

Agenda – Committee of the Whole
Penn Manor School District
Monday, April 18, 2016
Manor Middle School – Board Room

WORKSHOP

5:30

Student Assistance Program - Mr. Eby and Mrs. Sellers

EXECUTIVE SESSION

6:30

Personnel: Review of 4C (Leaves) on Voting Agenda

6:40

Student Matter : Special Education Due Process

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 2, 2016 at 7:00 p.m. in the Board Room of the Manor Middle School.

ANNOUNCEMENT:

An Executive Session was held prior to the Committee of the Whole Meeting for the purpose of discussing personnel and student matter as detailed above.

ROLL CALL:

APPROVAL OF MINUTES:

April 4, 2016

<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT:

Cece Minnick and Shawn Stone

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

RECOGNITION: Collin Rineer – Scholastic Art Award

Item 1.
(7:15-7:35)

Conestoga Renovation Bids - Dr. Leichliter and Mr. Johnston

Explanation: Dr. Leichliter and Mr. Johnston will discuss the electrical bid and the administration's recommendation regarding awarding of the bid.

Approval for placement on April 18, 2016 School Board Meeting Agenda

Item 2.
(7:35-7:55)

AP Capstone - Dr. Leichliter, Dr. Shaffer, and Dr. Gale

Explanation: A discussion of the recommendation to begin development of AP Capstone programming will be reviewed.

Approval for placement on April 18, 2016 School Board Meeting Agenda

Item 3.
(7:55-8:10)

2015-2016 Budget Quarterly Update – Mr. Johnston

Explanation: Mr. Johnston will review the 2015-16 budget results through the first nine months of the fiscal year.

For Information Only

Item 4.
(8:10-8:25)

2016-2017 Budget Update – Mr. Johnston

Explanation: Mr. Johnston will review proposed changes to the 2016-17 proposed budget that have been made since the proposed preliminary budget was passed in January.

For Information Only

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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

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

Agenda – School Board Meeting
Penn Manor School District
Monday, April 18, 2016
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE: Mr. Long

FLAG SALUTE: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, May 2, 2016 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole Meeting for the purpose of discussing personnel and student matter as detailed on the Committee of the Whole agenda.

ROLL CALL:

CITIZEN'S COMMENTS:

APPROVAL OF MINUTES: April 4, 2016
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT'S REPORT:

TREASURER'S REPORT: March 2016

PAYMENT OF BILLS: March 2016
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	5,766,861.58
Food Service Fund	\$	167,699.40
Capital Reserve Fund	\$	15,368.87
2015 Construction Fund	\$	710,810.79
Student Activity Fund	\$	38,080.33

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

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

- A. Conestoga Elementary School Project – Notice of Intent to Award Bids – The administrative staff is recommending issuing the notice of intent to award bid to the lowest responsive and responsible bidder for the Electrical Contract 2873-4 to Hirneisen Electric, Inc. for the amounts stated for the Conestoga Elementary School new construction/ renovation project (PDE project number 3847). Payment to be made from the 2016 Construction Fund.

Electrical – Hirneisen Electric - \$1,174,000

- B. Penn Manor Virtual School Programming with addition of Edgenuity online course platform for the 2016-2017 school year

Explanation: Edgenuity will provide courses and instructors for Penn Manor virtual school programs. Costs are shared with Hempfield School District as a joint program.

- C. Implementation of the AP Capstone Program for the 2017-2018 school year

Explanation: The administration is recommending approval of the AP Capstone program at Penn Manor High School in 2017-2018 with planning to occur in 2016-2017.

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

- A. Delta Dental Agreement – The administrative staff is recommending approval of Delta Dental as the district's third-party administrator for dental claims for the period of 7/1/2016 to 6/30/2018 for a fee of 13.0% of claims paid.

Explanation: Delta Dental has been the district's third-party administrator for dental since 1998. The district is self-insured for dental claims and pay a 13.0% administrative fee for all paid claims. The proposed fee represents no increase over the expiring contract

- B. District Income Protection Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2016 to 6/30/2017 at a rate of .16% of covered payroll.

Explanation: Income Protection (disability benefits are provided to all employees eligible for health care benefits, except for long-term substitutes). The level of coverage is defined in the negotiated agreement. The rate remains unchanged from the previous year.

