAL FLOOR AREA 40,000 SF  
 TOTAL FLOOR AREA 80,000 SF

## B. Jr. High School

The Jr. High School is comprised of grades 7 and 8 and has approximately 350 students. The schedule is based on a nine (9) period day including a lunch period. The Jr. High School is attached to the back eastside of the High School at 3529 Fireline Road. The building telephone number is 610-826-2492.

A floor plan of the Jr. High School is included in this handbook.

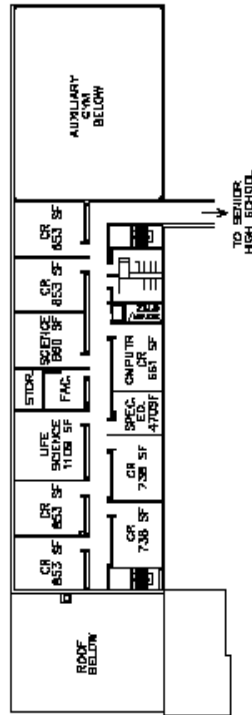
- ✓ Students arrive at 7:30 a.m. and finish their day at 2:26 p.m.
- ✓ The Jr. High School schedule is based upon the concept of each day containing seven (7) forty-five (45) minute instructional periods plus a half (1/2) hour lunch period. There are bells/tones to change classes during the school day. The bell schedule is as follows:

Period 1	7:41 a.m. - 8:22 a.m.
Period 2	8:24 a.m. - 9:05 a.m.
Period 3	9:09 a.m. - 9:54 a.m.
Period 4	9:58 a.m. - 10:43 a.m.
Period 5- 7 <sup>th</sup> Lunch/8 <sup>th</sup> HR	10:47 a.m. - 11:18 a.m.
Period 6 - 8 <sup>th</sup> Lunch/7 <sup>th</sup> HR	11:19 a.m. - 11:50 a.m.
Period 7	11:54 a.m. - 12:41 p.m.
Period 8	12:45 p.m. - 1:33 p.m.
Period 9	1:37 p.m. - 2:25 p.m.

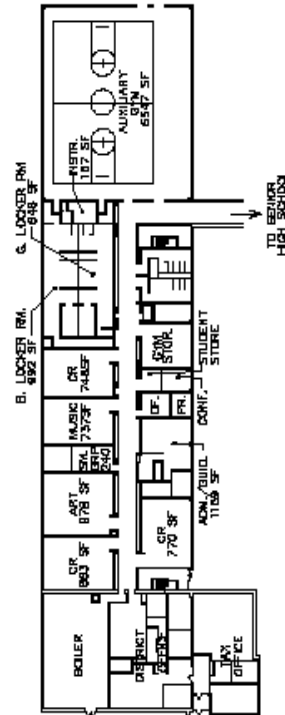
- ✓ Students will rotate through six (6) cycle classes (Art, Health, Technology, Music, Physical Education and Environmental Science). The order for this varies for individual students.

## FLOOR PLANS

PALMERTON AREA JUNIOR HIGH SCHOOL



EX. SECOND FLOOR PLAN



EX. FIRST FLOOR PLAN  
 0 10 20 40  
 GRAPHIC SCALE IN FT

EX. FIRST FLOOR PLAN: 21,550 S.F.  
 EX. SECOND FLOOR PLAN: 12,850 S.F.  
 EX. TOTAL FLOOR AREA: 34,500 S.F.

### C. High School

The High School is comprised of grades 9-12 and approximately 570 students.

The high school building is located at 3525 Fireline Road. The campus includes the High School, Jr. High School and the athletic stadium.

A floor plan of the High School is included in this section.

- ✓ Students arrive at 7:30 a.m. and finish their day at 2:25 p.m.
- ✓ The high school operates on a four (4) period day with each period being eighty (80) minutes in length. This is defined as “Block Scheduling.” See table on next page:

Teachers in Class		7:30 a.m.
Warning Bell		7:33 a.m.
Pledge & Announcements		7:35 a.m.
Block 1		7:35 – 8:54 a.m.
Block 2		8:57 – 10:16 a.m.
	Lunch A	10:19 – 10:44 a.m.
	Enrichment A	10:46 – 11:38 a.m.
	Enrichment B	10:19 – 10:44 a.m.
	Lunch B	10:46 – 11:11 a.m.
	Enrichment B	11:13 – 11:38 a.m.
	Enrichment C	10:19 – 11:11 a.m.
	Lunch C	11:13 – 11:38 a.m.
Block 3		11:41 – 1:01 p.m.
Block 4		1:04 – 2:25 p.m.

