

Agenda – Committee of the Whole
Penn Manor School District
Monday, May 4, 2015
Manor Middle School – Board Room

WORKSHOP

5:00 Budget

EXECUTIVE SESSION

6:00 Superintendent's 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 Monday, May 18, 2015 at 7:00 p.m. in the Board Room of the Manor Middle School.

FLAG SALUTE: Students from Hambright Elementary School

ROLL CALL:

APPROVAL OF MINUTES: April 20, 2015
<http://www.pennmanor.net/boardminutes/>

CITIZEN'S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

INTRODUCTION OF ERIC HOWE - NEW HAMBRIGHT PRINCIPAL

Item 1.

(7:15-7:25)

Recognition of Victoria Herr

Explanation: Victoria is a 2014 graduate of Penn Manor and has served as the state FFA secretary during the 2014-2015 school year. She will be attending Penn State University in the fall of 2015.

Information Only

Item 2.
(7:25 – 7:40)

The Lancaster County Academy Proposed Budget for 2015-2016
Ms. Wert (see page 3)

Explanation: The proposed 2015-2016 PCA budget will be presented.

Approval for Placement on the May 4 School Board Meeting Agenda

Item 3.
(7:40 – 8:00)

2015-2016 Proposed Final Budget – Mr. Johnston

Explanation: The 2015-2016 proposed final budget as reviewed in the board workshop will be presented. The prepared budget will then be advertised for final board approval in June.

Approval for Placement on the May 4 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.

Lancaster County Academy
2015-2016 Proposed Operating Budget
April 22, 2015

- Impact of 2014/2015 Business Plan - \$39,309
 - Sale of additional slots – Pequea Valley \$17,725 added to budget
 - Buy One Get One - \$10,635 (Columbia, CV, Elizabethtown)
 - Add'l Slot Purchased - \$6,501 (Donegal)
 - Extra Ordinary Give - \$1,405
 - Summer School Tuition & Adult Services - \$3,043
- Impact of 2015/2016 Business Plan included in budget - \$11,400
 - 1.90% increase in price of slots yields \$6,400 additional revenue
 - Additional revenue of \$5,000
 - Continuation of 2014/2015 goals
- Projections for 2014/2015 excess of expenditures over revenues by \$14,526 resulting in projected ending fund balance of \$63,599, 16.3% of expenditures.
- Preliminary budget numbers for 2015/2016 show excess of expenditures over revenues by \$31,783 with an ending fund balance of \$31,816, 8.1% of budgeted expenditures. The decrease in the fund balance percentage from 16.3% to 8.1% is comprised of the PSERS costs 1.4%, salary increase 1.5%, lease cost 0.9% and potential decrease in BOGO slot revenue 2.8%.
- Preliminary budget for 2015/2016
 - 2015/16 slot revenue budget does not include potential BOGO or additional slot revenue.
 - Applied for United Way Grant but that revenue is not included in the 2015/2016 budget.
 - Salary increase of 2.50% for director and 2.50% for teachers, secretaries, aides, \$5,650 increase.
 - PSERS contribution rate increases from 21.40% to 25.84%, \$5,245 increase net of subsidy.
 - Healthcare cost projections appear to decrease due to change in participant coverage.
 - Park City Lease ends 2014/2015 at annual rental cost of \$34,347. Re-negotiated lease with Park City is \$37,745.

The goal is for a fund balance of 8% of expenditures. Future capital expenditures include replacement of outdated phone system, replacement of carpet if remaining at Park City location. These items can be paid out of the capital reserve fund which has a current balance of \$57,194.

Agenda – School Board Meeting
Penn Manor School District
Monday, May 4, 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 Monday, May 18, 2015 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN'S COMMENTS:

APPROVAL OF MINUTES:

April 20, 2015

<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT'S REPORT:

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

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

A. The Lancaster County Academy Proposed Budget for 2014-2015

B. Adoption of the 2015-2016 Penn Manor School District Proposed Final Budget

1. Adoption of a proposed final budget for 2015-2016 listing expenditures in the amount of \$_____ (see budget enclosure).
2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 15, 2015 for consideration of the final budget (see pages 6-7)

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

- A. Appointment of Board Treasurer – Appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2015 through June 30, 2016.

Explanation: Required by School Code.

- B. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2015 through June 30, 2016.

Explanation: Required by School Code.

- C. Appointment of Board Secretary – Appoint Cindy L. Rhoades as secretary to the Board of School Directors for a new four-year term effective July 1, 2015 through June 30, 2019.

Explanation: The Board Secretary is appointed for a four-year term as required by the Pennsylvania School Code and Penn Manor School Board Policy.

- D. Judicial Review Committee Actions as cited (to be distributed)

- E. Ratification of IU Bid Awards as cited for 2015-2016 (see page 8)
 IU Copy Paper
 IU Athletic/Trainer/Medical Supplies

- F. Contracted Agriculture Student for the 2015-2016 school year
 Kyle Bushong (Hempfield School District)

- G. Special Education Contract with Intermediate Unit #13 to provide special education services, special education support services in 2015-2016 and to set hourly rates for services for interpreters, physical therapy and occupational therapy (see pages 9-10).

- H. IU13 Job Training Services contract for Job Training services provided by IU13 for the 2015-2016 school year (see pages 11-13)

Explanation: This contract is based upon preliminary unit costs of \$345.00 per day for 9 days in the 2015-2016 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- I. IU13 Occupational/Physical Therapy Services provided by IU 13 for the 2015-2016 school year (see pages 14-16)

Explanation: This contract is based upon preliminary unit costs of \$100.75 per hour for 470 hours in the 2015-2016 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- J. IU13 Speech/Language Services provided by IU 13 for the 2015-2016 school year (see pages 17-19)

Explanation: This contract is based upon preliminary unit costs of \$100.75 per hour for 750 hours in the 2015- 2016 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- K. Student and Athletic Accident Insurance from Ace American Insurance Company at an annual premium of \$25,947 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24 hour per day coverage for the 2015-2016 school year.

Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, color guard, student coaches, student trainers, and student managers. Also covered are all non-athletic, interscholastic or co-curricular activities.

- L. Production Express (see page 20)

Explanation: Commencement video production services at F&M.

- M. Agreement for Purchase of Right-of-Way and the authorization for any School Board officer and/or Superintendent to execute and deliver this Agreement. (see pages 21-25)

Explanation: The district must secure a right of way at the corner of Millwood Road and Bauer Avenue as per the land development plan approved by Pequea Township and Lancaster County.

- N. Surveying Proposal – for Diehm & Sons to survey for the Water Line Easement for Letort Elementary School per the attached proposal (see pages 26-28)

Explanation: Due to a change in the path of the municipal water line being run near Letort Elementary School, an easement will be required to connect.

- O. Gym Repairs – Marticville Middle School by Builder's Specialty Service for proposed price of \$2,780.00 per attached quote. (see page 29)

Explanation: To repair basketball backstops at Marticville Middle School.

- P. Gym Repairs – Penn Manor High School by Builder's Specialty Service for proposed price of \$4,740.00 per attached quote. (see page 30)

Explanation: To repair basketball backstops in Main Gym, replace switch plates, supply a new remote and to replace wires for batting cages in the west gym.

