

Agenda – School Board Organization Meeting  
Penn Manor School District  
Monday, December 7, 2015  
Manor Middle School – Board Room  
7:00 p.m.

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:            Holdover Members:  
                              Dr. Richard Frerichs  
                              Mrs. Johnna Friedman  
                              Mr. David Paitsel  
                              Mr. Christopher Straub

Item 1.                    Selection of Temporary President  
                              (Most senior holdover board member not running for Board President.)

Item 2.                    Reading of Certificates of Election – Board Secretary  
                              Certificates for re-elected or newly elected members

Item 3.                    Oath of Office – Judge Joshua R. Keller

Item 4.                    List of Constituted Board Membership  
                              Dr. Richard Frerichs  
                              Mrs. Johnna Friedman  
                              Mr. Joseph Fullerton  
                              Mr. J. Kenneth Long  
                              Mr. Jeffrey Lyon  
                              Mr. David Paitsel  
                              Mr. Carlton Rintz  
                              Mr. Christopher Straub  
                              Ms. Donna Wert

Item 5.                    Nomination for President  
                              (Conducted by Temporary President)

Item 6.                    Election of President  
                              (Upon election, the President assumes the chair)

Item 7.                      Nomination for Vice President  
                                    (Conducted by President)

Item 8.                      Election of Vice President  
                                    (Conducted by President)

## ADJOURNMENT OF THE ORGANIZATIONAL MEETING

### SCHEDULING AN APPEARANCE ON THE AGENDA

Any district resident or taxpayer wishing to address the Board of School Directors may do so at each meeting during the agenda item titled Citizen's Comments. At this time the 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 – Committee of the Whole  
Penn Manor School District  
Monday, December 7, 2015  
Manor Middle School – Board Room

**COMMITTEE OF THE WHOLE**  
**Following Board Reorganization at 7:00**

CALL TO ORDER: Board President

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, January 4, 2016 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: November 16, 2015  
<http://www.pennmanor.net/boardminutes/>

CITIZEN'S COMMENTS: Name and Address

**BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:**

**Item 1.** Recognition of Honor Roll of School Board Service – Dr. Frerichs  
(7:30 – 7:40)

*Explanation: Mr. Rintz and Mrs. Friedman are being recognized by the Pennsylvania School Boards Association (PSBA) for 12 years of service as a school board director in Penn Manor. Mr. Long is being recognized by PSBA for 8 Years of service as a school board director. Dr. Richard Frerichs, past PSBA President, will present them with a certificate. School Board Directors in the Commonwealth of Pennsylvania are volunteer positions secured through the election process every four years by the populace of the school district for which they serve.*

**Informational Only**

**Item 2.** Athletic Updates – Mr. Roth  
(7:40 – 8:00)

*Explanation: Mr. Roth will update the board on coaching certification classes that are now mandated for all coaches and address the administration's plans to fund the cost. Additionally, Mr. Roth will address the structure of the new PIAA school classifications.*

**Informational Only**

**Item 3.**  
(8:00 – 8:20)

**High School Proposed New Courses** - Dr. Gale and Dr. D'Amico

*Explanation: AP Computer Science Principles: This year long course introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact the world. With a unique focus on creative problem solving and real-world applications, AP Computer Science Principles prepares students for college and careers in computer science. The course will introduce students to the creative aspects of programming, abstractions, algorithms, large data sets, the Internet, cyber-security concerns, and computing impacts. AP Computer Science Principles will give students the opportunity to use technology to address real-world problems and build relevant solutions.*

**Approval for placement on the January 4, 2016 School Board Meeting Agenda**

**Item 4.**  
(8:20 - 8:35)

**Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions** – Dr. Leichliter, Mrs. Duke

*Explanation: As previously discussed, the administration is recommending examining possible Act 1 referendum exceptions due to future uncertainty in state and local funding. This resolution authorizes the district to seek the exceptions – the decision to use them would come in late spring during discussions and approval of the final budget.*

**Approval for placement on the December 7, 2015 School Board Meeting Agenda**

**Item 5.**  
(8:35 - 8:50)

**Board Committee Assignments** – Board President

*Explanation: The board president will discuss with board members their interest in committee assignments for 2016. Appointments will be made at the January 4, 2016 meeting.*

**Information only**

**ADJOURNMENT**

**SCHEDULING AN APPEARANCE ON THE AGENDA**

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- The resident or taxpayer wishing to speak will be recognized by the chair and then state his/her name and address.
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Agenda – School Board Meeting  
Penn Manor School District  
Monday, December 7, 2015  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE: Board President

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, January 4, 2016 following the Committee of the Whole meeting.

