

Agenda – Committee of the Whole  
Penn Manor School District  
Tuesday, January 20, 2015  
Manor Middle School – Board Room

**EXECUTIVE SESSION**

5:00	Personnel
6:00	Legal Matter
6:30	Student Matters

**COMMITTEE OF THE WHOLE**

(7:00)

CALL TO ORDER: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, February 2, 2015 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: January 5, 2015  
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Eric Shuffelbottom and Cece Minnick

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**RECOGNITION OF SCHOOL BOARD MEMBERS** – School Director Recognition Month

**Item 1.**

(7:20 – 7:30)

Recognition of Manor Middle School: Title I Distinguished School

*Explanation: Manor Middle has been designated as a Distinguished School by the Pennsylvania Department of Education for its performance on the 2014 PSSA.*

**Item 2.**  
(7:30 – 7:40)

**Recognition of Dr. Dana Edwards: PASA Fellow**

*Explanation: Dr. Edwards has been named a 2015 Research Fellow by the Pennsylvania Association of School Administrators for his research on Educator Effectiveness.*

**Item 3.**  
(7:40 – 8:00)

**CTC Proposed 2015-2016 General Fund Budget - Mr. Straub & Dr. Leichliter**

*Explanation: Mr. Straub and Dr. Leichliter will provide an overview of the 2015-2016 budget.*

**Approval for Placement on January 20 School Board Meeting Agenda**

**Item 4.**  
(8:00 – 8:20)

**Budget Update - Mr. Johnston**

*Explanation: Mr. Johnston will provide an update of our budget projections for 2015-2016 as well as the 5 year outlook.*

**Information Only**

**Item 5.**  
(8:20 – 8:40)

**Capital Projects Budget - Mr. Johnston**

*Explanation: A review of the proposed Capital Projects budget for 2015-2016.*

**Approval for Placement on February 2 School Board Meeting Agenda**

**Item 6.**  
(8:40 – 8:50)

**Draft Calendar for 2015-2016 - Dr. Leichliter**

*Explanation: Dr. Leichliter will review the proposed calendar for 2015-2016.*

**For Placement on February 2 School Board Meeting Agenda**

**Item 7.**  
(8:50 – 9:00)

**Revised Assistant Superintendent Job Descriptions - Dr. Leichliter**

*Explanation: Due to Mrs. Hallock's impending retirement, the job descriptions for both secondary education and elementary education have been reviewed and updated. Dr. Leichliter will discuss the process to find a replacement for Mrs. Hallock.*

**For Placement on January 20 School Board Meeting Agenda**

**Item 8.**

(9:00 – 9:20)

**First Reading: Volunteer Policy** - Dr. Leichliter

*Explanation: Due to recent changes in Child Protective Services laws, volunteers will now be required to obtain criminal and child abuse clearances. Dr. Leichliter will review the new policy being implemented by Penn Manor School District effective July 1, 2015.*

**For Placement on January 20 School Board Meeting Agenda**

**ADJOURNMENT**

**SCHEDULING AN APPEARANCE ON THE AGENDA**

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

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

Agenda – School Board Meeting  
Penn Manor School District  
Tuesday, January 20, 2015  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE                      Mr. Long

FLAG SALUTE:                              Mr. Long

NEXT MEETING:                              The next scheduled meeting of the Penn Manor School Board will be held on Monday, February 2, 2015 following the Committee of the Whole meeting.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES:                      January 5, 2015  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT:                      December 2014

PAYMENT OF BILLS:                              December 2014  
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	4,781,822.92
Cafeteria Fund	\$	136,501.50
Capital Reserve Fund	\$	144,775.25
2012 Construction Fund	\$	236,755.33
Student Activity Fund	\$	57,457.49

**Item 1.**        **Review of School Board Meeting Agenda** – Mr. Long

**Item 2.**        **Consent Agenda for Committee of the Whole Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

A.        Resolution Not to Exceed Index

*Explanation: The purpose of the resolution is to allow the school district to follow normal budget procedures, and dispense with the accelerated Act 1 budget requirements. This option is available only to school districts that are certain the next year budget can be funded without increasing the real estate tax rate by more than the index. For fiscal year 2015-2016, the resolution must be adopted no later than January 31, 2015.*

