

Minutes
Committee of the Whole
November 1, 2010

The Penn Manor School Board met in a Workshop Session beginning at 5:15 p.m. The topic, presented by Eric Howe, Scott Keddle and Dan Martino, was Emergency Procedures. The Workshop Session concluded at 6:00 p.m.

The Penn Manor School Board met in Executive Session at 6:00 p.m. for the discussion of the Superintendent's evaluation and personnel matters. The Executive Session adjourned at 6:50 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:04 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Dr. Richard Frerichs. The following members were present: Dr. Frerichs, Mrs. Friedman, Mrs. Green, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, Mr. Straub, and Ms. Wert. Present from the administrative staff were Mr. Johnston, Dr. Leichliter, and Ms. Pollock. Also in attendance for all or part of the meeting: Dr. Steve Iovino, Mr. Phil Gale, Mrs. Amy Wall, Mr. Del Jackson, Mr. Jarod Staub, Mr. Erick Dutches, Reporter Elaine Jones; Mrs. Rhoades and Mrs. Howard.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, November 8, 2010, at 5:00 p.m. in the Board Room of the Manor Middle School. He also announced that an Executive Session was held after the Voting Meeting on Tuesday, October 12, 2010 at 8:50 p.m. for the review of the Superintendent's goals.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the October 12, 2010, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Board Development Opportunities and Reports:

- Mrs. Green and Mr. Hoke reported on the High School Chorus fundraiser, "A Night at the Hop."
- Mr. Long and Mrs. Green reported on a visit to Conestoga Elementary School.
- The Board supported Mrs. Green attending the PSBA New Board Member workshop.
- Mr. Rintz, Mr. Schlotzhauer and Dr. Frerichs highlighted sessions from the recent PSBA School Leadership Conference.
- Dr. Frerichs distributed information regarding the Legislative Platform issues.
- Mr. Schlotzhauer reported on the CTC Joint Operating Committee meeting.
- Mrs. Wert reported on the Lancaster County Academy Committee meeting.
- Five board members will be judging high school senior projects November 10 – 12.

Dr. Leichliter introduced Dr. Steve Iovino. Dr. Iovino has been appointed by the Department of Education to work with Penn Manor High School as a Distinguished Educator. Dr. Iovino

provided information regarding his credentials, and what he will be doing to help the high school make AYP.

Mr. Gale reviewed his visit to Franklin & Marshall College as a potential indoor location for commencement. He provided details supporting his recommendation to hold the high school commencement at Franklin & Marshall. After asking questions for clarification, the board supported Mr. Gale's recommendation for the change in location.

Dr. Leichter discussed a request from Lancaster County Commissioners to use Penn Manor Schools as polling places. He also provided information regarding a poll that was sent to district staff. The board supported Dr. Leichter developing a calendar with in-service days on the voting days in the spring and November for the 2011-2012 school year for the opportunity of allowing polling places in the schools.

Mr. Schlotzhauer and Dr. Leichter explained the Lancaster County Vo-Tech School Authority resolution. The resolution renames the Authority to Lancaster County Career and Technology Center Authority and extends its charter to September 23, 2060. Approval for placement of this item on the November 1, 2010 board agenda was approved on a motion by Mrs. Wert, and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston provided information on a request from a taxpayer for a waiver of rollback taxes for a portion of the property that is listed as a Clean and Green property and is being transferred to the Lancaster County Conservancy. The Administration explained the waiver request to the Board, comments by Board members reflected a lack of support for the request, and no Board member made any motion to grant the waiver. Thus, the matter was dropped without any formal Board action.

Mr. Johnston provided a 2010-2011 real estate tax collection update. He also provided a chart comparing Penn Manor's millage rate for 2010-2011 to 15 other school districts in the county. Mr. Johnston reported that Penn Manor ranks 11th out of 16 districts in millage rates for 2010-2011.

The Committee of the Whole adjourned at 8:27 p.m. on a motion by Mr. Long, a second by Mrs. Friedman, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2 A: It was moved by Mr. Schlotzhauer and seconded by Mr. Long to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Items 3 A – F:**Consent Agenda for Administrative Actions**

- A. Tax Exonerations – The administrative staff is recommending approval of the tax exonerations as cited (see page 5).
- B. Change Order #1 – Martic Sand Mound Replacement – The administrative staff is recommending the approval of the attached change order for the Snyder and Mylin Excavating contract dated 10/13/2009 to add \$7,326.80 (see pages 6 – 9).

Explanation: This change order is an addition in the amount of \$7,326.80 for the installation of two monitoring wells for the new at-grade wastewater disposal systems. The amount was lowered as part of change order #2 due to the estimated vs. actual depth of the wells.

- C. Change Order #2 – Martic Sand Mound Replacement – The administrative staff is recommending the approval of the attached change order for the Snyder and Mylin Excavating contract dated 10/13/2009 to deduct \$1,456.00 (see pages 10 – 13).

Explanation: This change order is a deduction in the amount of \$1456.00 for unit costs not used under change order 1. Change order 1 was for unit prices to install to monitoring wells as required by DEP. The contractor hit bedrock at a depth that was not as deep as expected.