ROLL CALL:

CITIZEN'S COMMENTS:

APPROVAL OF MINUTES: November 16, 2015  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT'S REPORT:

**Item 1.** **Review of School Board Meeting Agenda** – Board President

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

A. Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions (see pages 5-6)

*Explanation: As previously discussed, the administration is recommending examining possible Act 1 referendum exceptions due to future uncertainty in state and local funding. This resolution authorizes the district to seek the exceptions – the decision to use them would come in late spring during discussions and approval of the final budget.*

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

- A. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Account  
PMSD Payroll Account  
Cafeteria Account  
Capital Reserve Accounts  
PMSD Section 125 Accounts  
Construction Fund Accounts  
PMSD Student Activity Fund Account  
PMSD Student Activity Athletic Fund Account

*Explanation: To formally authorize two board members and the business manager to represent the district as designated signers for the above checking accounts.*

- B. Mileage Rate Approval of the standard mileage rate for business use of an automobile as determined by the IRS effective January 1, 2016.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.*

- C. Accept Recommendation of Superintendent from Administrative Hearing for Student on November 17, 2015 (enclosure)

- D. Judicial Review Committee Actions as cited (enclosure)

- E. Tax Exonerations as cited (see page 7)

- F. JAMF Software License Agreement in the amount of \$2,512.00 for a one –year period effective January 9, 2016 (see page 8)

*Explanation: The agreement is for a software management suite in use across the district network since 2007. A total of 157 staff Mac laptops are covered under this agreement.*

- G. Pequea Elementary School Project Electrical Change Order as cited (see page 9)

Change order 1 – add \$22,456.88 McCarty & Son Electric Contractor

*Explanation: Electric construction change orders occur as part of the Pequea renovation process. The changes listed on the attached document will add \$22,456.88 to the Electrical contract.*

- H. Pequea Elementary School Project Plumbing Change Order as cited (see page 10)

Change order 1 – add \$9,531.00 Jay R. Reynolds Plumbing Contractor

*Explanation: Plumbing construction change orders occur as part of the Pequea renovation process. The changes listed on the attached document will add \$9,531.00 to the Plumbing contract.*

- I. Pequea Elementary School Project General Construction Change Order as cited (see page 11)

Change order 1 – add \$18,051.24 Lobar, Inc. General Contractor

*Explanation: General construction change orders occur as part of the Pequea renovation process. The changes listed on the attached document will add \$18,051.24 to the General Construction contract.*

- J. Pequea Elementary School Project HVAC Change Order as cited (see page 12)

Change order 1 – deduct \$1,500.00 Frey Lutz Corporation, Plumbing Contractor

*Explanation: Plumbing change orders occur as part of the Pequea renovation process. The changes listed on the attached document will deduct \$1,500.00 from the Plumbing contract.*

- K. Window Tinting Proposal as cited (see page 13)

*Explanation: The proposal calls for the application of window tinting film in the tech wing of Marticville Middle School to reduce light for projection purposes. In addition, the application of window tinting on the glass curtain wall at Central Manor Elementary will block 75% of UV transmission into the building allowing for a reduction in cooling costs.*

**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 pages 14-15).

- B. Head Coaches Recommended for Renewal for the Fall 2016 Season:

Boys Soccer - Paul Taylor  
Cheerleading – Janna Ames  
Cross Country - Tom Ecker/Bob Ulmer  
Field Hockey - Matt Soto  
Football – John Brubaker  
Girls’ Soccer - Carli Brill  
Girls’ Tennis - Alison Fetter  
Girls’ Volleyball - Tim Joyce

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

Professional Employees  
*Employee E15 – Family Medical - January 6, 2016 – March 20, 2016*

Classified Employees

*Employee E16 - Designated Family Medical - August 24, 2015 – November 15, 2015*

*Employee E17 - Designated Family Medical - October 26, 2015 – November 10, 2015*