- C. District Life Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2016 to 6/30/2017 at a rate of .09 per \$1,000 for Life coverage and .02 per \$1,000 for Accidental Death and Dismemberment coverage.

Explanation: Life and AD&D benefits are provided to all active employees eligible for health care benefits. The level of coverage is defined in the negotiated agreement. The rate remains unchanged from the previous year.

- D. Edulog Data Export Services Agreement - One-time data export and custom file creation services in the amount of \$850.00 (see page 5)

Explanation: Edulog will export and format custom geographic attendance boundary file data for import into the Forecast5 Analytics software system.

- E. Disposal of Assets from Conestoga Elementary School

Explanation: Approval to allow Central American Relief Efforts (CARE) to repurpose furniture and fixtures from Conestoga Elementary building by aiding impoverished areas of Honduras.

- F. Student and Athletic Accident Insurance from American Management Advisors, Inc. 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 2016-2017 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.

- G. Substitute Teaching Services approval of the agreement addendum with Substitute Teacher Service (STS) to provide the District with substitute teachers from July 1, 2016 through June 30, 2017. (see page 6)

Explanation: Beginning with the 2016-17 school year, contracted substitute teachers pay will increase to \$120 per day. The agreement addendum calls for a surcharge of 33%.

- H. Eshleman Roof Restoration from Weatherproofing Technologies, Inc. for \$438,034.14 as per the attached proposal. (see pages 7-11)

Explanation: Weatherproofing Technologies will restore the roof at Eshleman Elementary School per the proposal.

- I. Trane Service Contract – Penn Manor High School – approval of an extended service agreement with Trane for two centrifugal chillers, cooling tower and water treatment at Penn Manor High School effective July 1, 2016 through June 30, 2019, at the costs listed below:

2016-2017	\$20,540
2017-2018	\$21,362
2018-2019	\$22,216

- J. Reliance Communications Renewal Authorization for SchoolMessenger services in the amount of \$11,466.40. (see page 12)

Explanation: Annual maintenance agreement for district SchoolMessenger emergency call notification system and custom mobile app.

- K. Conestoga Elementary Renovation Project Plan Con F, Attachment C for Electric Construction only for PDE project number 3847. (see page 13)

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 2015 - 2016 school year (see page 14)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2016 - 2017 school year (see page 15)
- C. Leaves to the individuals according to the terms listed:
 Professional Employees:
 Employee E36 – Family Medical - August 1, 2016 – October 21, 2016
 Employee E37 – Family Medical - August 24, 2016 – October 4, 2016
- D. Retirement of the individuals listed per the effective date:
 Carol Witmer, Teacher, Pequea, effective end of 2015-16 school year
 Martie Spanitz, Health Room Assistant, Conestoga, effective 6/8/16
- E. Resignations of the individuals listed per the effective date:
 Danita Baber, School Psychologist, effective June 21, 2016
 Kim Barnett, Enrollment Related Aide, effective 3/28/16
 Jesse Dickenson, Custodian, Manor Middle, effective 4/20/16
 Amy Stigelman, LTS Teacher, Pequea, effective 4/29/2016

ADJOURNMENT

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Penn Manor School District, PA

Education Logistics, Inc.
3000 Palmer Street
Missoula, MT 59808
Phone: 406.328.2222
Fax: 406.328.2223
www.edulog.com



One-Time Export of Ten (10) School
Attendance Boundaries Currently
Contained in the District's Edulog
System to Shape Files

March 30, 2016

AGREEMENT TO PROPOSED SCOPE OF WORK

The Penn Manor School District (the District) of 2950 Charlestown Road, Lancaster, PA 17603 agrees to pay Education Logistics, Inc. (EDULOG) of 3000 Palmer Street, Missoula, MT 59808 the service fee described in this proposal (as indicated by the signatory's initials next to the accepted offering[s] below.) In addition, the Penn Manor School District and Education Logistics, Inc. agree that all terms, conditions, rights, and obligations not affected by this new Agreement—and which were previously agreed to by both parties—remain valid and in effect.

Please Indicate with the signatory's initials which item or items are agreed to with corresponding fees accepted for payment upon invoicing. It is agreed that items without initials are purposefully not selected by the District and will not be provided by Edulog.