B.        Approval of LCCTC 2015-2016 Proposed Budget Resolution

C.        First Reading: Policy 916 Volunteer

*Explanation: Due to recent changes in Child Protective Services laws, volunteers will now be required to obtain criminal and child abuse clearances. The new policy will be implemented by Penn Manor School District effective July 1, 2015.*

D.        Revised Assistant Superintendent Job Descriptions (see pages 5-10)

*Due to Mrs. Hallock's impending retirement, the job descriptions for both secondary education and elementary education have been reviewed and updated. Dr. Leichliter will discuss the process to find a replacement for Mrs. Hallock.*

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

A.        Approval of agreement with Crabtree Rohrbaugh & Associates for High School Master Plan Study, including all associated engineering fees from consultants, at a fixed fee of \$35,000.00, plus normal reimbursable expenses for travel, printing, etc.

B.        Judicial Review Committee Action as cited. (enclosure)

C.        Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 11).

*Explanation: Unpaid Real Estate Tax balances are turned over to Lancaster County Tax Claim bureau for collection by the 15th of January.*

D.        Hambricht Elementary School Project Change Order as cited (see page 12)

*Explanation: Plumbing change orders occur as part of the Hambricht construction process. The change listed will deduct \$1,000.00 from the Plumbing construction contract.*

- E. Hambricht Elementary School Change Order as cited (see page 13-14)  
 Change order 2 – deduct \$2,500.00 S.A. Comunale Co. Inc.  
 Change order 3 – deduct \$3,000.00 S.A. Comunale Co. Inc.

*Explanation: Fire Protection change orders occur as part of the Hambricht construction process. The change listed will deduct \$5,500.00 from the Fire Protection construction contract.*

**Item 4.      Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Employment and Change in Status of the individuals listed per the effective date for the 2014-2015 school year (see pages 15-16).

- B. Leave to the individuals according to the terms listed:

Professional Employees

*Employee D21- Child Rearing - March 2, 2015 – end of 2014-2015 school year*

*Employee D22 - Designated Family Medical - December 2, 2014 – January 4, 2015*

- C. Resignation of the individuals listed per the effective date:

Mary Rafter – ERA Academic Support Aide – Pequea – Effective January 16, 2015

Joseph D. Krodel – effective January 16, 2015

- D. Spring Musical Co-curricular positions to the individuals cited for the 2014-2015 school year:

Musical Director	Melissa Telesco	\$ 5,600
Musical Asst. Director	Melissa Mintzer	\$ 3,045
Musical Acting Coach	Carole Shellenberger	\$ 800
Musical Production Assistant	Carole Shellenberger	N/A
Musical Assistant Vocal	Stephanie Hallett	\$ 1,000
Musical Crew Supervisor	Melissa Mintzer	N/A
Musical Set Construction	Dakota Jordan	\$ 1,500
Musical Lighting/Sound Design	Carole Shellenberger	\$ 400
Musical Choreographer	Donavan Hoffer	\$ 500
Musical Rehearsal Accompanist	Jordan Groh	\$ 1,300
Musical Costume Coordinator	Becky Cotich	\$ 1,324
Musical Orchestra	Lauren Forbes	\$ 1,708

*Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.*

- E. Supplemental Instructional Compensation to Tom Reustle for 10.5 hours of support service during the first semester.

*Explanation: To compensate for time spent developing lesson plans and necessary material for instruction for an extended day to day sub situation.*

- F. Mentors for the 2014-2015 spring semester as listed:
- |   |          |
|---|----------|
| Tom Reustle for Jared Shearer – MS Social Studies     | \$450.00 |
| Jason Binkley for Lori Bradley – Elementary Health/PE | \$450.00 |
| Debra Drexel for Jourdan Brill – Grade 1              | \$450.00 |
| Kimberly Garvey for Brian Griffith – Grade 6          | \$450.00 |
| Patricia Paparo for Heidi Wilson – MS Math            | \$450.00 |

- G. Approval of Coaches
- Track and Field:
- Ben Schober – Assistant Coach
  - Dave Hess – Assistant Coach
  - Kim Braun – Assistant Coach
  - Barb Trostle – Assistant Coach
  - Bob Ulmer - Volunteer Coach
  - Tom Ecker – Volunteer Coach
- Baseball:
- Chris Feger – Assistant Coach
  - Kyle Greenwood (needs clearances) – Assistant Coach
  - Morgan Rupp – Assistant Coach