- D. Comet Grants – The administrative staff is recommending the awarding of Comet Grants as listed:
- Athletic Department - Track and Field - \$400.00 - Partial funding for hurdles and video camera.
 - Athletic Department - Field Hockey - \$500.00 - Funding for software.
 - Athletic Department - Weight Room (Jon Zajac) - \$500.00 - Funding for purchase of barbells.
 - Athletic Department (Cindy Bachman) - \$2,000.00 - partial funding for new Comet Man costume.
 - Athletic Department - PM Cheerleading (Megan Szentesy) - \$150.00 – partial funding for portable stereo.
 - Student Activity Fund - ITS (Melissa Mintzer) - \$460.00 – funding for DMX Iris-Lighting System.
 - PM Ice Hockey (Peter Cirko) - \$565.00 – Partial funding for ice time and coaches clinic.
 - German Club (Nadine Smith) - \$170.00 - Funding for videos in German.
 - Manor Pride Gridiron Club (Todd Olsen) - \$255.00 – funding for posters.

Explanation: Comet Grants are funded annually by the Turkey Hill Field naming rights revenue and are chosen from submissions to the High School Principal and the Athletic Director.

- E. Munis OS/DBA Contract Service – The administrative staff is recommending approval of the annual maintenance agreement with Tyler Technologies to provide OS/DBA service for the 2010-11 fiscal year for a contracted rate of \$4,983.

Explanation: This maintenance agreement will allow Tyler to perform maintenance and system upgrades for the financial software package.

- F. Environmental Consulting Services Proposal, Herr Property – The administrative staff is recommending the approval of a proposal from Vortex Environmental, Inc. to investigate and evaluate the Herr property for the presence or absence of wetlands and watercourses at a cost of \$550.00 plus reimbursable expenses (see pages 14 – 15).

Explanation: The investigation is part of the due diligence being conducted in relation to the agreement of sale for the Herr property.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – F: It was moved by Ms. Wert and seconded by Mrs. Friedman to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Items 4 A – G:

Consent Agenda for Personnel

- A. Employment – The administrative staff is recommending the board accept the individuals listed for employment according to the conditions listed (see page 16).
- B. Resignations – The administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.
 Linda Burkhart, Building Aide – effective November 5, 2010
 Ryan Davisson, Systems Analyst – effective October 29, 2010
- C. Substitute Teachers – The administrative staff is recommending that the individuals listed be approved for substitute teaching within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list (see page 17).
- D. Leaves – The administrative staff is recommending granting the medical leaves to the individuals listed according to the terms listed (see page 18).
- E. Parent Literacy Workshops – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate for up to 1.5 hours per workshop to conduct Parent Literacy Workshops during the 2010-2011 school year.
 Tracy Cornell
 Kimberly Juba
 Samantha Rill
 Danielle Rogers
 Kathy Rowley
 Michele Semple

Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and

their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

- F. Supportive School Counseling Services – The administrative staff is recommending the approval of Ms. Ellen E. Tilford for supportive school counseling services at Penn Manor High School at the hourly substitute rate of \$14.85 per hour, not to exceed 7 hours per day retroactive to October 18 through October 29, 2010.

Ellen Tilford will be working as a day to day sub for Brandy Basile at the high school. Because she is currently employed by both CTC and TW Ponessa and Associates counseling Services, she will be working part-time in the guidance office and as soon as she is able, begin working fulltime. Ellen is a graduate of Millersville University with a B.A. in Psychology and an M. Ed. in Secondary School Counseling.

- G. 2010-2011 Winter Coaching Positions – The administrative staff is recommending approval of the individuals listed as coaches for the 2010-2011 school year (see page 19).

Explanation: The attachment shows the coaches and positions by sport for the 2010-2011 winter season with the individual salaries is being compiled by the Athletic Department.

MOTION ON PERSONNEL ACTIONS CONSENT AGENDA ITEMS 4 A – G: It was moved by Mr. Straub and seconded by Mr. Schlotzhauer to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

Item 5 A:

Consent Agenda for Administrative Actions

- A. Judicial Review – The Judicial Review Committee is recommending the board approve the actions of the committee as cited.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 A: It was moved by Mr. Hoke and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

The meeting adjourned at 8:45 p.m. on a motion by Mr. Hoke, and seconded by Mr. Straub and a unanimous voice vote.

Agenda – Committee of the Whole
Penn Manor School District
Monday, November 1, 2010
Manor Middle School – Board Room

BOARD WORKSHOP

(5:15 – 6:00)

Emergency Procedures

EXECUTIVE SESSION

(6:00 – 6:30)

Superintendent's Evaluation

(6:30 – 6:45)

Personnel

COMMITTEE OF THE WHOLE

7:00

CALL TO ORDER:

Dr. Richard Frerichs

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on **Monday, November 8, 2010 at 5:00 p.m.** in the Board Room of the Manor Middle School.

EXECUTIVE SESSION:

An Executive Session was held after the Voting Meeting on Tuesday, October 12, 2010 at 8:50 p.m. for the review of the Superintendent's goals.