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 31)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see page 32)
- C. Leaves to the individuals according to the terms listed

Classified:

Employee D44 - Designated Family Medical - March 13, 2015 – April 26, 2015

- D. Resignation of the individual listed below with the effective date:
 - Tara Vitti, kindergarten teacher at Hambright, effective April 26, 2015
 - Bethany Bachman, elementary school nurse, effective at the end of the 2014-15 school year
 - Scott Long, head girls' basketball coach, effective April 28, 2015
 - Angela Eshleman, RTL aide at Hambright, effective March 30, 2015
 - Vickie McMullen, HS custodian, effective April 23, 2015
- E. Professional Leaves – of the individuals listed, for the 2015-2016 school year, for the purpose of study pending appropriate documentation of courses. They will be taking the required number of credits in accordance with the district Compensated Professional Leave Policy #338.1 (see page 33)

Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant professional development leaves of absence to professional employees who meet specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #338.1, and Article XXVIII of the negotiated agreement.

- F. Co-curricular Position
 - ETPM Technical Supervisor – Melissa Mintzer, \$321.00 for the 2014-2015 school year

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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- 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.

PENN MANOR SCHOOL DISTRICT

Resolution Authorizing Proposed Final Budget
Display and Advertising

RESOLVED, by the Board of School Directors of Penn Manor School District, as follows:

1. The proposed Final Budget of the School District for the 2015- 2016 fiscal year on form PDE 2028 as presented to the School Board shall be considered the proposed Final Budget of the School District for the 2015- 2016 fiscal year and shall be made available for public inspection after this date.
2. At least ten (10) days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise **Final Budget Notice** in substantially the form as presented to the School Board. The Notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.

PENN MANOR SCHOOL DISTRICT

Final Budget Notice

NOTICE is given that the Proposed Final Budget for the General Fund of Penn Manor School District for the 2015- 2016 fiscal year in its most recent form is available for public inspection at the school district offices, 2950 Charlestown Road, Lancaster, Pennsylvania, and will be presented for adoption as a Final Budget at a school board meeting to be held in the board conference room of the Manor Middle School, 2950 Charlestown Road, Lancaster, Pennsylvania at on June 15, 2015. The budget may be amended before final adoption.

_____, Secretary

Board Ratification is recommended for the following 2015-2016 IU 13 Bids:

IU COPY PAPER BID SUCCESSFUL VENDOR:

W B MASON CO	\$	33,348.20
OFFICE BASICS	\$	318.00
TOTAL	\$	33,666.20

IU ATHLETIC/TRAINER/MEDICAL SUPPLIES BID SUCCESSFUL VENDORS:

BSN Sports	\$	1,155.25
Everything Medical LLC	\$	2,946.72
MEDCO	\$	245.26
Metuchen Center Inc.	\$	702.00
Moore Medical LLC	\$	311.95
Pyramid School Products Inc.	\$	640.80
Henry Schein Inc.	\$	2,070.83
School Health Corp.	\$	151.12
School Nurse Supply Inc.	\$	14.54
TOTAL	\$	8,238.47

**Lancaster Lebanon Intermediate Unit 13
SPECIAL EDUCATION SERVICES AGREEMENT**

IU13 DISTRICT CONSORTIUM

July 1, 2015 – June 30, 2016

An Agreement with: Penn Manor School District

During the 2015-2016 school year, IU13 will provide special education programs and services as listed on the attached worksheet.

The cost of the IU13 special education programs and services for 2015-2016 provided in this agreement are based on the "Exhibit A – Projected Unit Cost Worksheet" completed by your district. The costs included in the worksheet are projected under a consortium model and a full reconciliation of actual costs will be completed at the end of the year.

Penn Manor School District will be billed the total estimated cost of this agreement. Your district will receive a credit or surcharge adjustment to this agreement for the 2014-15 school year based on the year-end reconciliation.

Costs will be billed using the following schedule:

30% - August 31, 2015
20% - November 30, 2015
20% - January 31, 2016
20% - March 31, 2016
10% - June 15, 2016

Interest at a rate of 5% per annum will be charged for payments not received by the scheduled due dates.

The year-end reconciliation associated with this agreement will be completed and forwarded to the District by September 15, 2016. A check for the credit adjustment or an invoice for the surcharge adjustment will be sent to the District by September 30, 2016.

The IU's obligation to maintain and operate special education programs and services, and Penn Manor School District's obligation to pay for those programs and services, will continue for the 2015-2016 school year.

At a meeting on May 4, 2015, by a vote of _____ to _____ with _____ abstaining and _____ absent, the board approved and accepted the foregoing agreement.

Executive Director

Board President

Date

Date

**PROJECTED 2015-2016 DISTRICT CONTRACT CONSORTIUM
SPECIAL EDUCATION UNIT COST WORKSHEET**

(This worksheet is for School Districts electing to participate in the IDEA On-behalf Consortium.)

School District Name PENN MANOR SCHOOL DISTRICT

Date Submitted May 4, 2015

EXCEPTIONALITY	Projected 2015-2016 Unit Cost	Min	Max		BUDGET ESTIMATE TOTAL
CLASSROOM SERVICES				ADM'S	
LIFE SKILLS SUPPORT, EL	\$ 24,721.43	\$ 20,102.65	\$ 30,153.97	0.00	\$ -
LIFE SKILLS SUPPORT, SEC	\$ 24,721.43	\$ 20,102.65	\$ 30,153.97	0.00	\$ -
DEAF/HEARING (FT CLASS)	\$ 41,810.65	\$ 23,466.23	\$ 37,545.96	2.00	\$ 83,621.30
EMOTIONAL SUPPORT, EL - classroom	\$ 33,393.98	\$ 18,570.76	\$ 37,141.53	0.00	\$ -
EMOTIONAL SUPPORT, EL - center	\$ 41,993.95	\$ 27,081.43	\$ 54,162.87	0.00	\$ -
EMOTIONAL SUPPORT, SEC - classroom	\$ 33,393.98	\$ 18,570.76	\$ 37,141.53	0.00	\$ -
EMOTIONAL SUPPORT, SEC - center	\$ 41,993.95	\$ 27,081.43	\$ 54,162.87	2.00	\$ 83,987.90
FAIRLAND PROGRAM	\$ 47,513.04	\$ 35,664.48	\$ 71,328.96	1.00	\$ 47,513.04
AUTISTIC SUPPORT - classroom	\$ 47,347.67	\$ 35,582.39	\$ 71,164.79	12.00	\$ 568,172.04
AUTISTIC SUPPORT - center	\$ 97,573.93	\$ 72,753.56	\$ 145,507.13	0.00	\$ -
LEARNING SUPPORT - classroom	\$ 27,254.07	\$ 17,158.71	\$ 34,317.42	0.00	\$ -
MULTIPLE DISABILITIES	\$ 39,090.02	\$ 31,680.68	\$ 63,361.36	7.00	\$ 273,630.14
SCHOOL AGE EI ELIGIBLE	\$ 50,755.79			2.00	\$ 101,511.58
STW/BOS SUPPORT	\$ 19,711.21	\$ 13,237.17	\$ 24,819.69	1.00	\$ 19,711.21
ITINERANT SERVICES				HOURS	
DEAF/HEARING ITINERANT (Includes support services)	\$ 117.72			1000.00	\$ 117,720.00
BLIND/VISION ITINERANT (Includes support services)	\$ 105.78			2000.00	\$ 211,560.00
AUTISM ITINERANT (Includes support services)	\$ 97.15			2000.00	\$ 194,300.00
CTC SUPPORT SERVICES				STUDENTS	
LEARNING SUPPORT - CTC'S Full Day (Lanc Co)	\$ 4,593.09			51.00	\$ 234,247.59
LEARNING FACILITATORS - CTC'S Half Day (Lanc Co)	\$ 4,126.70			28.00	\$ 115,547.60
DISTRICT SERVICES - Full FTE Rates				FTE	
SPEECH LANGUAGE THERAPIST	\$ 112,463.67			0.50	\$ 56,231.84
					\$ 2,107,754.24