**PLANNED EARLY DISMISSAL SCHEDULE (11:00 A.M.):**

Teachers in Block 1 prior to	7:35 a.m.
Block 1	7:35 – 8:30 a.m.
Block 2	8:35- 9:20 a.m.
Block 3	9:25- 10:10 a.m.
Block 4	10:15- 11:00 a.m.
Dismissal	11:00 a.m.

**2-HOUR DELAYED OPENING SCHEDULE:**

Teachers arrive prior to		9:30 a.m.
Block 1		9:35 – 10:16 a.m.
	Enrichment A/Lunch A	10:19 – 10:44 a.m.
	Enrichment B/Lunch B	10:46 – 11:11 a.m.
	Enrichment C/Lunch C	11:13 – 11:38 a.m.
Block 2		11:41 – 12:31 p.m.
Block 3		12:34 – 1:24 p.m.
Block 4		1:27 – 2:25 p.m.





# Palmerston Area School District 2018-2019 School Calendar

14 New Teacher Induction  
28-30 Teacher In-Service Days

Student Days – 0  
Teacher Days- 3

AUGUST '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Labor Day Holiday  
4- Student First Day

Student Days – 19  
Teacher Days- 19

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

8 In-service Day

Student Days – 22  
Teacher Days- 23

OCTOBER '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19, 20, 21 Parent/Teacher Conferences – Early Dismissal (1/2 day)  
22-26 Thanksgiving Holiday (No School)

Student Days – 19  
Teacher Days- 19

NOVEMBER '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21- 1/2 day  
22-31 Winter Holiday (No School)

Student Days – 15  
Teacher Days- 15

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Winter Holiday (No School)

21 Martin Luther King, Jr Holiday- (No School)  
(1/21 Tentative make-up day)

Student Days – 21  
Teacher Days- 21

JANUARY '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Official Local School District Holidays:  
11/22/18 12/25/18  
1/1/19 2/18/19 4/19/19

Actual Student Days: 180  
Actual Teacher Days: 186

15- 18 Presidents Holiday (No School)\*\*

(2/15 Tentative make-up day)

Student Days – 18  
Teacher Days- 18

FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Student Days – 21  
Teacher Days- 21

MARCH '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 – 1/2 day  
19-22 Spring Break (No School)\*\*  
(4/22 Tentative Make-up day)

Student Days – 20  
Teacher Days- 20

APRIL '19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3 Teacher In-Service Day  
27 Memorial Day (No School)

Student Days – 21  
Teacher Days- 22

MAY '19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5 Students - 1/2 day  
6 Tentative Students' Last Day (1/2 day)  
7 Tentative Teachers' In-service Day

Student Days – 4  
Teacher Days- 5

JUNE '19						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Parent Teacher Conferences – 11/19, 11/20, 11/21  
PSSA Testing – April 15-April 26, Math, Science & Make-ups April 29- May 3  
Keystone Testing January 7-18 & May 13-24  
In-Service Days – 8/28, 8/29, 8/30, 10/8, 5/3, 6/7  
\*\*Tentative Make-up Days\*\* – 1/21, 2/15, 4/22

\*\*\* Additional snow Make-up days will be added to the end of the year.

Approved  
3/20/2018



## CONTACTS, TELEPHONE NUMBERS & EMAIL ADDRESSES

Name	Position	Telephone # & Extension	Email Addresses
<b>Joseph Faenza</b>	<b>Director of Facilities</b>	<b>610-826-3155</b>	<a href="mailto:jfaenza@palmerton.org">jfaenza@palmerton.org</a>
Angie Heiland	Secretary	X 2201	<a href="mailto:aheiland@palmerton.org">aheiland@palmerton.org</a>
<b>Jamie Porter</b>	<b>Metz Culinary Management, Inc.</b>	<b>610-826-3155</b>	<a href="mailto:nutrition@palmerton.org">nutrition@palmerton.org</a>
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