ROLL CALL:

CITIZEN'S COMMENTS:

Name and Address

APPROVAL OF MINUTES:

October 12, 2010
(<http://www.pennmanor.net/board/minutes.html>)

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.
(7:15 – 7:30)

Introduction of Mr. Steve Iovino – Dr. Leichliter

Explanation: Dr. Iovino has been appointed by the Department of Education to work with Penn Manor High School as a Distinguished Educator.

Committee Action Requested:
Information Only

Item 2.
(7:30 – 7:45)

Graduation – Mr. Gale

Explanation: Mr. Gale will review details from a visit to a potential indoor location for commencement.

Committee Action Requested:
Information Only

Item 3.
(7:45 – 8:00)

Polling Places in Schools – Dr. Leichliter

Explanation: Dr. Leichliter will discuss a request from Lancaster County Commissioners to use Penn Manor Schools as polling places.

Committee Action Requested:
Information Only

Item 4.
(8:00 – 8:15)

Lancaster County Vo-Tech School Authority Resolution –
Mr. Schlotzhauer and Dr. Leichliter

Explanation: Penn Manor School District was one of the original districts involved in the establishment of the Lancaster County Vo-Tech School Authority. In order to rename the Authority to Lancaster County Career and Technology Center Authority and extend its charter to September 23, 2060, districts involved in the initial charter need to approve this resolution.

Committee Action Requested:
Approval for Placement on November 1 School Board Meeting Agenda

Item 5.
(8:15 – 8:25)

Rollback Tax Waiver Request – Mr. Johnston

Explanation: A taxpayer is transferring a portion of her land to the Lancaster County Conservancy. As a result of the transfer, she will be liable for rollback taxes because the property is currently listed as a Clean and Green property. The taxpayer is requesting a waiver of rollback taxes in the amount of \$8,693.42 as calculated by the Lancaster County Assessment Office.

Committee Action Requested:
Information Only

Item 6.
(8:25 – 8:30)

2010-2011 Real Estate Tax Update – Mr. Johnston

Explanation: A comparison of 2010-11 to previous years will be provided to the board showing the number of bills sent, the number of bills paid in the discount period and the number of taxpayers opting for the installment plan. Collections will be compared to the budget for 2010-11. In addition, a chart will be shared showing that Penn Manor's millage rate for 2010-2011 ranks 11th of 16 districts, which is among the lowest in the county.

Committee Action Requested:
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 President 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, November 1, 2010
Manor Middle School – Board Room
At the Conclusion of the Committee of the Whole

CALL TO ORDER: Dr. Richard Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, November 8, 2010 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

EXECUTIVE SESSION: An Executive Session was held after the Voting Meeting on Tuesday, October 12, 2010 at 8:50 p.m. for the review of the Superintendent's goals.

ROLL CALL:

CITIZEN'S COMMENTS: Name and Address

APPROVAL OF MINUTES: October 12, 2010
(<http://www.pennmanor.net/board/minutes.html>)

SUPERINTENDENT'S REPORT:

Item 1. Review of School Board Meeting Agenda – Dr. Frerichs

Item 2. Consent Agenda for the Committee of the Whole Meeting – (ROLL CALL)

A. Lancaster County Vo-Tech School Authority Resolution – The committee is recommending approval of the Amendment of Incorporation of Lancaster County Vo-Tech School Authority resolution to rename the Authority to Lancaster County Career and Technology Center Authority and extend its charter to September 23, 2060.

Item 3. Consent Agenda for Administrative Actions – (ROLL CALL)

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PENN MANOR SCHOOL DISTRICT - NOVEMBER 1, 2010
 2010 REAL ESTATE TAX EXONERATION
 2009 REAL ESTATE TAX EXONERATION

<u>BILL NO.</u>	<u>NAME</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
CONESTOGA TOWNSHIP				
12009-3-1489	STOLTZFUS, TOBY & LYNN	BUILDING REMOVED	\$ 31,900.00	\$ 507.53
MANOR TOWNSHIP				
41010-3-1006	LAWRENCE, RICHARD G	DISABLED VETERAN	\$ 147,900.00	\$ 2,434.43
41009-3-5983	SCHROEDER, FREDERICK	CATASTROPHIC LOSS	\$ 15,400.00	\$ 245.01

File Martha Sandmound Repl.

PENN MANOR SCHOOL DISTRICT

PROJECT: Sand Mound Replacement

CHANGE ORDER NUMBER: 1

DATE: May 17, 2010

TO CONTRACTOR: Snyder and Mylin Excavating

ENGINEER'S PROJ. NO.: 75567-03

CONTRACT DATE: October 13, 2009

CONTRACT FOR: Sand Mound Replacement

The Contract is changed as follows:

Add the installation of two monitoring wells for the new at-grade wastewater disposal systems, as described in the copy of the attached letter. Note that the cost for the installation of the two monitoring wells will be based on the unit prices provided by the Contractor, and a second change order may be necessary if the depth of wells is different from the estimated quantity.