Note: This worksheet includes preliminary unit cost information for the 2015-16 school year. The District Contract Consortium continues to operate under the consortium model with a full reconciliation completed at the end of the year. Actual costs and ADMs are used to calculate the final cost of services provided under this contract.

Special Ed Administrator _____

Business Manager _____

Superintendent _____

**LANCASTER-LEBANON INTERMEDIATE UNIT 13
CONTRACTED SERVICES AGREEMENT
FOR JOB TRAINING SERVICES (District Operated Classes)**

Dear District Superintendent:

Thank you for the opportunity to help serve the needs of the children of **Penn Manor School District**. Please review the following Service Agreement.

The contract for Job Training services ("Agreement") is made on **May 4th, 2015** by and between Lancaster-Lebanon Intermediate Unit 13 and **Penn Manor School District**.

BACKGROUND

Lancaster-Lebanon Intermediate Unit 13 has extensive background and expertise in providing Job Training services. **Penn Manor School District** desires to obtain Job Training services from Lancaster-Lebanon IU13, which is willing to provide services in accordance with the terms and conditions of this Agreement.

1. Engagement: **Penn Manor School District** has identified a need for Job Training services and desires to use Lancaster Lebanon IU13 for the fulfillment of that need. Lancaster-Lebanon IU13 agrees to provide such services through qualified Job Trainers.
2. Term: The term of Agreement will commence on July 1, 2015 and continue until June 30, 2016.
3. Professional Services: Lancaster-Lebanon IU13 will furnish Job Trainers to coordinate and monitor the student job training needs as requested by **Penn Manor School District**. Lancaster-Lebanon IU13 will organize and analyze all Job Training service data rendered (billable time). Lancaster Lebanon IU13 Job Trainers will be available to attend meetings and participate in IEP conferences. Lancaster-Lebanon and **Penn Manor School District** each represent that Job Training services will be requested and provided, as the case may be without regard to race, sex, creed, color, religion, handicap or national origin. Students in district operated classes may be transported by a job trainer in an IU13 vehicle for Community Based Vocational Instruction.
4. Qualifications: All Job Trainers furnished by Lancaster-Lebanon IU13 shall receive staff development with respect to the services required. Lancaster-Lebanon IU13 will be responsible for compliance and monitoring of the Federal Labor Standards Act (FLSA) and Federal and State guidelines for coverage of the Child Law Provisions.

Section 1-111 of the Pennsylvania School Code requires that employees of independent contractors obtain criminal background checks and child abuse history clearance records. Lancaster-Lebanon IU13 will secure a criminal record check from the Pennsylvania State Police and a child abuse history clearance record for each Job Trainer who will have direct contact with students.

5. Service Rates: Lancaster-Lebanon IU13 services will be billed at the rate of **\$345.00/day** for the 2015-2016 school year. This rate applies, but is not limited to, establishing initial

business certifications and maintaining business partnerships, on-site evaluation/consultation time, off-site follow-up documentation/consultation time, and travel time between **Penn Manor School District** schools. Contracted services will be provided in ½ day increments set on a weekly basis.

6. Billing Procedures: Lancaster-Lebanon IU13 will invoice **Penn Manor School District** for services on a monthly basis with payment due thirty (30) days from the invoice date.
7. Independent Contractor: Lancaster-Lebanon IU13 is and shall remain an independent contractor for the performance of the services as set forth in this Agreement; the relationship between Lancaster-Lebanon IU13 and **Penn Manor School District** shall be that of an independent contractor and principal. **Penn Manor School District** shall not provide any other compensation or benefit to, or for the benefit of, any Job Trainer(s) rendering services under this Agreement. Nothing contained in the Agreement will be construed to constitute Lancaster-Lebanon IU13's, or any Job Trainer providing services, as an employee or agent of **Penn Manor School District**; nor shall Lancaster-Lebanon IU13 or **Penn Manor School District** have any authority to bind the other in any respect.
8. Student Information: Lancaster-Lebanon IU13, in order to fulfill its responsibilities under this Agreement will have a legitimate educational interest in creating and reviewing certain personally identifiable information regarding students ("Student Information"). Lancaster-Lebanon IU13 shall be bound by the Family Educational Rights and Privacy Act ("FERPA"), the Protection of Pupil Rights Act ("PPRA") and any other applicable federal, state and/or local statute or regulation regarding Student Information.

Lancaster-Lebanon IU13 agrees that it shall use Student Information solely for the purpose of delivering educational services in accordance with the terms of this Agreement. Lancaster-Lebanon IU13 further agrees that Student Information in any manner whatsoever; provided, however, that any such information may be disclosed to Lancaster-Lebanon IU13's employees and representatives who need to know such information for the sole purpose of delivery educational services in accordance with the terms of this Agreement and who are provided with a copy of this confidentiality provision of the contract and agree to be bound by the terms thereof to the extent as if they were parties hereto. In the event that Lancaster-Lebanon IU13 is requested or required (by oral questions, interrogatories, requests for information or documents in legal proceedings, subpoenas, civil investigative demands or other similar processes) to disclose any student information, Lancaster-Lebanon IU13 shall provide **Penn Manor School District** with prompt written notice of any such request or requirement so that **Penn Manor School District** may seek a protective order or other remedy. If, in the absence of a protective order, or other remedy, Lancaster-Lebanon IU13 is nonetheless legally compelled to disclose Student Information to any tribunal, regulatory authority, or agency, Lancaster-Lebanon IU13 may, without liability hereunder, disclose to such tribunal, regulatory authority, or agency only that portion of the Student Information which it is legally required to be disclosed, provided that Lancaster-Lebanon IU13 exercises reasonable efforts to preserve the confidentiality of the Student Information.

Within one (1) year from the date that a student has completed services with Lancaster-Lebanon IU13, Lancaster-Lebanon IU13 shall return all Student Information to **Penn Manor School District**, no copies thereof shall be retained. The sole purpose for the retention of the documents shall be to assist Lancaster-Lebanon IU13 and **Penn Manor**

School District in defending any claim by the student and/or the student's parents or natural guardians. Lancaster-Lebanon IU13 shall certify in writing to **Penn Manor School District** that such action has been taken notwithstanding the return of the information; Lancaster-Lebanon IU13 shall continue to be bound by its confidentiality obligations hereunder.

