

Agenda – Committee of the Whole
Penn Manor School District
Monday, January 5, 2015
Manor Middle School – Board Room

WORKSHOP

5:00

Budget: Construction Financing - Mr. Ken Phillips &
Ms. Lauren Eby, RBC Capital Markets

EXECUTIVE SESSION

6:00

Personnel: Superintendent Evaluation

6:30

Personnel
Student Matter

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 **Tuesday, January 20, 2015** at 7:00 p.m. in the Board Room of the Manor Middle School.

FLAG SALUTE:

Students from Eshleman Elementary

ROLL CALL:

APPROVAL OF MINUTES:

December 2, 2014
<http://www.pennmanor.net/boardminutes/>

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.

(7:15 – 7:30)

Board Discussion Regarding Resolution Not to Exceed Index –
Mr. Johnston

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.

Approval for Placement on January 20 School Board Meeting Agenda

Item 2.
(7:30-7:50)

Poverty Task Force Update – Dr. Kreider

Explanation: The Poverty Task Force has been in operation since the spring of 2014. Dr. Kreider will provide an update on the work and impact of this group to date.

Information Only

Item 3.
(7:50-8:00)

Updated Board Policy: Second/Final Reading – Dr. Lechlitter

Explanation: The board will conduct a second reading of a series of updated policies. Dr. Lechlitter will review minor changes made to 806: Child Abuse and discuss in greater detail the topic of employee criminal and child abuse clearances.

Approval for Placement on January 5 School Board Meeting Agenda

Item 4.
(8:00-8:10)

Appointment of Committees – Mr. Long

Explanation: Mr. Long will review the list of committee assignments for the 2015 calendar year. He will include both board and president appointed positions.

Approval for Placement on January 5 School Board Meeting Agenda

Item 5.
(8:10-8:30)

Update on Pequea Renovation and Sale of 2121 Temple Avenue – Dr. Lechlitter

Explanation: Work continues on the PLANCON renovation of Pequea and the due diligence period for the sale of 2121 Temple Avenue (former Hambright).

Information Only

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
Monday, January 5, 2015
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE

Mr. Long

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on Tuesday, January 20, 2015 following the Committee of the Whole meeting.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES:

December 2, 2014
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT:

November 2014

PAYMENT OF BILLS:

November 2014
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	3,086,766.10
Cafeteria Fund	\$	18,444.65
Capital Reserve Fund	\$	226,545.00
2012 Construction Fund	\$	306,155.76
Student Activity Fund	\$	31,993.48

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. Lancaster County Career & Technology Center Representatives appoint Chris Straub as representative to the Lancaster County Career & Technology Center and David Paitsel as alternate.
- B. Lancaster County Academy Representatives appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Joe Fullerton as alternate.
- C. Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- D. High School Proposed New Courses

Explanation: Two new courses are proposed for the 2015-2016 school year. An Honors Engineering course is proposed for the Technology Education Department. This course will fill a need for additional STEM courses at the high school. The second course is Advanced Placement Music Theory course. This would be an offering for students who wish to explore music principles in greater depth and would provide for the possibility of college level credit for interested students. Additional staffing is not being proposed for either of the two courses.

- E. Updated Board Policy: Second/Final Reading - 000, 002, 003-BOG-2, 004, 004-BOG-1, 100, 102, 105, 105.1, 106, 107, 108, 112, 113, 114, 121, 124, 140, 146, 203.1, 204, 210, 217, 227, 235, 235.1, 246, 302, 304, 305, 306, 307, 309, 313, 317, 317.1, 333, 610, 611, 701, 709, 806, 808, 810.2, 818, 913, Delete 919

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

- A. JAMF Software License Contract Support Contract in the amount of \$11,718 for a one-year period effective January 9, 2015 (see page 5).

Explanation: The agreement will permit continuation of the remote software update and computer management tools in use across the district network since 2007. A total of 837 staff and student Mac devices are covered under this agreement

- B. Judicial Review Committee Action as cited. (enclosure)
- C. Mediscan for Nursing Services (LPN) contracted services for a student with an IEP.
- D. Hambright Elementary School Project Change Order as cited (see page 6)
Change order 5 – deduct \$11,590.00 Frey Lutz Corp.