Product	Unit	Unit Cost	Quantity	Total Cost
_____ Data Services	Service	\$85.00	10.0	\$850.00
TOTAL COST				\$850.00

For the Penn Manor School District:

Printed Name _____ Date: _____

Signature _____

Title _____

For Education Logistics, Inc.:

Printed Name _____ Date: _____

Signature _____

Title _____

SUBSTITUTE TEACHER SERVICE
2901 DUTTON MILL ROAD, SUITE 200
ASTON, PA 19014

AGREEMENT ADDENDUM

This Agreement is made this ____ day of _____, 2016 by and between SUBSTITUTE TEACHER SERVICE (hereafter "STS"), a duly registered Pennsylvania corporation with a place of business at 2901 Dutton Mill Road, Suite 200, Aston, Pennsylvania, and the PENN MANOR SCHOOL DISTRICT (hereafter the "District"), a school district organized pursuant to the laws of the Commonwealth of Pennsylvania and having its administrative office at 2950 Charlestown Road, Lancaster, PA 17603.

6. The District agrees that for every substitute teacher who is provided by STS pursuant to this Agreement the following rates will apply. A half day is the minimum amount due unless the substitute teacher is rejected by the District.

Per Diem Substitute Teacher	Full Day \$159.90	Half Day \$79.95
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23. This Agreement is effective from _____ through June 30, 2017. This Agreement shall be binding upon the parties hereto, their personal representatives, heirs, assigns and successors.

24. By executing this Agreement, each party acknowledges receipt of a duly executed copy.

IN WITNESS WHEREOF, the parties hereto, with the intention of being legally bound, have set their hand and seal on the day and date first set forth above.

Witness

By: _____
SUBSTITUTE TEACHER SERVICE, INC.

Date: _____

Witness

By: _____
PENN MANOR SCHOOL DISTRICT

Date: _____



A Subsidiary of Tremco Incorporated

3735 Green Road, Beachwood, OH 44122

Phone: 216.292.5000

www.wtiservices.com

03/29/2016

Mr. Denny Coleman
Buildings and Grounds Director
Penn Manor School District
2950 Charlestown Road
Lancaster, PA 17603

RE: Eshleman Elementary School 2016 Roof Project – Proposal

Dear Mr. Coleman:

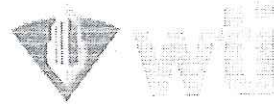
Weatherproofing Technologies, Inc. is pleased to present our proposal for the restoration of Roof Areas 1, 2, 3, 4, 5, 6, 7, 8, and 9 at Eshleman Elementary School. The scope of work and the associated AEPA/KPN Line Item Proposal is for a turnkey operation as specified and bid by the AEPA/KPN (Contract # KPN-201301-03B) any questions regarding the bidding of the AEPA contract or our performance should be directed to Jeffrey Kimball at the Central Susquehanna Intermediate Unit. The subcontractor we plan to utilize unless otherwise directed would be All Type Roofing.

The AEPA/KPN process includes all specifications and drawings, part-time onsite management, preconstruction and progress meetings, final inspection, project closeout book and post project follow up.

Project Description:

Restoration Roof Areas: 1, 2, 3, 4, 5, 6, 7, 8, and 9

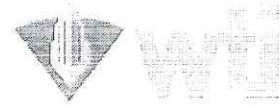
1. Remove and replace identified wet insulation.
 - a. Install new polyisocyanurate insulation to match existing thickness.
 - b. Install new fully adhered .060 EPDM roofing membrane over new insulation. Provide minimum 6-inch tie-in on all sides. Seal leading edge with lap sealant where required by membrane manufacturer.
2. Remove and replace eleven (11) identified roof drains located on Roof Areas 2, 3, 5, and 7.
 - a. Install new cast iron drain bowl assemblies.
 - b. Work to include plumbing connections.
3. Rework primary roof drain bowl assemblies:
 - a. Remove the existing drain clamping ring.
 - (1) Replace all plastic drain strainers with new cast iron.