- H. Extended Leave of Absence for Dawn Bates through May 1, 2015

*Explanation: Mrs. Bates is a part time custodian who has exhausted her FMLA leave and is currently out of pay status. This extended leave of absence is intended to hold her position as she continues to recover from an automobile accident.*

## ADJOURNMENT

### SCHEDULING AN APPEARANCE ON THE AGENDA

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

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

# Assistant Superintendent (Elementary Education)

Department: Central Administration  
Location: District Office  
Salary: Per Leadership Team Schedule  
Status: Salaried Position – 12 Month, Year Round  
Reports To: Superintendent of Schools

## Purpose and Scope of Responsibilities

Under the supervision of the Superintendent, the Assistant Superintendent (Elementary Education) provides collaborative, innovative and responsive leadership in the planning, development, implementation, maintenance and management of Penn Manor's elementary educational programs and services. This position works collaboratively with the leadership team to set strategic priorities and implement programs and procedures to support, implement and achieve district academic and operational objectives.

## Qualifications

The Assistant Superintendent (Elementary Education) must have knowledge of state and federal requirements related to curriculum and instruction, knowledge of current educational trends and research and an understanding of school operations. A Master's Degree is required and a Doctorate is preferred. Pennsylvania Superintendent's Letter of Eligibility is required. Experience as a school administrator **at the elementary level** is required.

## Essential Functions and Responsibilities

This position interfaces with staff, faculty and the community on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

- Advise and assist the Superintendent in all aspects of elementary school operations.
- Assist with the recruitment, screening, evaluation, **certification**, and selection of professional employees in the elementary division.
- Assist in the supervision of elementary professional staff members.
- Oversee curriculum development and implementation at the elementary level to include purchasing and distribution of all resource materials.
- Oversee the district elementary budget.
- **Collaborate with principals to prepare, implement and monitor** Instructional Support Plans at the elementary level.
- Determine elementary pupil assignment **and approve attendance area exceptions**.
- Supervise kindergarten enrollment and assignment.



- Work with Assistant Superintendent (Secondary Education), the Director of Technology, **principals, and supervisors** in the review of assessment data and programs related to the use of assessment data to improve instruction.
- Assist in the preparation of written evaluations for elementary level administrators.
- Recruit, supervise and provide for the assignment of elementary level teacher substitutes.
- **Work with Substitute Teacher Service (STS) on the assignment of daily teacher substitutes.**
- Supervise PSSA and other mandated testing programs at the elementary level.
- Supervise employment of elementary academic support and class size aides.
- Coordinate transfer of classes between elementary buildings.
- Arbitrate disputes that arise between administrators, teachers, support staff members, parents and students at the elementary level.
- Assist Superintendent in the implementation of the teacher evaluation system.
- Work in conjunction with the Assistant Superintendent (Secondary Education) to supervise the development and implementation of the program for professional education, new teacher induction and Act 48.
- Work in conjunction with the Assistant Superintendent (Secondary Education) on the assignment of student teachers.
- Work in conjunction with Assistant Superintendent (Secondary Education) to complete State Comprehensive Plan.
- Supervise District Wellness Plans.

#### **Other Duties**

- Perform duties as assigned by the Superintendent.
- Attend Intermediate #13 Curriculum Council Meeting.
- Work in conjunction with the Assistant Superintendent for Secondary Education to plan and execute Excel and other administrative staff development opportunities.

#### **General Skills and Capabilities**

- Appropriate keyboarding skills.
- Proficiencies with technological communication tools including, but not limited to word processing, internet access and utilization, online budgeting and the full and effective use of the district's email software.
- A valid Pennsylvania driver's license and access to independent transportation.
- Ability to communicate well at all organizational levels.
- Ability to create and delegate assignments.
- Ability to exercise good judgment in prioritizing tasks and decision making.
- Ability to maintain confidentiality.
- Ability to form appropriate relations, work as a team member and be an example of Plus One Customer Service.