Explanation: HVAC construction change orders occur as part of the Hambright construction

process. The change listed will deduct \$11,590.00 from the HVAC construction contract.

- E. Bleacher Safety Inspections by Turner Installation & Safety at the cost of \$4,000.00 (see page 7)

Explanation: To provide a full safety inspection of bleachers at high school main gym, high school auxiliary gym, Marticville Middle School gym and Central Manor Elementary gym.

- F. Annual Sprinkler Inspections by SA Comunale at the cost of \$900.00 (see pages 8-9)

Explanation: To provide annual inspections of the Wet Fire Sprinkler System including the fire pump at Hambright Elementary School for three years at \$900 per year.

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 page 10-11).

- B. Approval of Head Coach

Dan Myers – Head Track and Field Coach
Jenn Forney – Head Girls' Lacrosse Coach

- C. Approval of Volunteer Coaches

Sean Kincade – Volunteer Wrestling Coach
Mikahla Pomarici - Volunteer Girls' Basketball Coach

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

Professional Employees

Employee D17- Designated Family Medical - October 27, 2014 – December 1, 2014

Classified Employees

Employee D18- Designated Family Medical - December 1, 2014 – December 14, 2014

Employee D19- Designated Family Medical - October 30, 2014 – January 4, 2015

Employee D20- Designated Family Medical - November 20, 2014 – December 7, 2014

- E. Retirement of the individual listed per the effective date:

Vickie Hallock – Supervisor of Elementary Education – effective June 30, 2015
Georgia Graver – Library Aide at Pequea – effective January 19, 2015
Vickie Herr – Food Service at Pequea – effective December 23, 2014

- F. Resignation of the individual listed per the effective date:

Marianne Charles – Healthroom Tech at HS – effective December 19, 2014

- G. Mentors for the 2014-2015 school year as listed:

Heather Paquette for Jennifer Forney – Health/PE \$450.00

Jason Binkley for Joseph Krodel – Health/PE	\$450.00
Streeter Stuart for Matthew Rayha – Social Studies	\$450.00

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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- Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.

Quote # Q-45744
Created Date 12/1/2014
Expiration Date 1/9/2015



Prepared By Robert Haake
Phone 715.598.3050
E-mail robert.haake@jamfsoftware.com
Fax (612) 332-9054

Contact Name Charlie Reisinger
Email charlie@pennmanor.net
Phone (717) 872-9500 x2226

Bill To Name Penn Manor High School
Bill To 100 East Cottage Ave.
Millersville, PA 17551
United States

Ship To Name Penn Manor High School
Ship To 100 East Cottage Ave.
Millersville, PA 17551
United States

Product	SKU	Quantity	MSRP	Sales Price	Volume Discount	Total Price	Line Item Description
Casper Suite for Mac OS X AM - (1000-2499)	111-003-1203-01	837.00	USD 18.00	USD 14.00	0	USD 11,718.00	Support & Downloads 01/09/15 - 01/09/16

Payment Terms Net 30
JAMF Software TIN: 56-2286814

Total Price USD 11,718.00
Grand Total USD 11,718.00

Company Address 301 4th Ave S
Suite 1075
Minneapolis, MN 55415-1039
USA

Terms:

Invoices are due net 30 days from receipt. JAMF software is licensed exclusively under the terms and conditions set forth in the JAMF Software standard End User License Agreement that accompanies the software, or where applicable, a separate mutual agreement. Any inconsistent or additional terms, including those set forth on a customer purchase order (PO), are not binding on JAMF Software. All Services, Support, and Training are to be governed by the Terms and Conditions provided in the standard services and support documents provided on the JAMF Software website.

Notes:

This price quote does not include applicable sales tax. JAMF Software will charge the appropriate sale tax for your location if applicable. If your purchase qualifies for a tax-exempt status, please send a copy of your "Tax Exempt Certificate" with your PO. If no certificate is received at the time of order, JAMF Software will charge the appropriate sales tax for your location.

Requirements:

The following information must be provided before an order can be fulfilled: PO #, Quote Number, JAMF Software Sales Rep, and a copy of a tax exemption certificate (if applicable).

Kindly submit PO's to JAMF Software, LLC. Should you have any queries or require further clarification, contact your Sales Representative.