9. Service Days : **Penn Manor School District** will contract for the total number of days per week to be provided under this contract at 9 day(s).
10. Entire Agreement: This Agreement constitutes the entire understanding between the parties and supersedes all other agreements, oral or written, which may have been entered into between them. This Agreement may be amended and/or modified only by a writing signed by the parties. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns.

If the terms of this agreement meet your district's approval, please have the appropriate authority execute the original. We ask that you return the fully executed original to Lancaster Lebanon IU13 and retain a copy for your records.

In witness hereof, and intending to be legally bound, the parties hereto affix their signatures below:

By: _____
District Superintendent

_____ Date

By: _____
Lancaster Lebanon Intermediate Unit 13

_____ Date

LANCASTER-LEBANON INTERMEDIATE UNIT 13 CONTRACTED SERVICES AGREEMENT FOR OCCUPATIONAL/PHYSICAL THERAPY SERVICES

Dear District Superintendent:

Thank you for the opportunity to help serve the needs of the children of **Penn Manor School District**. Please review the following Service Agreement.

The contract for therapy services ("Agreement") is made on **May 4th, 2015** by and between Lancaster-Lebanon Intermediate Unit 13 and **Penn Manor School District**.

BACKGROUND

Lancaster-Lebanon Intermediate Unit 13 has extensive background and expertise in providing occupational therapy and physical therapy services. **Penn Manor School District** desires to obtain OT/PT services from Lancaster-Lebanon IU13, which is willing to provide services in accordance with the terms and conditions of this Agreement.

1. Engagement: **Penn Manor School District** has identified a need for school-based occupational/physical therapy services and desires to use Lancaster Lebanon IU13 for the fulfillment of that need. Lancaster-Lebanon IU13 agrees to provide such services through credentialed therapists.
2. Term: The term of Agreement will commence on July 1, 2015 and continue until June 30, 2016.
3. Professional Services: Lancaster-Lebanon IU13 will furnish therapists to provide evaluation/consultation/treatment services as requested by **Penn Manor School District**. Lancaster-Lebanon IU13 therapists will prepare appropriate reports and documentation concerning the services rendered. Lancaster-Lebanon and **Penn Manor School District** each represent that therapy services will be requested and provided, as the case may be without regard to race, sex, creed, color, religion, handicap or national origin.
4. Qualifications: All therapists furnished by Lancaster-Lebanon IU13 shall be properly credentialed and experienced with respect to the services required.

Section 1-111 of the Pennsylvania School Code requires that employees of independent contractors obtain criminal background checks and child abuse history clearance records. Lancaster-Lebanon IU13 will secure a criminal record check from the Pennsylvania State Police and a child abuse history clearance record for each therapist who will have direct contact with students.

5. Service Rates: Lancaster-Lebanon IU13 services will be billed at the rate of **\$100.75** per hour for the 2015-2016 school year. This rate applies, but is not limited to, on-site evaluation/consultation/treatment time, off-site follow-up documentation/consultation time, and travel time between **Penn Manor School District** schools. An itemized invoice form detailing specific student services rendered each month will be generated and furnished to **Penn Manor School District** for each therapy service provided.

6. Billing Procedures: Lancaster-Lebanon IU13 will invoice **Penn Manor School District** for services on a monthly basis with payment due thirty (30) days from the invoice date.
7. Independent Contractor: Lancaster-Lebanon IU13 is and shall remain an independent contractor for the performance of the services as set forth in this Agreement; the relationship between Lancaster-Lebanon IU13 and **Penn Manor School District** shall be that of an independent contractor and principal. **Penn Manor School District** shall not provide any other compensation or benefit to, or for the benefit of, any therapist(s) rendering services under this Agreement. Nothing contained in the Agreement will be construed to constitute Lancaster-Lebanon IU13's, or any therapist providing services, as an employee or agent of **Penn Manor School District**; nor shall Lancaster-Lebanon IU13 or **Penn Manor School District** have any authority to bind the other in any respect.
8. Student Information: Lancaster-Lebanon IU13, in order to fulfill its responsibilities under this Agreement will have a legitimate educational interest in creating and reviewing certain personally identifiable information regarding students ("Student Information"). Lancaster-Lebanon IU13 shall be bound by the Family Educational Rights and Privacy Act ("FERPA"), the Protection of Pupil Rights Act ("PPRA") and any other applicable federal, state and/or local statute or regulation regarding Student Information.

Lancaster-Lebanon IU13 agrees that it shall use Student Information solely for the purpose of delivering educational services in accordance with the terms of this Agreement. Lancaster-Lebanon IU13 further agrees that Student Information in any manner whatsoever; provided, however, that any such information may be disclosed to Lancaster-Lebanon IU13's employees and representatives who need to know such information for the sole purpose of delivery educational services in accordance with the terms of this Agreement and who are provided with a copy of this confidentiality provision of the contract and agree to be bound by the terms thereof to the extent as if they were parties hereto. In the event that Lancaster-Lebanon IU13 is requested or required (by oral questions, interrogatories, requests for information or documents in legal proceedings, subpoenas, civil investigative demands or other similar processes) to disclose any student information, Lancaster-Lebanon IU13 shall provide **Penn Manor School District** with prompt written notice of any such request or requirement so that **Penn Manor School District** may seek a protective order or other remedy. If, in the absence of a protective order, or other remedy, Lancaster-Lebanon IU13 is nonetheless legally compelled to disclose Student Information to any tribunal, regulatory authority, or agency, Lancaster-Lebanon IU13 may, without liability hereunder, disclose to such tribunal, regulatory authority, or agency only that portion of the Student Information which it is legally required to be disclosed, provided that Lancaster-Lebanon IU13 exercises reasonable efforts to preserve the confidentiality of the Student Information.

Within one (1) year from the date that a student has completed services with Lancaster-Lebanon IU13, Lancaster-Lebanon IU13 shall return all Student Information to **Penn Manor School District**, no copies thereof shall be retained. The sole purpose for the retention of the documents shall be to assist Lancaster-Lebanon IU13 and **Penn Manor School District** in defending any claim by the student and/or the student's parents or natural guardians. Lancaster-Lebanon IU13 shall certify in writing to **Penn Manor School District** that such action has been taken notwithstanding the return of the

information; Lancaster-Lebanon IU13 shall continue to be bound by its confidentiality obligations hereunder.

9. Estimated Service Hours : **Penn Manor School District** has estimated the total number of contract services hours to be provided under this contract at **470** hours. This estimate does not commit the school district to a minimum or maximum number of contracted service hours. The estimate will be used by Lancaster-Lebanon IU13 as a guide for staffing purposes only.
10. Entire Agreement: This Agreement constitutes the entire understanding between the parties and supersedes all other agreements, oral or written, which may have been entered into between them. This Agreement may be amended and/or modified only by a writing signed by the parties. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns.