#### **Physical and Personal Limitations and Requirements**

- Repetitive movement of fingers and hands for keyboarding.
- Visual acuity to read significant amounts of correspondence, reports and computer screen data.
- Auditory acuity for telephone and oral communication.
- A temperament appropriate for work as a team member and manager.
- Frequent walking and standing.

- Manual dexterity for the operation of office equipment.
- Some carrying and lifting - 15 to 30 pounds.
- Ability to speak clearly and distinctly.

*Board Approval January \_\_\_\_\_*

# Assistant Superintendent (Secondary Education)

Department: Central Administration  
Location: District Office  
Salary: Per Leadership Team Schedule  
Status: Salaried Position – 12 Month, Year Round  
Reports To: Superintendent of Schools

## Purpose and Scope of Responsibilities

Under the supervision of the Superintendent, the Assistant Superintendent (Secondary Education) provides collaborative, innovative and responsive leadership in the planning, development, implementation, maintenance and management of Penn Manor's secondary educational programs and services. This position works collaboratively with the leadership team to set strategic priorities and implement programs and procedures to support, implement and achieve district academic and operational objectives.

## Qualifications

The Assistant Superintendent (Secondary Education) must have knowledge of state and federal requirements related to curriculum and instruction, knowledge of current educational trends and research and an understanding of school operations. A Master's Degree is required and a Doctorate is preferred. Pennsylvania Superintendent's Letter of Eligibility is required. Experience as a school administrator **at the secondary level** is required.

## Essential Function and Responsibilities

This position interfaces with staff, faculty and the community on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

- Advise and assist the Superintendent in all aspects of secondary school operations.
- Assist with the recruitment, screening, evaluation, **certification**, and selection of professional employees in the secondary division.
- Assist in the supervision of secondary professional staff members.
- Oversee curriculum development and implementation at the secondary level to include purchasing and distribution of all resource materials.
- **Collaborate with principals to prepare, implement and monitor** Instructional Support Plans at the secondary level.
- **Approve secondary attendance area exceptions.**



- Work with **Assistant Superintendent** (Elementary Education), the Director of Technology, **principals, and supervisors** in the review of assessment data and programs related to the use of assessment data to improve instruction.
- Assist in the preparation of written evaluations for secondary level administrators.
- Recruit, supervise and provide for the assignment of secondary level teacher substitutes.
- **Work with Substitute Teacher Service (STS) on the assignment of daily teacher substitutes.**
- Supervise PSSA and other mandated testing programs at the secondary level.
- Work in cooperation with the high school and middle school principals to supervise and evaluate all department coordinators.
- Arbitrate disputes, which may arise at the building level between administrators, teachers, support staff members, parents and students at the secondary level.
- Assist Superintendent in the implementation of the teacher evaluation system.
- Work in conjunction with **Assistant Superintendent** (Elementary Education) to supervise the development and implementation of the program for professional education, **new administrator induction**, new teacher induction and Act 48.
- Work in conjunction with **Assistant Superintendent** (Elementary Education) on the assignment of student teachers.
- Work in conjunction with **Assistant Superintendent** (Elementary Education) to complete state comprehensive plan.
- Monitor homebound and home school programs including athletic portfolios.

#### **Other Duties**

- Perform other duties as assigned by the Superintendent.
- Attend Intermediate #13 Curriculum Council Meeting.
- Coordinate connections with institutions of higher learning.
- Work in conjunction with the **Assistant Superintendent** of Elementary Education to plan and execute Excel and other administrative staff development opportunities.

#### **General Skills and Capabilities**

- Appropriate keyboarding skills.
- Proficiencies with technological communication tools including, but not limited to word processing, internet access and utilization, online budgeting and the full and effective use of the district's email software.
- A valid Pennsylvania driver's license and access to independent transportation.
- Ability to communicate well at all organizational levels.
- Ability to create and delegate assignments.
- Ability to exercise good judgment in prioritizing tasks and decision making.
- Ability to maintain confidentiality.
- Ability to form appropriate relations and to work as a team member and be an example of Plus One Customer Service at all times.

#### **Physical and Personal Limitations and Requirements**

- Repetitive movement of fingers and hands for keyboarding.
- Visual acuity to read significant amounts of correspondence, reports and computer screen data.