In the absence of a PO, please sign to indicate your acceptance of the terms:

Name: _____ Title: _____ Signature: _____ Date: _____



**Crabtree, Rohrbaugh & Associates
Architects**

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

Contractor: Frey Lutz Corp.

Address: 1195 Ivy Drive

Address:

City, State, ZIP: Lancaster, PA 17601

Project : New Hambright Elementary School

Address:

Change Order No: 5

Date: 11/4/2014

Architect's Project No: 2443

The contract is changed as follows:

Contract Type: HVAC Construction

Contract Date: 4/23/2013

Add	
Deduct	\$11,590.00

DEDUCT \$11,590.00 from the contract for the following:

1. Deduct \$11,590.00 for material allowances that were included in the contract but never used.

Additional Documentation Attached ☒

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

Original Contract Amount	\$	2,765,000.00
Net Change by previous Change Orders	\$	369.35
Contract Amount prior to this Change Order	\$	2,765,369.35
Net Change by this Change Order	\$	(11,590.00)
Contract Amount after this Change Order	\$	2,753,779.35

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

Frey Lutz Corp.
1195 Ivy Drive
Lancaster, PA 17601

Owner

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

By: 

By: 

By: _____

Date: 11/12/14

Date: 11/2/14

Date: _____

TURNER INSTALLATION & SAFETY

www.turnerinstallationsafety.com

176 COUNTRY HILL DRIVE
MILLERBURG, PA 17061
PHONE: 717-443-4473
FAX: 717-692-0170
EMAIL: turnvz@yahoo.com

DATE: December 4, 2014

PROJECT: PENN MANOR SCHOOL DISTRICT

TO: Mr. Denny Coleman

DESIGN BY: TURNER INSTALLATION & SAFETY

PHONE: 717-872-9500 ext 2242
FAX: 717-201-9938
EMAIL: denny.coleman@pennmanor.net

PROPOSAL

1. FULL INSPECTION OF THE BLEACHER SYSTEM TO DETERMINE ANY OPERATIONAL PROBLEMS OR UNSAFE CONDITIONS
2. LUBRICATION OF ALL MOVING PARTS
3. MINOR ADJUSTMENTS, IF REQUIRED, MINOR ADJUSTMENTS WILL NOT INCLUDE ANY REPLACEMENT OF PARTS, UNLESS NOTED BY THE SERVICE TECHNICIAN.
4. REPORT LISTING THE CONDITION OF THE BLEACHER SYSTEM, MINOR WORK PERFORMED, WORK/PARTS NEEDED OR RECOMMENDED TO RESTORE THE BLEACHER TO AN ACCEPTABLE SAFETY STANDARD.
5. PHOTO ARRAY DEPICTING LABELED PHOTOS OF PROBLEM AREAS.
6. THE INSPECTION MEETS THE INSPECTION CRITERIA FOR THE ICC-300 AND THE ANNUAL INSPECTION REQUIRED BY THE IBC 2009.

SCHOOLS TO BE DONE IN THE PROPOSAL: PENN MANOR HS, AUX GYM, MARTICVILLE MS & CENTRAL MANOR ES

FOR THE SUM OF\$4,000.00

EXCLUSIONS: TAXES

Appreciating this opportunity to serve you, we submit this proposal to sell the material or equipment as described and priced above. Subject to all the terms and conditions stated. Terms: NET 30 DAYS. Prices are firm for 30 days.

ACCEPTED BY: _____

FOR: _____

DATE: _____

P.O. # _____
(required)

BY: _____
TRAVIS V. TURNER
TURNER INSTALLATION & SAFETY
CERTIFIED INSTALLER/TECHNICIAN



S.A. Comunale
An EMCOR Company

2130 Spring Street
West Lawn, Pennsylvania 19609
Phone: (610) 670-3960
Email: beatrice.knieriem@comunale.com

Proposal Number: Q-004715
Proposal Date: 10/20/2014
Revision Number: Rev 0.0
Revision Date:

PROPOSAL & CONTRACT for INSPECTION

Attention: Denny Coleman

Quoted To:

Site Location:

Penn Manor School District
2950 Charlestown Road
Lancaster, PA 17603
Phone: (717) 872-9500
Fax: _____

Denny Coleman
Hambricht Elementary School
3000 Charlestown Road
Lancaster, PA 17603
Phone: (717) 872-9500

In accordance with your request, we are pleased to offer the following 3 Year Inspection Contract and proposal. Our proposal is based on the following Inspection(s) Performed and the listed Scope of Work:

<u>Inspection Performed</u>	<u>Inspection Frequency</u>	<u>Equipment Amount</u>	<u>Inspection Price</u>
Annual Fire Sprinkler System Inspection	Annual	1	\$ \$900.00
Total Cost of Inspection Contract / Proposal			\$ \$900.00

Price And Payment: For Inspection of the Equipment identified above Customer will pay Contractor the Annual Sum of \$ \$900.00.