*Employee E18 – Designated Family Medical – October 2, 2015 – November 29, 2015*

*Employee E19 - Designated Family Medical - October 19, 2015 – November 22, 2015*

D. Spring Musical Co-curricular positions to the individuals cited for the 2015-2016 school year:

Musical Director	Melissa Telesco	\$ 5,600
Musical Asst. Director	Melissa Mintzer	\$ 3,045
Musical Acting Coach	Carole Shellenberger	\$ 800
Musical Production Assistant	Adrianna Graham	\$ 473
Musical Assistant Vocal	Stephanie Hallett	\$ 1,000
Musical Crew Supervisor	Melissa Mintzer	N/A
Musical Lighting Supervisor	Dakota Jordan	\$ 900
Musical Sound Design	Ben Moore	\$ 900
Musical Choreographer	Donavan Hoffer	\$ 1,200
Musical Rehearsal Accompanist	Jordan Groh	\$ 300
Musical Costume Coordinator	Becky Cotich	\$ 1,324
Musical Orchestra	Lauren Ciemiewicz	\$ 2,108

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

E. Approval of Volunteer Wrestling Coach

Sean Simonds

F. Resignation of the individuals listed per the effective date:

Kelley Gross – Health room Nurse LPN – Effective 12/4/2015

G. 2015-2016 Mentors (see page16)

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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**PENN MANOR SCHOOL DISTRICT****Resolution Authorizing Proposed Preliminary Budget Display and Advertising and  
Referendum Exception**

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

1. The School District shall make the proposed Preliminary Budget available for public inspection at least 20 days before the date scheduled for adoption of the Preliminary Budget.
2. At least 10 days before the date scheduled for adoption of the Preliminary Budget, the Secretary shall advertise a Preliminary Budget and Act 1 Referendum Exception 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.
3. The proposed Preliminary Budget assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain approval for the referendum exceptions contemplated in the proposed Preliminary Budget, including advertising once in a newspaper of general circulation and placing on the School District internet website the Preliminary Budget and Act 1 Referendum Exception Notice in substantially the form as presented to the School Board.

**The undersigned hereby certifies this Resolution was duly adopted at a meeting of the School Board held on the date listed below.**

Date: \_\_\_\_\_, Secretary

**PENN MANOR SCHOOL DISTRICT****Preliminary Budget and Act 1 Referendum Exception Notice**

**NOTICE** is given that the proposed Preliminary Budget for the General Fund of Penn Manor School District for the 2016-2017 fiscal year is available for public inspection at the School District offices, 2950 Charlestown Road, Lancaster PA 17603, Pennsylvania, and will be presented for adoption as a Preliminary Budget at a school board meeting to be held January 19, 2016 at 7:00 p.m. at the Board Conference Room at Manor Middle School, 2950 Charlestown Road, Lancaster, PA, 17603. The proposed Preliminary Budget may be amended before adoption.

Pursuant to Act 1, the Pennsylvania Department of Education publishes an index % applicable to the School District. The School District real estate tax increase for the next fiscal year is limited to the index % unless the proposed tax rate is approved by voters pursuant to a referendum or the School District qualifies for an Act 1 exception. As a result of special circumstances covered by an Act 1 referendum exception, a tax rate % increase above the index might be required to balance the School District budget for the next fiscal year.

The School District intends to seek approval from the Pennsylvania Department of Education as required by Act 1 for an exception allowing increase of the real estate tax as reflected in the School District Preliminary Budget. On written request by any School District resident or taxpayer, the School District will provide a copy of the referendum exception application.

\_\_\_\_\_, Secretary

PENN MANOR SCHOOL DISTRICT - DECEMBER 7, 2015  
 REAL ESTATE TAX EXONERATION  
 2015 REAL ESTATE TAX EXONERATION

<u>BILL NO.</u>	<u>NAME</u>	<u>TAX PARCEL</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
<b>MARTIC TOWNSHIP</b>					
43015-3-1058	Lancaster County Conservancy	4301968200000	Taxable to Exempt	\$ 30,400.00	\$ 547.50

Quote # Q-62666  
Created Date 11/17/2015  
Expiration Date 1/9/2016



Prepared By Raissa Schnitzius  
Phone (715) 598-3068  
Email raissa.schnitzius@jamfsoftware.com  
Fax (612) 332-9054