- Auditory acuity for telephone and oral communication.
- A temperament appropriate for work as a team member and manager.
- Frequent walking and standing.
- Manual dexterity for the operation of office equipment.
- Some carrying and lifting - 15 to 30 pounds.
- Ability to speak clearly and distinctly.

*Board Approval January* \_\_\_\_\_

**PENN MANOR SCHOOL DISTRICT  
2014-15 DELINQUENT REAL ESTATE TAXES  
TURNED OVER TO TAX CLAIM ON JANUARY 15, 2015**

Listed below is the total of the Real Estate and Interim Taxes for each township submitted to Lancaster County Tax Claim for collection:

<b><u>REAL ESTATE</u></b>	<b><u>BASE</u></b>	<b><u>PENALTY</u></b>	<b>#Parcels</b>
CONESTOGA	\$ 83,275.92	\$ 91,603.57	64
MANOR	\$ 369,989.13	\$ 406,988.18	229
MARTIC	\$ 115,506.59	\$ 127,057.21	90
MILLERSVILLE	\$ 52,983.95	\$ 58,282.34	34
PEQUEA	\$ 78,752.57	\$ 86,627.83	45
<b>TOTAL</b>	<b>\$700,508.16</b>	<b>\$770,559.13</b>	<b>462</b>

  

<b><u>INTERIMS</u></b>	<b><u>BASE</u></b>	<b><u>PENALTY</u></b>	
CONESTOGA	\$ -	\$ -	0
MANOR	\$ 1,887.01	\$ 2,075.71	1
MARTIC	\$ -	\$ -	0
MILLERSVILLE	\$ -	\$ -	0
PEQUEA	\$ -	\$ -	0
<b>TOTAL</b>	<b>\$1,887.01</b>	<b>\$ 2,075.71</b>	<b>1</b>

  

<b>GRAND TOTAL</b>	<b>\$702,395.17</b>	<b>\$772,634.84</b>	<b>463</b>
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**Crabtree, Rohrbaugh & Associates  
Architects**

401 East Winding Hill Road  
Mechanicsburg, Pennsylvania 17055  
phone: (717) 458-0272 • fax: (717) 458-0047

**Contractor:** Vision Mechanical

**Address:** 135 Juniata Street

**Address:**

**City, State, ZIP:** West Reading, PA 19611

**Project :** New Hambright Elementary School

**Address:**

**Change Order No:** 3

**Date:** 12/3/2014

**Architect's Project No:** 2443

**The contract is changed as follows:**

**Contract Type:** Plumbing Construction

**Contract Date:** 4/23/2013

Add	
Deduct	\$1,000.00

DEDUCT \$1,000.00 from the contract amount for the following:

1. Deduct \$1,000.00 for the contractor's share of the cost of cleaning the individual HVAC unit condensers.

Additional Documentation Attached ☒

***This Change Order is not valid until signed by the Owner, Architect, and Contractor.***

Original Contract Amount	\$ 794,000.00
Net Change by previous Change Orders	\$ (21,851.05)
Contract Amount prior to this Change Order	\$ 772,148.95
Net Change by this Change Order	\$ (1,000.00)
Contract Amount after this Change Order	\$ 771,148.95

Contract Time adjustment as a result of this Change Order

0 Days

Date of Substantial Completion as of this Change Order

**Architect**

Crabtree Rohrbaugh & Assoc.  
401 East Winding Hill Road  
Third Floor  
Mechanicsburg, PA 17055

**Contractor**

Vision Mechanical  
135 Juniata Street  
West Reading, PA 19611

**Owner**

Penn Manor School District  
P.O. Box 1001  
Millersville, PA 17551

By: 

By: 

By: \_\_\_\_\_

Date: 12/10/2014

Date: 12-16-14

Date: \_\_\_\_\_





**Crabtree, Rohrbaugh & Associates  
Architects**

401 East Winding Hill Road  
Mechanicsburg, Pennsylvania 17055  
phone: (717) 458-0272 - fax: (717) 458-0047

**Contractor:** S.A. Comunale Co., Inc.

**Address:** 2900 Newpark Drive

**Address:** PO Box 150

**City, State, ZIP:** Barberton, OH 44203

**Project:** New Hambright Elementary Sch

**Address:**

**Change Order No:** 2

**Date:** 10/24/2014

**Architect's Project No:** 2443

**The contract is changed as follows:**

**Contract Type:** Fire Protection Construction

**Contract Date:** 4/23/2013

Add	
Deduct	\$2,500.00

DEDUCT \$2,500.00 from the contract amount for the following:

1. Deduct \$2,500.00 for the contractors share of the replacement cost of damaged ceiling tile.

Additional Documentation Attached ☒

***This Change Order is not valid until signed by the Owner, Architect, and Contractor.***

Original Contract Amount	\$ 508,000.00
Net Change by previous Change Orders	\$ (7,000.00)
Contract Amount prior to this Change Order	\$ 501,000.00
Net Change by this Change Order	\$ (2,500.00)
Contract Amount after this Change Order	\$ 498,500.00

Contract Time adjustment as a result of this Change Order

0 Days

Date of Substantial Completion as of this Change Order

**Architect**

Crabtree Rohrbaugh & Assoc.  
401 East Winding Hill Road  
Third Floor  
Mechanicsburg, PA 17055

By:

**Contractor**

S.A. Comunale Co., Inc.  
2900 Newpark Drive  
PO Box 150  
Barberton, OH 44203

By:

**Owner**

Penn Manor School District  
P.O. Box 1001  
Millersville, PA 17551

By: \_\_\_\_\_

Date: 10/28/14

Date: 12/18/14 Page 13

Date: \_\_\_\_\_





# Crabtree, Rohrbaugh & Associates Architects

401 East Winding Hill Road  
Mechanicsburg, Pennsylvania 17055  
phone: (717) 458-0272 - fax: (717) 458-0047

Contractor: S.A. Comunale Co., Inc.

Address: 2900 Newpark Drive

Address: PO Box 150

City, State, ZIP: Barberton, OH 44203

Project : New Hambright Elementary School

Address:

Change Order No: 3

Date: 10/24/2014

Architect's Project No: 2443

The contract is changed as follows:

Contract Type: Fire Protection Construction

Contract Date: 4/23/2013

Add	
Deduct	\$3,000.00

DEDUCT \$3,000.00 from the contract amount for the following:

1. Deduct \$3,000.00 for the contractor's share of the cost of cleaning the individual HVAC unit condensers.

Additional Documentation Attached ☒

***This Change Order is not valid until signed by the Owner, Architect, and Contractor.***

Original Contract Amount	\$ 508,000.00
Net Change by previous Change Orders	\$ (9,500.00)
Contract Amount prior to this Change Order	\$ 498,500.00
Net Change by this Change Order	\$ (3,000.00)
Contract Amount after this Change Order	\$ 495,500.00

Contract Time adjustment as a result of this Change Order

0 Days

Date of Substantial Completion as of this Change Order

## Architect

Crabtree Rohrbaugh & Assoc.  
401 East Winding Hill Road  
Third Floor  
Mechanicsburg, PA 17055

## Contractor

S.A. Comunale Co., Inc.  
2900 Newpark Drive  
PO Box 150  
Barberton, OH 44203

## Owner

Penn Manor School District  
P.O. Box 1001  
Millersville, PA 17551

By: [Signature]

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: 10/28/14

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PENN MANOR SCHOOL DISTRICT

January 20, 2015 Board Agenda

New employees for the 2014-2015 school year:

Bradley, Lori A. – elementary professional employee, full-time, long-term substitute, second semester, B.S. +24 Degree, no experience, Step 1, \$42,123 [\$20,618.10 prorated 92 days plus 1 transition day], pending receipt of required documents. Assignment: Physical Education Teacher/Central Manor Elementary School

*Mrs. Bradley graduated from West Chester University with a BS in Sports Medicine and earned her post-baccalaureate certificate in health and physical education from Eastern University. Lori has worked as a long-term substitute in the district during 2009-2010 and 2010-2011 school years and is currently a daily substitute with STS. Lori also frequently serves as an athletic trainer for the district. Lori and her husband, Ben, reside in Manor Township and have a two-year old daughter, Abigail. Lori is an avid sports fan and can be found supporting the Philadelphia Phillies and Chicago Bears.*