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3735 Green Road, Beachwood, OH 44122
Phone: 216.292.5000
www.wtiservices.com

- b. Install new water-block sealant as needed under the EPDM membrane.
- c. The restoration system shall be installed on the entire membrane.
- d. The clamping ring shall then be re-installed.
- 4. Clean areas identified for restoration.
- 5. Install High Performance, Two-Part, Bio-Based Polyurethane Coating System
 - a. Existing EPDM Roof Areas that have not been coated.
 - (1) Prime substrate prior to installing base coat application.
 - (2) Install two-part, bio-based, polyurethane roof coating.
 - (3) Fully embed polyester reinforcement into wet base coat
 - (4) Install two-part, bio-based, polyurethane top coat roof coating.
 - b. Low Slope Areas that have been previously coated.
 - (1) Prime substrate prior to installing base coat application.
 - (2) Install two-part, bio-based, polyurethane roof coating.
 - (3) Fully embed fiberglass matt reinforcement into wet base coat
 - (4) Install two-part, bio-based, polyurethane top coat roof coating.
 - c. Steep Slope Areas that have been previously coated.
 - (1) Prime substrate prior to installing base coat application.
 - (2) Install two-part, bio-based, polyurethane roof coating.
 - (3) Install two-part, bio-based, polyurethane top coat roof coating.
- 6. Touch-up caulk joints as needed on existing counterflashings, drawbands, etc.
- 7. Provide a twenty (20) year manufacturer's restoration warranty.



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Phone: 216.292.5000

www.wtiservices.com

PROJECT INVESTMENT:

Eshelman Elementary School	Project Investment
2016 Roof Restoration Project Roof Areas 1, 2, 3, 4, 5, 6, 7, 8, and 9	\$438,034.14

Please note:

On Roof Areas 5 and 6 the proposed restoration system has yet to be tested and/or approved for a UL Class A fire rating over an existing coating on steep slope roof areas. If the District chooses to move forward with the above proposed system, WTI and the AEPA/KPN will require a letter from the District acknowledging that the installed system does not currently have a UL Class A fire rating for this particular application.

This price is valid for 90 days. After this time, project conditions are subject to reassessment. Project investment noted above is a not to exceed amount.

This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/share/terms/TandCWTL.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI.

Please feel free to contact me if should have any questions.