Alternate:

N/A

Scope Of Work:

Wet Fire Sprinkler System(s) – Annual: we will visually inspect the hydraulic placard, vane type waterflow switch, alarm pressure switch, water motor alarm gong, valve tamper switch and spare sprinkler head box. We will inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly. We will inspect from the ground level any exposed sprinkler pipe, fitting, sprinkler heads, hangers and make any recommendations to areas that appear might be troublesome during cold weather month. We will perform a function test on any alarm pressure switch, vane type water flow switch, valve tamper switch and water motor alarm gong (if applicable). We will perform a main drain test on each wet sprinkler riser. We will operate each control valve thru a full range of motion from open to shut and back to open. We will perform maintenance on the OS&Y valve by lubricating the stem.

Fire Pump Inspection – Annual: we will perform the fire pump test and inspection during warm months due to the amount of water we will discharge during the flow test. We will operate the pump at churn, 100% and 150% of its manufacturers rated capacity providing water supply is sufficient. We will record the suction, discharge, pitot, rpm, amps and volts at each of the flow points. We will provide a visual inspection of the pump, pump house, fuel system, ventilation, piping, fitting and hangers. During the testing and inspection we will insure that the packing glands and casing relief valve are operating correctly by monitoring the heat transfer at the casing and stuffing box. We will operate each control valve thru a full range of motion from open to shut and back to open. We will perform maintenance on the OS&Y valve by lubricating the stem. We will perform a function test on any valve tamper switch, pump power failure supervisory switch and pump running supervisory switch.

Exclusions:

- Overtime or Holidays
- Special Lift Equipment
- N/A
- N/A

Notes:

Inspections will be performed during normal working hours of 8:00 am to 5:00 pm Monday thru Friday unless other arrangements have been made.

This inspection pricing is based upon a two technician crew from the S. A. Comunale Co., Inc.

Pricing above reflects performing all of the services as noted, in the event that some of the above services are not to be performed by S. A. Comunale then we reserve the right to adjust individual service prices.

All inspections are documented and copies are provided. All work will be performed during normal working hours. Customer is to provide accessibility

to building, system equipment and notify customer's employees/tenants and their alarm service that their equipment is being inspected. We will provide you with a written report following the inspection(s) and deficiencies or comments will be noted if applicable. If awarded this project we will require this signed contract and a purchase order (if applicable)

The equipment and systems covered under this proposal will also be analyzed to detect potential failures. If corrective actions are found necessary, a service follow up report will be submitted to you along with the inspection/test reports.

The S.A. Comunale Company is a full service company - we offer 24/7 - Emergency Service to meet any immediate Fire Protection need.

Acknowledgement:

The individuals signing this Contract acknowledge that they have carefully read this Contract and all of its terms, that they are fully satisfied with all terms and conditions of this Contract, that they have had adequate time to review and consider this Contract, that they have entered into this Contract voluntarily and of their own free will, and that they have authority to sign this Contract and agree to all provisions contained herein. The individuals signing this Contract also acknowledge that in entering this Contract they are not relying on any representations, factual matters, promises, or commitments except those expressly set forth in this Contract.

IN WITNESS HEREOF, this Contract is entered into on the _____ day of _____, 2014.

CUSTOMER:

Signature

Print Name

Title

CONTRACTOR:

S.A. Comunale Co., Inc.