If the terms of this agreement meet your district's approval, please have the appropriate authority execute the original. We ask that you return the fully executed original to Lancaster Lebanon IU13 and retain a copy for your records.

In witness hereof, and intending to be legally bound, the parties hereto affix their signatures below:

By: _____
District Superintendent

Date

By: _____
Lancaster Lebanon Intermediate Unit 13

Date

LANCASTER-LEBANON INTERMEDIATE UNIT 13 CONTRACTED SERVICES AGREEMENT FOR SPEECH/LANGUAGE SERVICES

Dear District Superintendent:

Thank you for the opportunity to help serve the needs of the children of **Penn Manor School District**. Please review the following Service Agreement.

The contract for therapy services ("Agreement") is made on **May 4th, 2015** by and between Lancaster-Lebanon Intermediate Unit 13 and **Penn Manor School District**.

BACKGROUND

Lancaster-Lebanon Intermediate Unit 13 has extensive background and expertise in providing speech/language services. **Penn Manor School District** desires to obtain speech/language services from Lancaster-Lebanon IU13, which is willing to provide services in accordance with the terms and conditions of this Agreement.

1. Engagement: **Penn Manor School District** has identified a need for school-based speech/language therapy services and desires to use Lancaster Lebanon IU13 for the fulfillment of that need. Lancaster-Lebanon IU13 agrees to provide such services through credentialed therapists.
2. Term: The term of Agreement will commence on July 1, 2015 and continue until June 30, 2016.
3. Professional Services: Lancaster-Lebanon IU13 will furnish therapists to provide evaluation/consultation/treatment services as requested by **Penn Manor School District**. Lancaster-Lebanon IU13 therapists will prepare appropriate reports and documentation concerning the services rendered. Lancaster-Lebanon and **Penn Manor School District** each represent that therapy services will be requested and provided, as the case may be without regard to race, sex, creed, color, religion, handicap or national origin.
4. Qualifications: All therapists furnished by Lancaster-Lebanon IU13 shall be properly credentialed and experienced with respect to the services required.

Section 1-111 of the Pennsylvania School Code requires that employees of independent contractors obtain criminal background checks and child abuse history clearance records. Lancaster-Lebanon IU13 will secure a criminal record check from the Pennsylvania State Police and a child abuse history clearance record for each therapist who will have direct contact with students.

5. Service Rates: Lancaster-Lebanon IU13 services will be billed at the rate of **\$100.75** per hour for the 2015-2016 school year. This rate applies, but is not limited to, on-site evaluation/consultation/treatment time, off-site follow-up documentation/consultation time, and travel time between **Penn Manor School District** schools. An itemized invoice form detailing specific student services rendered each month will be generated and furnished to **Penn Manor School District** for each therapy service provided.

6. Billing Procedures: Lancaster-Lebanon IU13 will invoice **Penn Manor School District** for services on a monthly basis with payment due thirty (30) days from the invoice date.
7. Independent Contractor: Lancaster-Lebanon IU13 is and shall remain an independent contractor for the performance of the services as set forth in this Agreement; the relationship between Lancaster-Lebanon IU13 and **Penn Manor School District** shall be that of an independent contractor and principal. **Penn Manor School District** shall not provide any other compensation or benefit to, or for the benefit of, any therapist(s) rendering services under this Agreement. Nothing contained in the Agreement will be construed to constitute Lancaster-Lebanon IU13's, or any therapist providing services, as an employee or agent of **Penn Manor School District**; nor shall Lancaster-Lebanon IU13 or **Penn Manor School District** have any authority to bind the other in any respect.
8. Student Information: Lancaster-Lebanon IU13, in order to fulfill its responsibilities under this Agreement will have a legitimate educational interest in creating and reviewing certain personally identifiable information regarding students ("Student Information"). Lancaster-Lebanon IU13 shall be bound by the Family Educational Rights and Privacy Act ("FERPA"), the Protection of Pupil Rights Act ("PPRA") and any other applicable federal, state and/or local statute or regulation regarding Student Information.

Lancaster-Lebanon IU13 agrees that it shall use Student Information solely for the purpose of delivering educational services in accordance with the terms of this Agreement. Lancaster-Lebanon IU13 further agrees that Student Information in any manner whatsoever; provided, however, that any such information may be disclosed to Lancaster-Lebanon IU13's employees and representatives who need to know such information for the sole purpose of delivery educational services in accordance with the terms of this Agreement and who are provided with a copy of this confidentiality provision of the contract and agree to be bound by the terms thereof to the extent as if they were parties hereto. In the event that Lancaster-Lebanon IU13 is requested or required (by oral questions, interrogatories, requests for information or documents in legal proceedings, subpoenas, civil investigative demands or other similar processes) to disclose any student information, Lancaster-Lebanon IU13 shall provide **Penn Manor School District** with prompt written notice of any such request or requirement so that **Penn Manor School District** may seek a protective order or other remedy. If, in the absence of a protective order, or other remedy, Lancaster-Lebanon IU13 is nonetheless legally compelled to disclose Student Information to any tribunal, regulatory authority, or agency, Lancaster-Lebanon IU13 may, without liability hereunder, disclose to such tribunal, regulatory authority, or agency only that portion of the Student Information which it is legally required to be disclosed, provided that Lancaster-Lebanon IU13 exercises reasonable efforts to preserve the confidentiality of the Student Information.

Within one (1) year from the date that a student has completed services with Lancaster-Lebanon IU13, Lancaster-Lebanon IU13 shall return all Student Information to **Penn Manor School District**, no copies thereof shall be retained. The sole purpose for the retention of the documents shall be to assist Lancaster-Lebanon IU13 and **Penn Manor School District** in defending any claim by the student and/or the student's parents or natural guardians. Lancaster-Lebanon IU13 shall certify in writing to **Penn Manor School District** that such action has been taken notwithstanding the return of the

information; Lancaster-Lebanon IU13 shall continue to be bound by its confidentiality obligations hereunder.

9. Estimated Service Hours : **Penn Manor School District** has estimated the total number of contract services hours to be provided under this contract at **750** hours. This estimate does not commit the school district to a minimum or maximum number of contracted service hours. The estimate will be used by Lancaster-Lebanon IU13 as a guide for staffing purposes only.

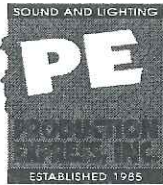
10. Entire Agreement: This Agreement constitutes the entire understanding between the parties and supersedes all other agreements, oral or written, which may have been entered into between them. This Agreement may be amended and/or modified only by a writing signed by the parties. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns.

If the terms of this agreement meet your district's approval, please have the appropriate authority execute the original. We ask that you return the fully executed original to Lancaster Lebanon IU13 and retain a copy for your records.

In witness hereof, and intending to be legally bound, the parties hereto affix their signatures below:

By: _____
District Superintendent Date

By: _____
Lancaster Lebanon Intermediate Unit 13 Date



PRODUCTION EXPRESS, INC.