Not valid until signed by the Owner, Engineer and Contractor.
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was.....	\$83,433.00
Net change by previously authorized Change Orders.....	\$ 0.00
The Contract Sum prior to this Change Order was.....	\$83,433.00
The Contract Sum will be increased/decreased/unchanged by this Change	
Order in the amount of.....	\$ 7,326.80
The new Contract Sum including this Change Order will be.....	\$90,759.80

The Contract Time will be increased by two-hundred (200) days.

The date of Substantial Completion as of this Change Order therefore is June 22, 2010.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Buchart Horn, Inc.
Engineer

Snyder and Mylin Excavating
Contractor

Penn Manor School District
Owner

1975 Waddle Road
State College, PA 16803
Address

1130 Lancaster Pike
Drumore, PA 17518
Address

2950 Charlestown Road
Millersville, PA 17551
Address

By Kel Shultz

By Mark H. Mylin

By _____

Date 5/18/10

Date 5-27-10

Date _____



Buchart Horn, Inc.
1975 Waddle Road
State College, PA 16803-1639
814-237-7111
Fax: 814-237-5692
kshellenberger@bh-ba.com

January 13, 2010

Snyder & Mylin Excavating
1130 Lancaster Pike
Drumore, PA 17518
Attn: Tim Mylin

RE: Penn Manor School District - Martic Elementary School
Sand Mound Replacement
Monitoring Wells Change Order
BH No. 75567-03

York, PA
Harrisburg, PA
New Cumberland, PA
Pittsburgh, PA
State College, PA
Stroudsburg, PA
Baltimore, MD
Marion, NJ
Charleston, WV
Memphis, TN
Milan, TN
Baton Rouge, LA
Batesville, MS
Frankfurt/Main, Germany
Kaiserslautern, Germany

Dear Mr. Mylin,

The Pennsylvania Department of Environmental Protection (PADEP) has requested the installation of two new groundwater monitoring wells down gradient from the new at-grade disposal beds. PADEP had not provided information prior to bidding about the number, location, and size of the wells, so the monitoring wells were removed from the contract. It was determined that the wells would be added later via change order.

Based on discussion with PADEP, the two monitoring wells will be installed at the approximate locations shown on the attached plan. The well casing and screening will be 4" diameter, and the well will be installed in a manner which allows for year round sampling of the groundwater. The groundwater depth in the existing monitoring well at the treatment plant site is approximately 50 feet below the ground surface, and it is anticipated that the groundwater level in the proposed wells will be at a similar depth. The wells will be cased, labeled, and outfitted with a locking cap. All materials and drilling procedures should meet PADEP requirements.

Before the change order can be authorized by the School District, please provide Buchart Horn with the following costs:

Item	Quantity	Unit	Unit Price	Cost
1. Drilling Mobilization/ Demobilization	1	LS	650.00	650.00
2. Well Drilling	130	LF	50.21	6527.30
3. Protective Well Casing	10	LF	14.95	149.50



The quantities listed above are based on drilling wells to a depth of 65 feet each (approximately 15 feet below the first encountered water, or water table), with 20 feet of 4-inch diameter PVC screen and 45 feet of 4-inch diameter PVC riser. The final cost of the change order will be based on the unit prices and the actual depth of drilling, which will be based on actual field conditions. The Payment for the items listed above will include the work as detailed below:

1. Drilling Mobilization/Demobilization:

The Drilling Mobilization/Demobilization cost includes costs to reach the site.

2. Well Drilling

The Well Drilling cost should include all costs associated with drilling and building the monitoring wells to their final depth, and includes, but is not limited to, a minimum 2-foot thick bentonite seals on each well, well gravel (to approximately 2 feet above the top of the PVC screen), grout, 4-inch diameter Schedule 40 PVC riser, 4-inch diameter Schedule 40 PVC 10 mil slotted screen, and top and bottom well cap. Wells should be constructed according to PADEP or PADCNr guidelines.

3. Protective Well Casing

The Protective Well Casing cost includes a minimum 5-foot section of protective steel casing with locking cap.

Please provide cost values for the table above and fax that information to my attention at 814-237-5692. Following acceptance by the School District, authorization to perform the work will be issued.

Please do not hesitate to contact me if you have any questions regarding this letter.