Bill To Name Penn Manor High School  
Bill To PO Box 1001  
Millersville, PA 17551  
United States

Ship To Name Penn Manor High School  
Ship To 2950 Charlestown Road  
Lancaster, PA 17603  
United States

Product	SKU	Quantity	MSRP	Sales Price	Vol. Discount	Subtotal	Total Price	Line Item Description
Casper Suite for Mac OS X AM - (250-999)	111-003-1202-01	157.00	USD 18.00	USD 16.00	11%	USD 2,512.00	USD 2,512.00	Renewal OS X Product Maintenance and Support

Payment Terms Net 30  
JAMF Software TIN: 56-2286814  
Total Price USD 2,512.00  
Grand Total USD 2,512.00

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

Special Terms Maintenance and support valid from January 9, 2016 - January 9, 2017.

#### Terms:

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

#### Notes:

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

#### Requirements:

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

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

In the absence of a PO, please sign to indicate your acceptance of all terms noted above. By signing below, I am acknowledging the following:

- I am authorized by my company to execute this purchase
- My company has agreed that it will pay for this purchase without having issued a Purchase Order
- I am authorizing JAMF to ship the items listed on this quote
- I have confirmed that the BILL TO and SHIP TO addresses listed above are correct

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Crabtree, Rohrbaugh & Associates Architects

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

Contractor: McCarty & Son, Inc.

Address: 1161 Steinmetz Road

Address:

City, State, ZIP: Ephrata, PA 17522

Project : Pequea Elementary School

Address: 802 Millwood Road

Change Order No: 1

Date: 10/29/2015

Architect's Project No: 2724

## The contract is changed as follows:

Contract Type: Electrical Construction

Contract Date: 6/16/2015

Add	\$22,456.88
Deduct	

ADD \$22,456.88 to the contract amount for the following:

COR# 007 Electric Vault Relocation RFP 004	\$1,733.13
COR# 008 PPL Pole relocation RFP 001	\$11,702.11
COR# 009 Water Cooler GFI RFI 004 - Allowance EC-3 Used	\$0.00
COR# 012R Wheelchair Lift Power RFP 007	\$2,528.13
COR# 013 Pole Light Contactors RFI 008	\$1,034.62
COR# 014 Owners Requested Changes RFP 002	\$3,043.46
COR# 015 Duct Smoke Detectors ASI 012 - Unit Costs	\$1,400.00
COR# 016 A106 & A135 Raceways at Teacher's Desk-RFP 008	\$532.43
COR# 018 Wiremold Changes per RFI #11	\$483.03
COR# 020 Relocate electric outlet in chase per ASI #16	\$0.00
COR# 021 Elec & Data Riser per RFI #17 - EC-7 & 11 Used	\$0.00

Additional Documentation Attached



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

Original Contract Amount	\$	1,233,809.00
Net Change by previous Change Orders	\$	-
Contract Amount prior to this Change Order	\$	1,233,809.00
Net Change by this Change Order	\$	22,456.88
Contract Amount after this Change Order	\$	1,256,265.88

Contract Time adjustment as a result of this Change Order

Date of Substantial Completion as of this Change Order

Days

## Architect

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

## Contractor

McCarty & Son, Inc.  
1161 Steinmetz Road  
Ephrata, PA 17522

## Owner

Penn Manor School District  
2950 Charlestown Rd  
Lancaster, PA 17603  
PO Box 1001, Millersville, PA 17551

By: 

By: 

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

Date: 11.2.15

Date: 11/10/15

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



# Crabtree, Rohrbaugh & Associates Architects

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

**Contractor:** Jay R. Reynolds, Inc.

**Address:** One Brooks Avenue

**Address:** PO Box 326

**City, State, ZIP:** Willow Street, PA 17584

**Project :** Pequea Elementary School

**Address:** 802 Millwood Road

**Change Order No:** 1

**Date:** 10/29/2015

**Architect's Project No:** 2724

## The contract is changed as follows:

**Contract Type:** Plumbing Construction

**Contract Date:** 6/16/2015

Add	\$9,531.00
Deduct	

ADD \$9,531.00 to the contract amount for the following:

COR # 004 Extend kitchen sanitary to existing main	\$4,132.00
COR # 005 Connect floor drains to existing sanitary	\$4,380.00
COR # 011 Well capping over allowance	\$1,019.00