340 E. Boundary Ave.
York, PA 17403-3236
717-854-5265 PH
717-843-7031 FAX

Estimate

Date	Estimate #
4/23/15	5125

BBB Accredited Business
PA Contractor #PA062350
PA COSTARS #008197

Name / Address
PENN MANOR SCHOOL DIST PO BOX 1001 MILLERSVILLE PA 17551-0301

Rep	P.O. No.	Terms	Pick Up	Return
MDD		Net 15	6/2/15	6/3/15

Qty	Description	Cost	Total
	Hempfield High School and Penn Manor High School Graduations		
2	12k Video Projector w/ Cabling	1,350.00	2,700.00
2	15' x 20' FP Video Screen	250.00	500.00
4	Head Rigger for Load-In and Load-Out	32.00	128.00
4	Stagehand for Load-In and Load-Out	25.00	100.00
1	LESS DISCOUNT for 1/2 Payment	-1,714.00	-1,714.00

ALL PRICES GOOD FOR 30 DAYS. THANK YOU

Subtotal \$1,714.00

PLEASE NOTE:

1. Credit card purchases over \$1,000 will be subject to a 2.5% surcharge to your final total.

2. All rentals must be paid in full upon pick-up of equipment.

3. Renter is responsible for repair and/or replacement costs of damaged and/or destroyed rental equipment.

Thank you for your cooperation and your business.

Signature _____

E-mail	Web Site
salesinfo@proexp.com	www.proexp.com

AGREEMENT

This Agreement dated as of May 6, 2015, by and between the Penn Manor School District (the "School District") and Esther B. Groff (the "Landowner").

Background. As part of its renovations and additions to the Pequea Elementary School, the School District is required to undergo a road widening and improvement project at the intersection of Bauer Road and Millwood Road (the "Project"). The Project encroaches onto a portion of land owned by the Landowner as more fully described on the Attached Exhibit "1" containing approximately 150 square feet (the "Property"). The School District is required to obtain a right-of-way for Pequea Township (the "Township") in the Property in order to complete the Project.

NOW THEREFORE, intending to be legally bound hereby, the parties hereto agree as follows:

1. The Landowner will sell to the School District the Property to be dedicated as a right-of-way to the Township for the purchase price of \$400.00. The parties agree that the sum referred to herein shall be payment in full for the purchase of the Property and the dedication thereof to the Township and no other compensation will due or owing in the future for the purchase of the land and the dedication thereof to the Township

2. The Landowner will cooperate with the School District and sign a Deed of Dedication in the form attached hereto as Exhibit "2" with such corrections or additions as may be required and/or any other papers or documents necessary or appropriate to effectuate the transfer as soon as practical.

IN WITNESS WHEREOF, the School District and Landowner have hereunto set their signature(s), on this 6th day of May 2015.

Penn Manor School District

Esther B. Groff

By: _____

EXHIBIT "1"

ALL THAT CERTAIN Right-Of-Way reserved for Pequea Township to accommodate a paved radius and new storm inlet at the southwestern corner of the intersection of Millwood Road (SR-3009) and Bauer Avenue (T-505), as shown on a Land Development plan prepared for Penn Manor School District (Pequea Elementary School Additions and Renovations) by Derck & Edson Associates (Project No.120800) dated April 9, 2015. Said Right-Of-Way located in the Township of Pequea, County of Lancaster, Commonwealth of Pennsylvania, bounded and described as follows:

BEGINNING at a point in the southern Right-Of-Way line of Bauer Avenue, said point being located North seventy-one degrees twenty-seven minutes thirty-six seconds East ($N71^{\circ}27'36''E$) eighty-one and forty-eight hundredths (81.48) feet from a concrete monument set in the southern Right-Of-Way line of Bauer Avenue and marking the northwestern corner of the lands of Ester B. Groff, thence along said southern Right-Of-Way line of Bauer Avenue and the lands of Ester B. Groff North seventy-one degrees twenty-seven minutes thirty-six seconds East ($N71^{\circ}27'36''E$) ten and thirteen hundredths (10.13) feet to a point at the intersection of the southern Right-Of-Way line of Bauer Avenue with the western Right-Of-Way line of Millwood Road, thence along said western Right-Of-Way line of Millwood Road and by the lands of Ester B. Groff South seventeen degrees fifty-four minutes eight seconds East ($S17^{\circ}54'08''E$) twenty-nine and fifty-six hundredths (29.56) feet to a point in the western Right-Of-Way line of Millwood Road, thence leaving said Right-Of-Way line and through the lands of Ester B. Groff North thirty-six degrees fifty-three minutes thirty-seven seconds West ($N36^{\circ}53'37''W$) thirty-one and fourteen hundredths to the **POINT OF BEGINNING**.

CONTAINING: 150 square feet and more fully described on attached Exhibit "A" (Right-of-Way Reserved for Pequea Township)

EXHIBIT "2"

Prepared by Bernadette M. Hohenadel, Esquire
and Return to: Nikolaus & Hohenadel, LLP
212 N. Queen Street
Lancaster, PA 17603
(717) 299-3726

Parcel No.
Pequea Township

NOT SEARCHED NOT CERTIFIED

DEED OF DEDICATION

THIS INDENTURE made the ____ day of _____ of 2015.

BETWEEN, ESTHER B. GROFF, an adult individual, (hereinafter referred to as "Grantor"), and

PEQUEA TOWNSHIP, a second class township organized and existing under the laws of the Commonwealth of Pennsylvania, with an address at 1028 Millwood Road, Willow Street, Pennsylvania 17584 (hereinafter referred to as "Grantee"),

WITNESSETH, that the said Grantor for and in consideration of the sum of One Dollar 00/100 (\$1.00) lawful money of the United States of America, unto them well and truly paid by the said Grantee, at or before the sealing and delivery hereof, the receipt whereof is hereby acknowledged, has granted, bargained and sold, released and confirmed, and by these presents do grant, bargain and sell, release and confirm unto the said Grantee.

ALL THAT CERTAIN Right-Of-Way reserved for Pequea Township to accommodate a paved radius and new storm inlet at the southwestern corner of the intersection of Millwood Road (SR-3009) and Bauer Avenue (T-505), as shown on a Land Development plan prepared for Penn Manor School District (Pequea Elementary School Additions and Renovations) by Derck & Edson Associates (Project No.120800) dated April 9, 2015. Said Right-Of-Way located in the Township of Pequea, County of Lancaster, Commonwealth of Pennsylvania, bounded and described as follows:

BEGINNING at a point in the southern Right-Of-Way line of Bauer Avenue, said point being located North seventy-one degrees twenty-seven minutes thirty-six seconds East (N71°27'36"E) eighty-one and forty-eight hundredths (81.48) feet from a concrete monument set in the southern Right-Of-Way line of Bauer Avenue and marking the northwestern corner of the lands of Ester B. Groff, thence along said southern Right-Of-Way line of Bauer Avenue and the lands of Ester B. Groff North seventy-one degrees twenty-seven minutes thirty-six seconds East (N71°27'36"E) ten and thirteen hundredths (10.13) feet to a point at the intersection of the southern Right-Of-Way line of Bauer Avenue with the western Right-Of-Way line of Millwood Road, thence along said western Right-Of-Way line of Millwood Road and by the lands of Ester B. Groff South seventeen degrees fifty-four minutes eight seconds East (S17°54'08"E) twenty-nine and fifty-six hundredths (29.56) feet to a point in the western Right-Of-Way line of Millwood Road, thence leaving said Right-Of-Way line and through the lands of Ester B. Groff

North thirty-six degrees fifty-three minutes thirty-seven seconds West (N36°53'37"W) thirty-one and fourteen hundredths to the POINT OF BEGINNING.