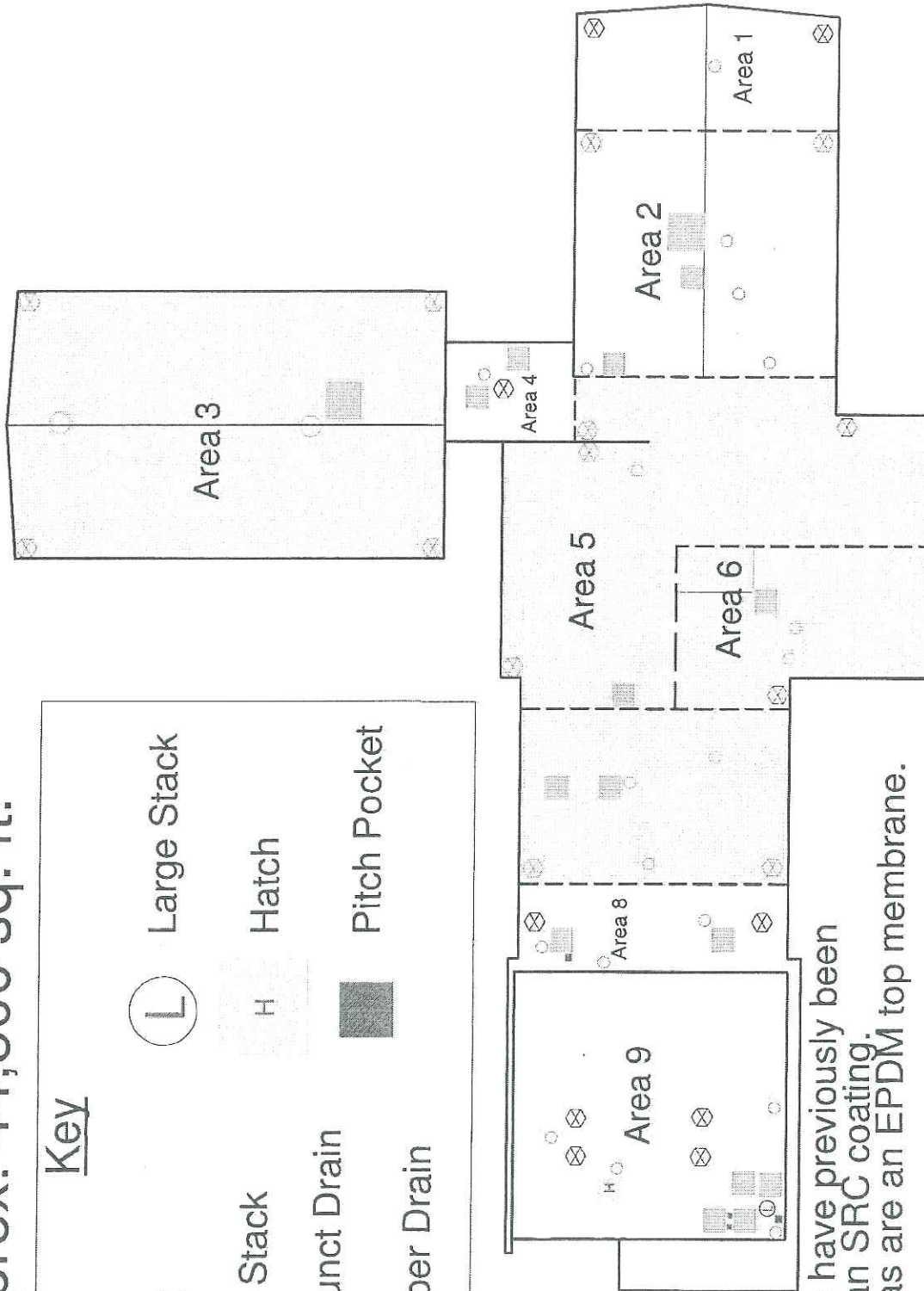
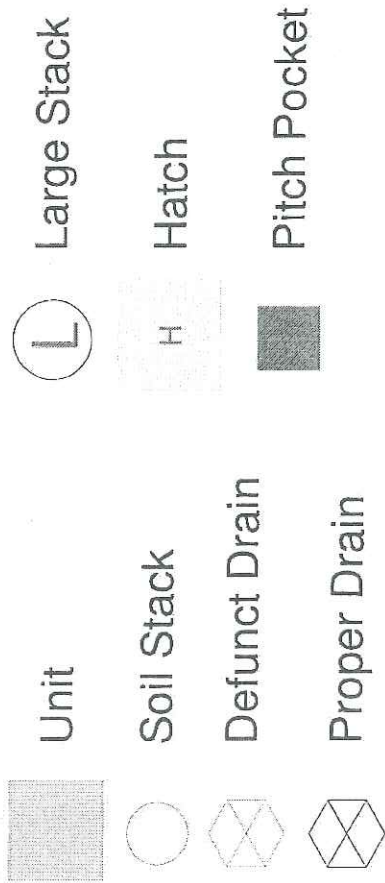
Respectfully submitted,

Mike Cromwell

Mike Cromwell
Senior Field Advisor

Approx. 44,500 sq. ft.

Key



Yellow areas have previously been coated with an SRC coating.
All other areas are an EPDM top membrane.