Additional Documentation Attached



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

Original Contract Amount	\$	654,700.00
Net Change by previous Change Orders	\$	-
Contract Amount prior to this Change Order	\$	654,700.00
Net Change by this Change Order	\$	9,531.00
Contract Amount after this Change Order	\$	664,231.00

Contract Time adjustment as a result of this Change Order

Days

Date of Substantial Completion as of this Change Order

### Architect

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

### Contractor

Jay R. Reynolds, Inc.  
One Brooks Avenue  
PO Box 326  
Willow Street, PA 17584

### Owner

Penn Manor School District  
2950 Charlestown Rd  
Lancaster, PA 17603  
PO Box 1001, Millersville, PA 17551

By: 

By: 

John F. Bailey, Project Mgr.

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

Date: 11-2-15

Date: 11/2/15

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





**Crabtree, Rohrbaugh & Associates  
Architects**

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

**Contractor:** Lobar, Inc.

**Address:** One Old Mill Road

**Address:** PO Box 50

**City, State, ZIP:** Dillsburg, PA 17019

**Project :** Pequea Elementary School

**Address:** 802 Millwood Road

**Change Order No:** 1

**Date:** 10/29/2015

**Architect's Project No:** 2724

**The contract is changed as follows:**

**Contract Type:** General Construction

**Contract Date:** 6/16/2015

Add	\$18,051.24
Deduct	

ADD \$18,051.24 to the contract amount for the following:

COR # 001	Final Cleaning Credit	(\$14,500.00)
COR # 006	Gym Control Joints RFP 005	\$2,877.53
COR # 010	Added Steel Per ASI 008	\$1,194.71
COR # 017	Excavation Unit Price Usage through 9-30-15	\$31,673.00
COR # 019	Delete the kiln from scope	(\$3,194.00)

Additional Documentation Attached



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

Original Contract Amount	\$	6,198,800.00
Net Change by previous Change Orders	\$	-
Contract Amount prior to this Change Order	\$	6,198,800.00
Net Change by this Change Order	\$	18,051.24
Contract Amount after this Change Order	\$	6,216,851.24

Contract Time adjustment as a result of this Change Order

Date of Substantial Completion as of this Change Order

Days

**Architect**

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

**Contractor**

Lobar, Inc.  
One Old Mill Road  
PO Box 50  
Dillsburg, PA 17019

**Owner**

Penn Manor School District  
2950 Charlestown Rd  
Lancaster, PA 17603  
PO Box 1001, Millersville, PA 17551

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

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

11.2.15

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

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

11.10.15

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

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



# Crabtree, Rohrbaugh & Associates Architects

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

Contractor: Frey Lutz Corporation

Address: 1195 Ivy Drive

Address:

City, State, ZIP: Lancaster, PA 17601

Project : Pequea Elementary School

Address: 802 Millwood Road

Change Order No: 1

Date: 10/29/2015

Architect's Project No: 2724

The contract is changed as follows:

Contract Type: HVAC Construction

Contract Date: 6/16/2015

Add	Deduct
	\$1,500.00

DEDUCT \$1,500.00 from the contract amount for the following:  
COR #02 Duct Heater Credit (\$1,500.00)

Additional Documentation Attached ☒

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

Original Contract Amount	\$ 2,535,000.00
Net Change by previous Change Orders	\$ -
Contract Amount prior to this Change Order	\$ 2,535,000.00
Net Change by this Change Order	\$ (1,500.00)
Contract Amount after this Change Order	\$ 2,533,500.00

Contract Time adjustment as a result of this Change Order

Days

Date of Substantial Completion as of this Change Order

## Architect

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

## Contractor

Frey Lutz Corporation  
1195 Ivy Drive  
Lancaster, PA 17601

## Owner

Penn Manor School District  
2950 Charlestown Rd  
Lancaster, PA 17603  
PO Box 1001, Millersville, PA 17551

By: 

By: 

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



c/o Denny Coleman



**Accent Tint & Graphics Inc**

3282 N Susquehanna Trail  
York, PA 17406 US  
7177643451  
jason@accenttint.com  
www.accenttint.com

ADDRESS  
Penn Manor School District  
2950 Charlestown Rd)  
Lancaster Pa 17603  
Denny Coleman  
717 872 9500 v  
717 871 0754 f  
717 201 9938 c