Brill, Jourdan L. – elementary professional employee, full-time, long-term substitute, second semester, B.S. Degree, no experience, Step 1, \$41,587 [\$20,136.96 prorated 92 days], pending receipt of required documents. Assignment: Grade 1 Teacher/Pequea Elementary School

*Miss Brill graduated from Temple University in January 2014 with a BS in early childhood education. Jourdan worked as a long-term substitute, first semester, teaching Kindergarten at Eshleman Elementary School. She coaches two soccer teams: U12 Penn Legacy girls and the Penn Manor Middle School JV team. In her free time, she enjoys reading, golfing and spending time with family and friends.*

Griffith, Brian S. – elementary professional employee, full-time, long-term substitute, second semester, Masters' Degree, no experience, Step 1, \$45,266 [\$22,156.32 prorated 92 days plus 1 transition day], pending receipt of required documents. Assignment: Grade 6 Teacher/Central Manor Elementary School

*Mr. Griffith graduated from Shippensburg University with a BS in elementary education and earned his Masters of Education in Teaching and Curriculum from Penn State University. Brian previously worked as a gifted teacher at Central Dauphin School District from 2002 through 2013 and has worked as a daily substitute in the district. Brian and his wife, Marsha, reside in the Hempfield School District along with their daughter, Carol, who is in fourth grade. Brian's hobbies include being a taxi driver, getting his daughter to gymnastics and swimming, reading and exploring music.*

Shearer, Jared T. – secondary professional employee, full-time, permanent position, effective January 21, 2015, B.S. Degree, no experience, Step 1, \$41,587 [\$20,355.84 prorated 92 days plus 1 in-service day], pending receipt of required documents. Assignment: Social Studies Teacher/Manor Middle School

*Mr. Shearer graduated from Millersville University in December 2014 with a BS in social studies. Jared completed his student teaching at Manheim Township Middle School. Jared is a 2010 graduate of Penn Manor High School and has been a football coach with the district for the last 4 years. He is a huge sports fan of the Philadelphia teams. Jared enjoys spending time with family and friends and being outdoors.*

Wilson, Heidi E. – secondary professional employee, full-time, long-term substitute, second semester, B.S. Degree, no experience, Step 1, \$41,587 [\$20,574.72 prorated 92 days plus 1 in-service day and 1 transition day], pending receipt of required documents. Assignment: Mathematics Teacher/Marticville Middle School

*Miss Wilson graduated from Millersville University in December 2014 with a BS in middle-level mathematics. Heidi completed her student teaching at George A. Smith Middle School in the Solanco*

*School District. Heidi enjoys the great outdoors, including skiing in the Rocky Mountains and relaxing at the beach.*

Change in status [\*] for the 2014-2015 school year:

Bookman, Sallie H. -- professional secondary employee, payment of a stipend of \$5,846.51 for teaching one block of German, second semester.

*Mrs. Bookman will be losing prep time second semester.*

New employee for the 2015-2016 school year:

Bradley, Lori A. -- elementary professional employee, full-time, long-term substitute, first semester, B.S. +24 Degree, no experience, Step 1, \$42,823 [salary prorated per number of days in first semester, pending board approval of the 2015-16 school calendar plus 4.5 in-service days]. Assignment: Physical Education Teacher/Central Manor Elementary School



## Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	Notes
1/17/2015	KNAUB	JONATHAN	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 1/8/2015
1/17/2015	VAN CLEVE	BRIA	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 1/8/2015
1/17/2015	GINDER	ANNE	ERA - LIBRARY AIDE	HAMBRIGHT	7.00	90	\$ 9.12	For the 2014-15 School Year Only	7.00	Effective 1/5/2015
1/17/2015	KNEISLEY	AMANDA	ERA - LIBRARY AIDE	HAMBRIGHT	7.00	90	\$ 9.12	For the 2014-15 School Year Only	7.00	Effective 1/5/2015
1/17/2015	RAFTER	MARY	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 1/20/2015
1/17/2015	SMITH	EVERETT	PART TIME CUSTODIAN	CENTRAL MANOR	4.00	180	\$ 9.12	Permanent	4.00	Effective 1/4/2015

NOTE: All new hires and transfers must successfully complete a 60 working day probationary period

\* signifies a change in status