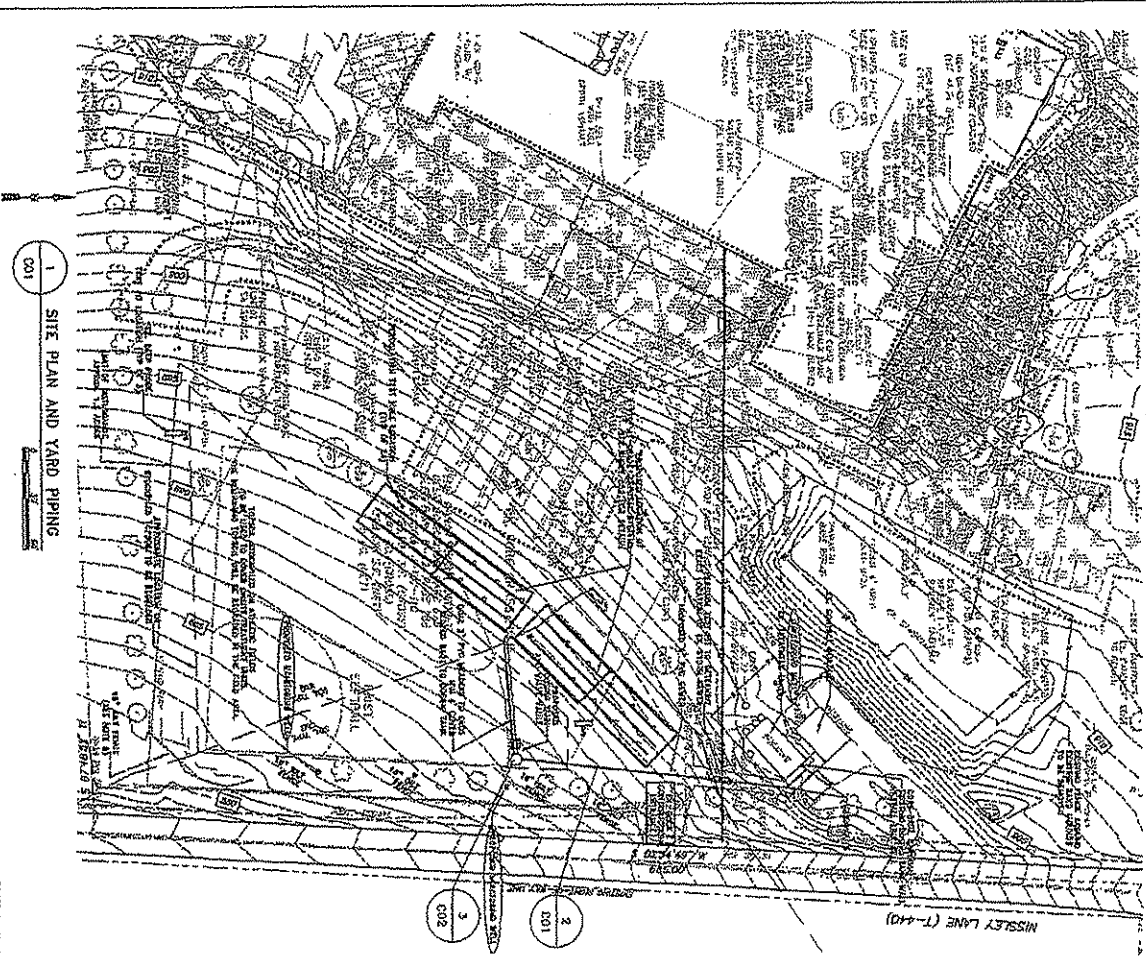
Very truly yours,
BUCHART HORN, INC.



Karl Shellenberger, P.E.
Senior Engineer

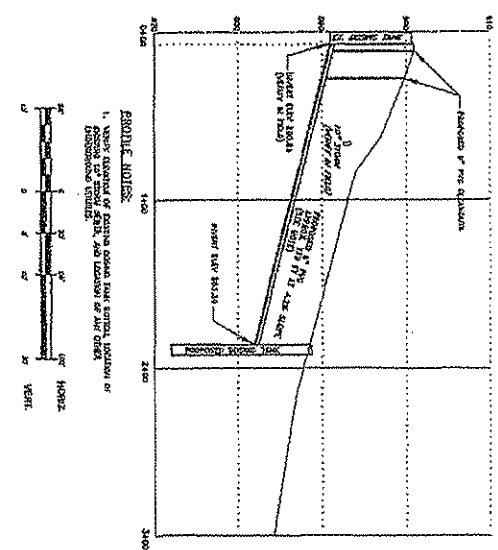
Enclosure

cc: Denny Coleman, PMSD



1 SITE PLAN AND YARD PIPING

2 PIPE PROFILE



2 PIPE PROFILE

- GENERAL NOTES:**
1. EXISTING GRADE SHOWN BY DOTTED LINES. PROPOSED GRADE SHOWN BY SOLID LINES.
 2. EXISTING PIPING SHOWN BY DOTTED LINES. PROPOSED PIPING SHOWN BY SOLID LINES.
 3. EXISTING STRUCTURES SHOWN BY DOTTED LINES. PROPOSED STRUCTURES SHOWN BY SOLID LINES.
 4. EXISTING UTILITIES SHOWN BY DOTTED LINES. PROPOSED UTILITIES SHOWN BY SOLID LINES.
 5. EXISTING EROSION CONTROL MEASURES SHOWN BY DOTTED LINES. PROPOSED EROSION CONTROL MEASURES SHOWN BY SOLID LINES.
 6. EXISTING LANDSCAPE PLANTINGS SHOWN BY DOTTED LINES. PROPOSED LANDSCAPE PLANTINGS SHOWN BY SOLID LINES.
 7. EXISTING FENCE LINE SHOWN BY DOTTED LINES. PROPOSED FENCE LINE SHOWN BY SOLID LINES.
 8. EXISTING DRIVEWAY SHOWN BY DOTTED LINES. PROPOSED DRIVEWAY SHOWN BY SOLID LINES.
 9. EXISTING SIDEWALK SHOWN BY DOTTED LINES. PROPOSED SIDEWALK SHOWN BY SOLID LINES.
 10. EXISTING PARKING AREA SHOWN BY DOTTED LINES. PROPOSED PARKING AREA SHOWN BY SOLID LINES.
 11. EXISTING BUILDING FOOTPRINT SHOWN BY DOTTED LINES. PROPOSED BUILDING FOOTPRINT SHOWN BY SOLID LINES.
 12. EXISTING YARD PIPING SHOWN BY DOTTED LINES. PROPOSED YARD PIPING SHOWN BY SOLID LINES.
 13. EXISTING YARD PIPING SHOWN BY DOTTED LINES. PROPOSED YARD PIPING SHOWN BY SOLID LINES.
 14. EXISTING YARD PIPING SHOWN BY DOTTED LINES. PROPOSED YARD PIPING SHOWN BY SOLID LINES.