CONTAINING: 150 square feet and more fully described on attached Exhibit "A"

BEING part of the same premises which C.H. Bauer and Miriam Y. Bauer, his wife, by Deed dated August 1, 1960 and recorded August 1, 1960, in the Office of the Recorder of Deeds of Lancaster County, Pennsylvania to Instrument 20986 granted and conveyed unto Charles E. Groff (deceased) and Esther B. Groff, his wife.

TO HAVE AND TO HOLD all and singular the privileges aforesaid unto the said Grantee to and for only the proper use and behoof of the said Grantee, its successors and assigns forever, as and additional right of way on Millwood Road and Bauer Avenue.

AND THE SAID GRANTOR, for herself, her successors and assigns, by these presents, covenants, promises, and agrees to and with the said Grantee, its successors and assigns, that neither the Grantor nor its successors and assigns, shall nor will at any time hereafter ask, demand, or recover or receive of or from the said Grantee, its successors and assigns, any sum or sums of money as and for damages for or by reason of the physical grading of the said right of way to the grade as now established by the Township, Grantee hereunder, and if such grade shall not be established at the day of the date of these presents that neither the said Grantor, nor its successors and assigns, shall nor will at any time hereafter ask, demand, recover or receive any such damage by reason of the physical grading of said right of way to conform to the grade as first thereafter established or confirmed by the said Township.

The Grantor conveyed that they will warrant specially the property hereby conveyed.

IN WITNESS WHEREOF, Grantor has hereunto set her hand and seal. Dated the day and year first above written.

Esther B. Groff

COMMONWEALTH OF PENNSYLVANIA :
: SS:
COUNTY OF LANCASTER :

On this ____ day of April, 2015, before me, the undersigned officer, personally appeared Esther B. Groff, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that she executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

(SEAL)

Notary Public



Surveying & Mapping • Civil Engineering • Land Planning

April 24, 2015

Dennis Coleman
Penn Manor School District
2950 Charlestown Road
Lancaster, PA 17603

**SUBJECT: Proposal to Provide Professional Services –
 Surveying to Establish Water Line Easement
 Letort Elementary School
 Manor Township, Lancaster County, PA**

Dear Mr. Coleman,

We appreciate the opportunity to submit the following proposal for the project referenced above. As a full service firm offering surveying, planning and engineering services, Diehm & Sons maintains the level of technical expertise, ability and experience to meet and exceed your needs in the most proficient, accurate and professional manner. We are committed to employing state-of-the-art technology, maintaining continual communication, and being as cost-effective as possible.

We present written proposals to potential clients so there is a clear understanding of both the scope of our services and the estimate of cost and time to complete the project. This open line of communication is a critical element in our process and key to our mutual success. Please accept this proposal as the basis for our services. No change in the scope of services and costs thereof will be made without prior notification to and approval by, you the Client.

SCOPE OF SERVICES

1. Diehm will conduct the records research and review to establish an easement across the property of Gerald W. & Joanne Burkhardt.
2. Diehm will make the survey observations necessary to locate the water valve box intended for the future connection of the school to public water service.
3. Diehm will make survey observations necessary to solve the property boundaries relative to the area impacted by the planned connection.
4. Diehm will prepare a new legal description and exhibit that reflects the conditions documented in the field.
5. Diehm will coordinate with Penn Manor School District and its consultants to include any additional observations that may assist in the design of the public water connection.

N:\DIEHM ADMINISTRATION\PROJECT PROPOSALS\2015\15-PMSD-Letort-WaterEase\15-PMSD-Letort-WaterEase.doc

6. Based on the information gathered in items No. 1 through No. 5, Diehm will prepare a basic AutoCAD plan to assist in the development of the exhibits and to support future design of the connection.

COMPENSATION

Diehm and Sons will perform the **5 ITEMS** outlined above under the title of **SCOPE OF SERVICES** for a lump sum price of **Two Thousand Five Hundred DOLLARS (\$ 2,500.00)**.

TIME FRAME FOR COMPLETION

Diehm and Sons will begin work on the above referenced project immediately upon receipt of the enclosed Acceptance/Authorization to Proceed Form. We will complete and deliver the finished products within 45 Days.

ACCEPTANCE/AUTHORIZATION TO PROCEED

If this proposal is acceptable to you, please sign where indicated below and return a copy to our office to serve as our formal authorization to proceed under the terms and conditions described herein and under the Standard Terms & Conditions as attached to this proposal. Standard Terms & Conditions are a part of this agreement by reference.

Thank you for considering us for this work. We look forward to working with you on this project. If you have any questions, please call us.

Sincerely,
DIEHM & SONS, INC.



Timothy D. Diehm, P.L.S.
President / CEO

AUTHORIZATION TO PROCEED

Diehm & Sons is hereby authorized to proceed under the terms and conditions described herein.

Authorized Signature

Date

BUILDERS SPECIALTY SERVICE, INC.

P. O. BOX 433 , 37 S. WILSON AVENUE

ELIZABETHTOWN, PA 17022

(717) 367-0322 (717) 367-8210 FAX

W.W.W.BUILDERSPECIALTY.COM

Approved PA Co-Star Supplier

TO: Penn Manor School District
PO Box 1001
Millersville, PA 17551-0301
Attn: Edward Saxton

DATE: 02/17/15
PROJECT: Marticville Middle School

We quote the following materials, supplied and installed per our visit of 02/11/15.

Middle School Backstops

Repair (2) breaker arms by replacing (2) angled jackknife on forward fold backstops.

Replace (1) safety belt on existing backstop at Main Court.

Remove/replace 100' of 1/4" cables/clamps on existing backstop.

Attempt to repair capacitor on existing Torkwinch motor which is apart @ motor.

FOR THE SUM OF -----\$2,708.00

*Based on using scaffold supplied by Builders Specialty Service during normal hours, Monday-Friday 7:00am – 4:00pm.

*Current lead time is 4-6 weeks for materials.

Please contact our office with questions.

Note: All steel products quoted are subject to steel surcharge at time of release for fabrication.

Note: If Corporate Credit Card is method of payment, add an additional 3% to any quoted price for collection fees.

Conditions: We guarantee unit prices quoted if contract is received within 30 days of date of quotations, with delivery called for within 90 days from date of quotation unless otherwise noted.

SHOULD YOU WANT BUILDERS SPECIALTY SERVICE, INC. TO PROCEED WITH AND ORDER, PLEASE ISSUE A WRITTEN PURCHASE ORDER OR CONTRACT. 2% PER MONTH INTEREST WILL BE ADDED ON ALL ACCOUNTS THAT ARE NOT PAID WITHIN 30 DAYS OF INVOICE DATE.