Eshelman Elementary School

Date: 08/01/2015

Scale: 1" = 50ft

Drawn by Evan Yoder

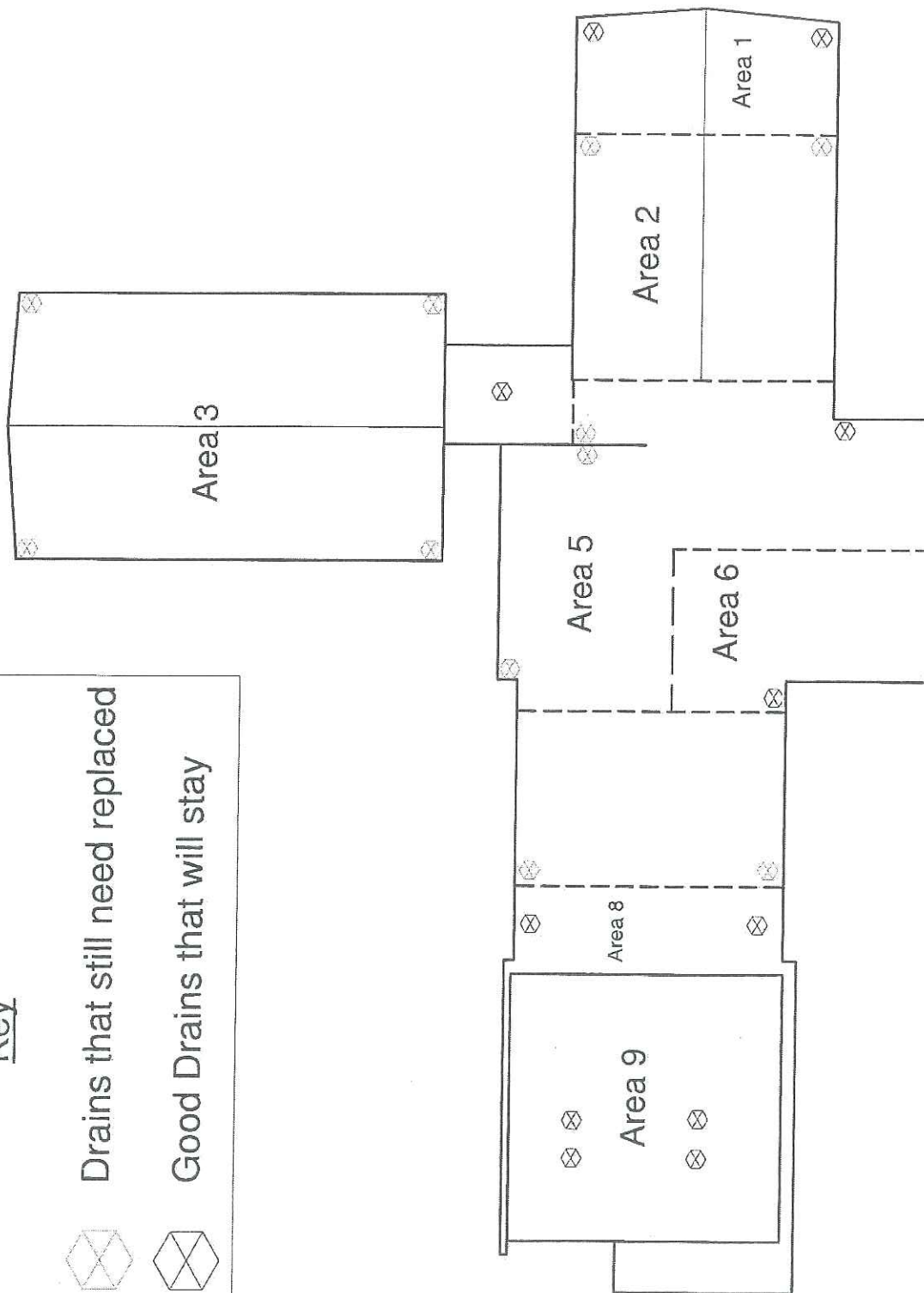
Key



Drains that still need replaced



Good Drains that will stay



Reliance Communications, LLC.

SchoolMessenger
P.O. Box 561484
Denver, CO 80256-1484
PH: 888-527-5225 | FAX: 800-360-7732
<http://www.schoolmessenger.com>

Date	3/30/2016
Renewal Quote #	80709
Expires	6/30/2016
Type	
Representative	AM Hendrik Katsmar

Prepared for:

Accounts Payable
Penn Manor School District
2950 Charlestown Rd
Lancaster PA 17603-9758
United States

Item	Quantity	Description	Unit Price	Amount
R-SM Complete	1	Renewal SchoolMessenger Complete -- 12-month Unlimited Notification Service	7,818.00	7,818.00
R-CMA-Main-Cust	1	Custom Mobile Application for iOS and Android. Annual hosting, license and support. Avoid possible interruption in service. Purchase Order or payment required 30 days prior to account expiration.	3,648.40	3,648.40

Thank you for your order!
Please make checks payable to: Reliance Communications, LLC.

Total \$11,466.40

The terms and conditions available at www.schoolmessenger.com/webterms apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Client is purchasing under a cooperative purchasing agreement.



80709

PLANCON PART F
ATTACHMENT C
POST-BID OPENING CERTIFICATION

District/CTC Name: Penn Manor School District PDE Project No.: 3874

Project Building Name: Conestoga Elementary School

Bid Opening Date (M/D/YYYY): 3/30/2016 Bid Award Date: (M/D/YYYY): 6/2/2016

Expected Date Construction Contracts Will Be Executed by the school district (M/D/YYYY): 6/15/2016

1. Did the school district/CTC receive bids for each prime contract?

Yes, however the initial apparent low bidder for Electric Construction was deemed unresponsive due to an error in the bid documents submitted. This certification applies to the apparent responsive and responsible low bidder for Electrical.