PENN MANOR SCHOOL DISTRICT

PROJECT: Sand Mound Replacement

CHANGE ORDER NUMBER: 2

DATE: October 13, 2010

TO CONTRACTOR: Snyder and Mylin Excavating

ENGINEER'S PROJ. NO.: 75567-03

CONTRACT DATE: October 13, 2009

CONTRACT FOR: Sand Mound Replacement

The Contract is changed as follows:

As indicated in Change Order No. 1, "the cost for the installation of the two monitoring wells will be based on the unit prices provided by the Contractor, and a second change order may be necessary if the depth of wells is different from the estimated quantity." The actual total depth of monitoring well which was drilled was 101 feet, and Change Order No. 1 was based on a total of 130 feet of well depth.

Deduct 29 feet of well depth and adjust the Contract Sum accordingly based on the unit price costs provided by the Contractor. See attached unit costs provided by Contractor and Well Completion Reports for Additional Documentation.

Not valid until signed by the Owner, Engineer and Contractor.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was.....	\$83,433.00
Net change by previously authorized Change Orders.....	\$ 7,326.80
The Contract Sum prior to this Change Order was.....	\$90,759.80
The Contract Sum will be <i>decreased</i> by this Change Order in the amount of.....	\$ 1,456.09
The new Contract Sum including this Change Order will be.....	\$89,303.71

The Contract Time will be increased by an additional sixty-five (65) days.

The date of Substantial Completion as of this Change Order therefore is August 26, 2010.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Buchart Horn, Inc.
Engineer

Snyder and Mylin Excavating
Contractor

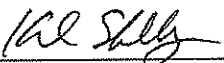
Penn Manor School District
Owner

1975 Waddle Road
State College, PA 16803
Address

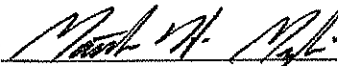
1130 Lancaster Pike
Drumore, PA 17518
Address

2950 Charlestown Road
Millersville, PA 17551
Address

By



By



By

Date 10/17/10

Date 10/19/10

Date _____



Buchart Horn, Inc.
1975 Waddle Road
State College, PA 16803-1639
814-237-7111
Fax: 814-237-5692
kshellenberger@bh-ba.com

January 13, 2010

Snyder & Mylin Excavating
1130 Lancaster Pike
Drumore, PA 17518
Attn: Tim Mylin

RE: Penn Manor School District - Martic Elementary School
Sand Mound Replacement
Monitoring Wells Change Order
BH No. 75567-03

York, PA
Harrisburg, PA
New Cumberland, PA
Pittsburgh, PA
State College, PA
Stroudsburg, PA
Baltimore, MD
Madison, NJ
Charleston, WV
Memphis, TN
Milan, TN
Baton Rouge, LA
Batesville, MS
Frankfurt/Main, Germany
Kaiserslautern, Germany

Dear Mr. Mylin,

The Pennsylvania Department of Environmental Protection (PADEP) has requested the installation of two new groundwater monitoring wells down gradient from the new at-grade disposal beds. PADEP had not provided information prior to bidding about the number, location, and size of the wells, so the monitoring wells were removed from the contract. It was determined that the wells would be added later via change order.

Based on discussion with PADEP, the two monitoring wells will be installed at the approximate locations shown on the attached plan. The well casing and screening will be 4" diameter, and the well will be installed in a manner which allows for year round sampling of the groundwater. The groundwater depth in the existing monitoring well at the treatment plant site is approximately 50 feet below the ground surface, and it is anticipated that the groundwater level in the proposed wells will be at a similar depth. The wells will be cased, labeled, and outfitted with a locking cap. All materials and drilling procedures should meet PADEP requirements.