B. Knieriem

Signature

BEATRICE KNIERIEM

Print Name

Inspections Sales Representative

Title

CONTRACTOR IS HEREBY DIRECTED TO PROVIDE A COPY OF THE INSPECTION REPORT TO:

PENN MANOR SCHOOL DISTRICT

January 5, 2015 Board Agenda

New employees for the 2014-2015 school year:

Forney, Jennifer A. – secondary professional employee, full-time, permanent position, second semester, B.S. Degree, 3.5 years experience, Step 4, \$43,667 [\$21,604.02 prorated 92 days plus 2 in-service days], pending receipt of required documents and release date from previous employer. Assignment: Health & Physical Education Teacher/Penn Manor High School

Ms. Forney graduated from West Chester University with a BS in kinesiology with minors in health and adapted physical education. Jenn is a graduate of Penn Manor High School and has been employed the last year and a half at Central Dauphin School District. She served as a secondary health and physical education teacher and the head girls' lacrosse coach. Jenn played college lacrosse and was part of the Division 2 national championship team in 2008. Outside of school she enjoys running, biking, lacrosse, photography and spending time with family and friends.

Krodel, Joseph D. – elementary professional employee, full-time, long-term substitute, second semester, B.S. Degree, no experience, Step 1, \$41,587 [\$20,355.84 prorated 92 days plus 1 transition day], pending receipt of required documents. Assignment: Physical Education Teacher/Central Manor Elementary School

Mr. Krodel graduated from Lancaster Bible College in 2013 with a BS in health and physical education. JD worked as an extended H/PE day-to-day substitute at the high school since the beginning of the school year. JD and his wife, Bekah, reside in Mount Joy. He is an avid sports fan, especially of soccer and football. In his spare time, JD enjoys exploring Mount Joy and Elizabethtown, playing card games with friends and family, and participating in various outdoor activities.

Rayha, Matthew D. – secondary professional employee, full-time, permanent position, second semester, B.S. Degree, .76 years experience, Step 2, \$41,689 [\$20,406.06 prorated 92 days plus 1 in-service day]. Assignment: Social Studies Teacher/Penn Manor High School

Mr. Rayha graduated from the University of Scranton in May 2012 with a BS in citizenship 7-12. Matt is a graduate of Penn Manor High School and previously worked as a long-term substitute during part of the 2013-2014 school year and first semester of the 2014-2015 school year. For the past two years, Matt has been employed as a varsity assistant baseball coach at Hempfield High School and also works as an instructor in the baseball program at Spooky Nook sports complex.

New employee for the 2015-2016 school year:

Krodel, Joseph D. – elementary professional employee, full-time, long-term substitute, first semester, B.S. Degree, no experience, Step 1, \$42,287 [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
1/5/2015	* BRAYMER	JUDY	HEALTH ROOM TECH	HIGH SCHOOL	6.50	3 days per week	\$ 17.96	Permanent	6.50	Effective 8/25/2014 Per District Health Room Tech Schedule
1/5/2015	WITTENSOLDNER	SARAH	ERA - READY TO LEARN AIDE	ESHLEMAN	5.00	180	\$ 9.12	For the 2014-15 School Year Only	5.00	Effective 12/10/2014
1/5/2015	AREY	BRANDON	ERA - READY TO LEARN AIDE	HAMBRIGHT	3.50	180	\$ 9.12	For the 2014-15 School Year Only	5.00	Effective 12/3/2014
1/5/2015	AREY	BRANDON	PLAYGROUND AIDE	HAMBRIGHT	1.50	180	\$ 9.12	Permanent	5.00	Effective 12/3/2014 Permanent
1/5/2015	MARTIN	CHRISTINE	SUBSTITUTE HEALTH ROOM TECH	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 12/10/2014
11/3/2014	GEIGER	KATHY	CUSTODIAN	MARTICVILLE	8.00	261	\$ 10.44	Permanent	8.00	Effective 12/3/2014
11/3/2014	MC MULLEN	VICKIE	CUSTODIAN	HIGH SCHOOL	8.00	261	\$ 10.87	Permanent	8.00	Effective 12/19/2014

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

* signifies a change in status

Addendum
Agenda – School Board Meeting
Penn Manor School District
Monday, January 5, 2015
Manor Middle School – Board Room

Item 5. **Consent Agenda for Administrative Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Approval of proposal by Rettew Engineering to conduct a Limited Phase II Environmental Assessment and Limited Groundwater Characterization. (Enclosure)

- B. Extension of Due Diligence Period until March 16, 2015 from February 2, 2015 as originally stipulated in the Agreement for the Sale of Commercial Real Estate for 2121 Temple Avenue, Lancaster to Signature Senior Living, LLC