2. OCIP: If included in the project via the Quote Method or the Bid Alternate Method, indicate the Board's final decision.

_____ Insurance by Owner (OCIP Project) x Insurance by Contractor (Non-OCIP Project)

3. How did the bids compare with estimates?

Bids received for Conestoga Elementary School were on budget.

4. Indicate the number/date of the last addendum issued before the bid opening for this project.

Addendum #5 Clarification was issued on 3/29/2016 regarding bid opening time only.

5. Indicate the bid alternates that have been accepted.

None, the two alternates were rejected. HC-1 and EC-1.

6. Do any of the accepted bid alternates affect reimbursable capacity, Act 34 capacity, scheduled area or architectural area? If yes, submit revised Part F documents.

No - they are mechanical and electrical systems related.

7. Is a second Act 34 hearing or referendum required based on the planned bid award (base bid plus accepted alternates)?

No

8. Is the school district/CTC planning to rebid any prime contracts? If yes, what is the purpose, scope and timeline associated with this rebid?

No

9. Have there been or could there be discussions before contract execution with any bidders about possible bid adjustments to the project scope through the issuance of future construction change orders following contract execution? If yes, describe the nature of those discussions.

No.

The Board certifies that the information provided above accurately describes the actions taken by the school district/CTC prior to contract execution on the above-referenced PlanCon project. Failure to fully disclose any information pertinent to the following may result in the denial of reimbursement for this project: award to the lowest responsible bidder for any prime contract; issuance of permits and approvals by local, state and other governmental agencies; computation of reimbursable capacity, architectural area and scheduled area; and compliance with Act 34 of 1973, the 20 year rule and the 20% Rule for Alteration Costs used in determining the eligibility of building renovations for reimbursement.

Board Action Date: 4/18/2016

Voting: Aye _____ Nay _____ Abstentions _____ Absent _____

Board Secretary's Signature: _____

Board Secretary's Name, Printed: _____ Date Signed: _____

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
4/18/2016	MINNICK	CECELIA	TEMPORARY PAINTER	DISTRICT	5.75	SUMMER BREAK	\$8.25	TEMPORARY UTILITY HELP	5.75	Effective 6/8/16. Temporary Worker through Aug 2016
4/18/2016	SNYDER	ERIC	TEMPORARY PAINTER	DISTRICT	5.75	SUMMER BREAK	\$8.25	TEMPORARY UTILITY HELP	5.75	Effective 6/8/16. Temporary Worker through Aug 2016
4/18/2016	SNYDER	BRAD	TEMPORARY PAINTER	DISTRICT	5.75	SUMMER BREAK	\$8.25	TEMPORARY UTILITY HELP	5.75	Effective 6/8/16. Temporary Worker through Aug 2016
4/18/2016	HAUBER	COLEMAN	TEMPORARY PAINTER	DISTRICT	5.75	SUMMER BREAK	\$8.25	TEMPORARY UTILITY HELP	5.75	Effective 6/8/16. Temporary Worker through Aug 2016
4/18/2016	ROWLEY	AUSTIN	TEMPORARY PAINTER	DISTRICT	5.75	SUMMER BREAK	\$8.25	TEMPORARY UTILITY HELP	5.75	Effective 6/8/16. Temporary Worker through Aug 2016

NOTE: All new hires must pass the pre-employment drug test. New Hires & Transfer must successfully complete a 60 working day probationary period.

PENN MANOR SCHOOL DISTRICT

April 18, 2016 Board Agenda

New employee for the 2016-2017 school year:

Feger, Lindsay E. – secondary professional employee, full-time, permanent position, B.S. Degree, 2 years experience, Step 3, \$44,028, pending receipt of required documents. Assignment: English Teacher/Penn Manor High School

Mrs. Feger graduated from Millersville University in December 2012 with a BS in special education and an English minor. She previously worked as a learning support and English teacher at Annville-Cleona School District from 2013-2016. Lindsay and her husband, Chris, reside in Manheim. She enjoys reading, cooking, watching various sporting events, and spending time with her family and friends.