Before the change order can be authorized by the School District, please provide Buchart Horn with the following costs:

Item	Quantity	Unit	Unit Price	Cost
1. Drilling Mobilization/ Demobilization	1	LS	650.00	650.00
2. Well Drilling	130	LF	50.21	6527.30
3. Protective Well Casing	10	LF	14.95	149.50

$$52 + 49 = 101 \text{ LF}$$

$$130 - 101 = 29 \text{ LF}$$

$$29 \text{ LF} \times \$50.21/\text{LF} = \$1456.09$$



DEPARTMENT OF CONSERVATION & NATURAL RESOURCES
BUREAU OF TOPOGRAPHIC AND GEOLOGIC SURVEY
WATER WELL LICENSING/WATER WELL INVENTORY SECTION
3240 Schoenberger Rd
Middletown, PA 17057
717-702-2017

Well No 1

WATER WELL COMPLETION REPORT

Well Driller: MYERS BROS DRILLING CONTRACTORS INC	Driller Well ID: 19/122-2010
Driller License: 0319	Local Permit #:
Type of Activity: New Well	Original Well By: Current Driller
Date Drilled: 7/28/2010	Drilling Method: AIR ROTARY
Owner: Martie Elementary School	
Address of Well: Martie Heights Drive	Zipcode:
County: LANCASTER	
Municipality: MARTIC	Municipality Type: T
Coordinate Method: Commercial Street Atlas Program	
Quadrangle:	Latitude: 39.85269 Longitude: -76.27021
→ Well Depth (ft): 52	Well Finish: OPEN HOLE
Depth to Bedrock (ft): 16	Did Not Encounter Bedrock:
Well Yield (gpm):	Yield Measure Method: WATCH & BUCKET
Static Water Level: (ft below land surface)	Water level after yield test: (ft below land surface)
Length of Yield Test: (minutes)	Saltwater Zone (ft):
Use of Well: TEST	Use of Water: UNUSED
Description of Well Location and Other Notes: soak	

DRILLER'S LOG

DEPARTMENT OF CONSERVATION & NATURAL RESOURCES
BUREAU OF TOPOGRAPHIC AND GEOLOGIC SURVEY
WATER WELL LICENSING/WATER WELL INVENTORY SECTION
3240 Schoolhouse Rd
Middletown, PA 17057
717-702-2017

Well No 2

WATER WELL COMPLETION REPORT

Well Driller: **MYERS BROS DRILLING
CONTRACTORS INC**

Driller Well ID: 19/121-2010

Driller License: 0319

Local Permit #:

Type of Activity: New Well

Original Well By: Current Driller

Date Drilled: 7/27/2010

Drilling Method: AIR ROTARY

Owner: Martic Elementary School

Address of Well: Martic Heights Drive

Zipcode:

County: LANCASTER

Municipality: MARTIC

Municipality Type: T

Coordinate Method: Commercial Street Atlas Program

Quadrangle:

Latitude: 39.85269

Longitude: -76.27021

→ Well Depth (ft): 49

Well Finish: OPEN HOLE

Depth to Bedrock (ft): 19

Did Not Encounter Bedrock:

Well Yield (gpm):

Yield Measure Method: WATCH & BUCKET

Static Water Level:
(ft below land surface)

Water level after yield test:
(ft below land surface)

Length of Yield Test:
(minutes)

Saltwater Zone (ft):

Use of Well: TEST

Use of Water: UNUSED

Description of Well Location and Other Notes:
1/2 gpm

DRILLER'S LOG



Vortex Environmental, Inc.

ENVIRONMENTAL CONSULTANTS

October 20, 2010

Mr. Dennis R. Coleman
Director of Buildings and Grounds
Penn Manor School District
P.O. Box 1001
Millersville, PA 17551

RE: Environmental consulting services on the Penn Manor School District – Herr Property, Manor Township, Lancaster County, Pennsylvania.

Dear Dennis:

Thank you for the opportunity to represent you in the above matter. This proposal outlines the scope of services, the basis of fees, and the schedule of anticipated billing and payment. If you have any questions concerning this information please feel free to contact us.

SCOPE OF PROFESSIONAL SERVICES

Preliminary Wetland Investigation

The purpose of this investigation is to evaluate the 44.4815-acre Herr Property for the presence or absence of "Waters of the United States", including wetlands and watercourses. We will examine the vegetation, soils, and hydrologic conditions on the site according to the standards adopted by the regulating state and federal agencies. We will review our source material (aerial photographs, soil survey, National Wetland Inventory, floodplain maps, etc.) to establish general site conditions. We will conduct a reconnaissance level investigation to determine the presence/absence of wetlands within the project area. The preliminary wetland investigation includes the preparation of a sketch map for the site, showing its location and the approximate wetland locations and a short narrative.

Cost: \$550.00

Reimbursable Expenses

Expenses such as reprographic services, long distance telephone/conference calls, photocopies, faxes and other reimbursable expenses that are directly incidental to our professional services shall be invoiced to you at 1.10 times our cost. Mileage shall be invoiced to you at the current federally allowable rate. These expenses will be in addition to the lump sum cost stated above. Estimated reimbursable - \$150.00

Additional Professional Services

Any additional professional services including; endangered species coordination, permit preparation, agency coordination, mitigation planning, and meeting representation will be billed on a time and materials basis at the following rates:

Environmental Scientist.....\$75.00/hr

Billing:

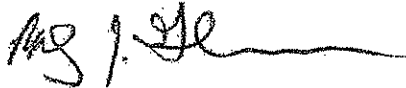
We will send an invoice once a month for the duration of the project. Payment will be made within 30 days of the date of invoice. Payment not received within 30 days will be deemed delinquent and will become subject to a penalty charge of 1.5% per month on the unpaid balance.