ESTIMATE 1001  
DATE 11/29/10  
TOTAL 14,118.50

**commercial tint**

14,118.50

Central Manor Elementary school. film glass wall as gone over on walk thru with suntek drmps7 one way mirror film for maximum heat efficiency LIFT WAS SAID TO BE PROVIDED

**commercial tint**

1,200.00

middle school, 6 windows in 3 class rooms with a reflective frosted film to reduce heat and blinding glare. Lift was said to be provided

25% deposit if we do 30 day terms or NO DEPOSIT IF PAID when completed and we pay out money for materials to speed the process up to get this done in a timely manner and not need to draw on 2 check writing months. Please advise choice when accepted

TOTAL 15,318.50

Accepted By

Accepted Date

PENN MANOR SCHOOL DISTRICT

December 7, 2015 Board Agenda

New employees for the 2015-2016 school year:

Stigelman, Amy K. – elementary professional employee, full-time, long-term substitute, second semester, B.S. +24 Degree, 5 years experience, Step 5, \$45,781 +\$1,200 = \$46,981 [\$23,737.92 prorated 94 days plus 2 in-service days]. Assignment: Learning Support Teacher/Pequea Elementary School [Hambright]

*Mrs. Stigelman worked in this same position during Semester 1 and will continue her employment with the district through the remainder of the 2015-2016 school year.*

Wenger, Anna C. – elementary professional employee, full-time, long-term substitute, retroactive to November 16, 2015, B.S. Degree, no experience, Step 1, \$42,287 +\$1,200 = \$43,487 [\$29,296.51 prorated 128 days], pending receipt of required documents. Assignment: Learning Support Teacher/Hambright Elementary School

*Miss Wenger graduated from Millersville University in May 2015 with a BS in early childhood PK-4 and special education PK-8. Anna completed her student teaching at Conestoga Valley School District. She has worked as an extended day-to-day substitute with the district in this same position since mid-October. When not working, Anna enjoys spending time with her family, being outdoors, and playing with her dogs.*

# 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
12/7/2015	* ESHLEMAN	PAMELA	ERA - ACADEMIC SUPPORT	LETORT	1.00	180	\$ 10.71	For the 2015-16 School Year Only	4.25	Effective 11/18/2015
12/7/2015	SMITH	AMY	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 9.14	For the 2015-16 School Year Only	5.00	Effective 11/16/2015
12/7/2015	EIGELBERGER	MELISSA	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 9.14	For the 2015-16 School Year Only	5.00	Effective 11/11/2015
12/7/2015	* CAMPBELL	LISA	FOOD SERVICE	HIGH SCHOOL	0.25	180	\$ 13.27	Permanent	5.50	Effective 12/7/2015
12/7/2015	* GROSS	KELLEY	SUBSTITUTE HEALTH ROOM TECH	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 12/4/2015
12/7/2015	SIMMONS	SARAH	SUBSTITUTE HEALTH ROOM TECH	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 11/23/2015
12/7/2015	WILLIAMS	ALICIA	SUBSTITUTE HEALTH ROOM TECH	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 11/20/2015
12/7/2015	LAURIS	JANICE	SUBSTITUTE HEALTH ROOM TECH	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 11/9/2015
12/7/2015	HICKEY	JENNIFER	HEALTH ROOM NURSE - LPN	MANOR MIDDLE SCHOOL	6.50	90	\$ 14.00	Permanent	6.50	Effective 11/30/2015 Per District Health Room Tech Schedule
12/7/2015	MOORE	BENJAMIN	TECHNOLOGY AIDE	MARTICVILLE MIDDLE SCHOOL	5.50	183	\$ 11.27	Permanent	5.50	Effective 11/16/2015

**NOTE: All new hires and transfers must pass the pre-employment drug test and successfully complete a 60 working day probationary period.**

\* signifies a change in status

2015-2016 NEW EMPLOYEES WITH MENTORS

New Hires' Name	Building	Assignment	Status	Mentor's Name	Stipend	Bd. Approved
Amy K. Stigelman	Pequea	Learning Support	LTS/Semester 2	Julie A. Yost	\$450.00	12/7/2015
Anna C. Wenger	Hambright	Learning Support	LTS/retroactive to 11/16/15	Julie A. Yost	\$636.16	12/7/2015