*Note: All wire, wiring, control wiring & conduit by others.
All electrical hook-up to material supplied by B.S.S. by others.
Debris from installation disposed in dumpster supplied by General Contractor.*

BY Ben H. Burkholder IV (WK)

Ben H. Burkholder IV - President

ACCEPTED _____ DATE _____

BUILDERS SPECIALTY SERVICE, INC.

P. O. BOX 433 , 37 S. WILSON AVENUE

ELIZABETHTOWN, PA 17022

(717) 367-0322 (717) 367-8210 FAX

W.W.W.BUILDERSSPECIALTY.COM

Approved PA Co-Star Supplier

TO: Penn Manor School District
PO Box 1001
Millersville, PA 17551-0301
Attn: Edward Saxton

DATE: 02/16/15
PROJECT: Gym Equipment Repairs

We quote the following materials, supplied and installed per our visit on 02/11/15.

High School Main Gym

Remove existing damaged cable on Main Court backstop and install new 1/4" cable so that backboard is safe.

FOR THE SUM OF -----\$824.00

Replace (2) 4 gang switch plates on existing controls.

FOR THE SUM OF -----\$1,769.00

Supply/install new remote transmitter on (1) backstop on existing unit.

FOR THE SUM OF -----\$996.00

West Gym

Labor and equipment to set limits, replace approximately (100) wire ties for existing batting cages.

FOR THE SUM OF -----\$1,151.00

Please contact our office with any questions.

Note: All steel products quoted are subject to steel surcharge at time of release for fabrication.

Note: If Corporate Credit Card is method of payment, add an additional 3% to any quoted price for collection fees.

Conditions: We guarantee unit prices quoted if contract is received within 30 days of date of quotations, with delivery called for within 90 days from date of quotation unless otherwise noted.

SHOULD YOU WANT BUILDERS SPECIALTY SERVICE, INC. TO PROCEED WITH AND ORDER, PLEASE ISSUE A WRITTEN PURCHASE ORDER OR CONTRACT. 2% PER MONTH INTEREST WILL BE ADDED ON ALL ACCOUNTS THAT ARE NOT PAID WITHIN 30 DAYS OF INVOICE DATE.

*Note: All wire, wiring, control wiring & conduit by others.
All electrical hook-up to material supplied by B.S.S. by others.
Debris from installation disposed in dumpster supplied by General Contractor.*

BY Ben H. Burkholder IV (W)

Ben H. Burkholder IV - President

ACCEPTED _____ DATE _____

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
5/4/2015	* AULT	MARGARET	READY TO LEARN AIDE	HAMBRIGHT	3.50	180	\$ 9.12	For the 2014-15 School Year Only	5.00	Effective 3/30/2015
5/4/2015	OLIVA	PAUL	TECHNOLOGY SUPPORT SPECIALIST	DISTRICT	8.00	261	\$ 42,000.00	Permanent	8.00	Effective 6/1/2015
5/4/2015	KELLER	JUDY	TECHNOLOGY PROGRAM ASSISTANT	DISTRICT	8.00	261	\$ 16.94	Permanent	8.00	Effective 5/27/2015
5/4/2015	BIXLER	KAYLA	TEMPORARY PAINTER	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Utility Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015
5/4/2015	JONES	ELENI	TEMPORARY PAINTER	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Utility Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015
5/4/2015	ROWLEY	AUSTIN	TEMPORARY PAINTER	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Utility Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015
5/4/2015	STONE	BRANDON	TEMPORARY PAINTER	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Utility Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015
5/4/2015	GROFF	COLLIN	TEMPORARY PAINTER	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Utility Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015
5/4/2015	JONIEC	NICHOLAS	TEMPORARY TECHNOLOGY	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Technology Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015
5/4/2015	THOMAS	BENJAMIN	TEMPORARY TECHNOLOGY	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Technology Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015
5/4/2015	ENDERS	COLIN	TEMPORARY TECHNOLOGY	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Technology Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015
5/4/2015	SANGREY	TAYLOR	TEMPORARY TECHNOLOGY	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Technology Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015
5/4/2015	CLAAR	JARROD	TEMPORARY TECHNOLOGY	DISTRICT	5.75	Summer Break	\$ 8.25	Temporary Technology Help	5.75	Effective 6/8/2015 Temporary Worker - through August 2015

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

* signifies a change in status

PENN MANOR SCHOOL DISTRICT

May 4, 2015 Board Agenda

New employees for the 2015-2016 school year:

Brill, Jourdan L. – elementary professional employee, full-time, permanent position, B.S. Degree, 1 year experience, Step 2, \$42,389, pending receipt of required documents. Assignment: Grade 2/Martic Elementary School

Miss Brill graduated from Temple University in January 2014 with a BS in early childhood education. Jourdan successfully completed two long-term substitute assignments in the district during the 2014-2015 school year.

Fitzkee, Jarred S. – elementary professional employee, full-time, permanent position, B.S. Degree, 1 year experience, Step 2, \$42,389, pending receipt of required documents. Assignment: Grade 3/Eshleman Elementary School

Mr. Fitzkee graduated from Millersville University in May 2014 with a BS in elementary education. Jarred successfully completed a long-term substitute assignment in the district during the 2014-2015 school year. Jarred and his wife, Amanda, reside in Hempfield School District with their two children, Brooke and Ethan.

Change in status [*] for the 2015-2016 school year:

Beighley, Debra S.* – elementary professional employee, full-time, permanent position, [change from Grade 4/Hambright Elementary School]. Assignment: Grade 5/Letort Elementary School

Eichelberger, Patrick S.* – secondary professional employee, full-time, permanent position, [change from Special Education K-12 Coordinator]. Assignment: Special Education 7-12 Coordinator

Hoin, Julie L.* – elementary professional employee, full-time, permanent position, [change from Grade 2/Martic Elementary School]. Assignment: Kindergarten/Letort Elementary School

Suydam, Lisa M.* – elementary professional employee, full-time, permanent position, [change from Grade 5/Letort Elementary School]. Assignment: Grade 4/Letort Elementary School

Wagner, Sally K.* – secondary professional employee, full-time, permanent position, [change from Itinerant Autistic Support Teacher/High School]. Assignment: Emotional Support Teacher/High School,

Yost, Julie A.* – elementary professional employee, full-time, permanent position, [change from Learning Support Teacher/Pequea Elementary School]. Assignment: Special Education K-6 Coordinator

PROFESSIONAL DEVELOPMENT LEAVE REQUESTS – 2015-2016 SCHOOL YEAR

As per the Penn Manor School District Compensated Professional Leave Policy #338.1, all applicants have filed the proper forms and hearings before the committee have been held. Please refer to the following brief description of each request.

Mary Snyder – Committee (Dr. Leichter and Mrs. Murray) recommends approval for the second semester at full pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

Martha Ioannidis – Committee (Dr. Leichter and Dr. Gale) recommends approval for the first semester at full pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

Pamela Noll – Committee (Dr. Leichter and Mr. Malek) recommends approval for the first and second semesters at half pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

May 4, 2015 School Board