Mr. Dennis R. Coleman
October 20, 2010
Page 2 – Penn Manor School District – Herr Property

It is both important and desirable that any questions with respect to matters outlined above be addressed and resolved promptly. Please do not hesitate to discuss them with us at any time. If the scope of work and budget are acceptable to you, please acknowledge receipt of this letter by signing and dating the enclosed copy and returning it to Vortex Environmental, Inc. We can initiate our work upon a signed copy of this contract. If not signed and returned to Vortex Environmental, Inc. in sixty days, this contract is null and void.

Sincerely,

Vortex Environmental, Inc.



Bradley J. Gochbauer
President

Accepted and approved by: _____ Date: _____

Print Name: _____

Title: _____

Company Name: _____ Phone: _____

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
11/1/2010	Graham	Gillian	Secretary/Receptionist District Office	District Office	8.00	261	\$ 12.32	Permanent	8.00	Effective 11/8/2010 Permanent - business office restructuring
11/1/2010	* Wakefield	Lisa	ERA - Academic Support	Central Manor	1.00	180	\$ 9.81	For the 2010-11 School Year Only	6.00	Effective 10/19/10
11/1/2010	Troop	Lauren	Learning Support Aide	High School	4.00	181	\$ 9.90	For the 2010-11 School Year Only	4.00	Enrollment Related - 2010-11 School Year Effective 10/12/10
11/1/2010	Noel	Pamela	Learning Support Aide	Central Manor	5.50	181	\$ 9.90	For the 2010-11 School Year Only	5.50	Enrollment Related - 2010-11 School Year Effective 10/19/10
11/1/2010	Good	Jersey	Food Service	Manor Middle	6.50	180	\$ 9.02	Permanent	6.50	Effective 10/26/10 Permanent

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

* signifies a change in status

Substitutes for November 1, 2010 School Board Meeting

Kevin P. Carson

Ashley N. Durland

Karen L. Hursh

Justin Wade Quinn

Michelle O. Ronan

Ellen E. Tilford

Mary Beth Wawrousek

LEAVES

November 1, 2010 Board Agenda

PROFESSIONAL EMPLOYEES

- | | | |
|-------------------|---|---|
| <u>Employee A</u> | - | October 12, 2010 – January 3, 2011
Family Medical |
| <u>Employee B</u> | - | November 18, 2010 – December 26, 2010
Family Medical |
| <u>Employee C</u> | - | August 23, 2010 – October 31, 2010
Family Medical |

WINTER 2010-2011 ATHLETIC COACHING CONTRACTS

Sport	Coach	Title	Salary Schedule	Actual Salary	Variance
Boys Basketball	Charlie Detz	Head Varsity Coach	6,485	6,150	(335)
	Larry Bellew	Varsity Assistant	3,766	3,682	(84)
	Dell Jackson	Assistant	3,331	3,162	(169)
	Eric Polaski	Assistant	-	1,428	1,428
	Don Martin	Freshman	3,331	2,856	(475)
	Steve Wilson	8th Grade Coach	3,331	2,346	(985)
	Mike Trier	7th Grade Coach	1,492	2,112	620
	Tom Boyd	Volunteer			-
Total for Boys Basketball			21,736	21,736	-
Girls Basketball	Scott Long	Head Varsity Coach	6,485	6,400	(85)
	Liz Chismar	Varsity Assistant	3,766	3,100	(666)
	James Cowen	Assistant	3,331	3,300	(31)
	Jaime Gehres	Assistant	-	1,500	1,500
	Todd Llindsley	Head Jr. High Coach	3,331	3,136	(195)
	Ashley Thomas	8th Grade Coach	3,331	2,150	(1,181)
	Jen Kroesen	7th Grade Coach	1,492	2,150	658
	Kayla Montgomery	Volunteer			-
Total for Girls Basketball			21,736	21,736	-
Wrestling	Steve Hess	Head Varsity Coach	6,485	6,485	-
	Mike Fowler	Varsity Assistant	3,766	4,259	493
	Steve Kramer	Assistant	3,331	3,000	(331)
	Wes Mendez	JH Head Coach	3,331	3,500	169
	Dave Ohi	JH Assistant Coach	3,331	3,000	(331)
	Hunter McBryde	Volunteer			-
	Todd McCurdy	Volunteer			-
Total for Wrestling			20,244	20,244	-
Swimming	Cece O'Day	Head Varsity Coach	5,917	5,917	-
	Julie Biblioni	Varsity Assistant	3,873	3,873	-
Total for Swimming			9,790	9,790	-
Bowling	Chris Vital	Head Varsity Coach	1,860	1,860	-
	Dave Ederati	Volunteer			-
Total for Bowling			1,860	1,860	-
Total For Winter Sports 2010-2011			75,366	75,366	-