

Agenda – Committee of the Whole
Penn Manor School District
Tuesday, February 16, 2016
Manor Middle School – Board Room

WORKSHOP

5:00

Budget

EXECUTIVE SESSION

6:30-6:40

Personnel

- Review employee terms and conditions of employment
- Review details of voting agenda item 4B
- Review of employee resignations item 4D

6:40-6:45

Student Matter - review details of voting agenda item 3A

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, March 7, 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 on the printed Committee of the Whole agenda.

ROLL CALL:

APPROVAL OF MINUTES:

February 1, 2016

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

STUDENT REPORT:

Cece Minnick and Shawn Stone

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.

(7:15 – 7:35)

Parameters Resolution for 2016 Bond Issues – Mr. Johnston, Mrs. Rhonda Lord of Kegel, Kelin, Almy & Lord, Mr. Ken Phillips and Ms. Lauren Eby of RBC Capital Markets, LLC

Explanation: Information will be presented on debt required to complete the Conestoga Elementary Renovation Project. As discussed at previous meetings, a parameters resolution needs to be adopted for the purposes of financing the cost of the renovation project.

Approval for Placement on the March 7 School Board Agenda

Item 2.
(7:35 – 7:50)

Principles of Effective Governance & Leadership – Mr. Long, Dr. Frerichs, and Dr. Leichliter

Explanation: The Pennsylvania School Boards Association (PSBA) has recently updated its Principles of Effective Governance and Leadership. Mr. Long, Dr. Frerichs and Dr. Leichliter will discuss the principles and how they encourage stronger and more transparent school board operations.

Approval for Placement on the March 7 School Board Agenda

Item 3.
(7:50 – 8:05)

Shultz Transportation Contract Extension – Mr. Johnston

Explanation: The transportation contractor has offered to place GPS enabled camera systems on their busing equipment at no cost in exchange for an extension of the existing transportation contract.

Approval for Placement on the March 7 School Board Agenda

Item 4.
(8:05 – 8:15)

School Board Meeting Dates – Mr. Long & Dr. Leichliter (see pages 4-5)

Explanation: Review of two possible scenarios for the proposed school board meeting dates for the 2016-2017 school year.

Approval for Placement on the March 7 School Board Agenda

Item 5.
(8:15 - 8:20)

School Board Retreat – Mr. Long & Dr. Leichliter

Explanation: Discussion of planning for the annual one-day summer planning retreat.

Information Only

Item 6.
(8:20 - 8:30)

E-Rate Update – Mr. Reisinger

Explanation: Mr. Reisinger will discuss the E-Rate program and review the Comcast Network, Category 2 equipment, and voice updates.

Approval for Placement on the February 16 School Board Agenda

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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

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

PENN MANOR SCHOOL DISTRICT
SCHOOL BOARD MEETINGS
July 2016 – June 2017

1st and 3rd Monday

**ALL MEETINGS ARE LOCATED IN THE BOARD ROOM AT
MANOR MIDDLE SCHOOL AND ARE ON MONDAY UNLESS NOTED.**

<u>Date</u>	<u>Time</u>
July 18, 2016	7:00 p.m.
August 1, 2016	7:00 p.m.
August 15, 2016	7:00 p.m.
September 6, 2016 (Tuesday)	7:00 p.m.
September 19, 2016	7:00 p.m.
October 3, 2016	7:00 p.m.
October 17, 2016	7:00 p.m.
November 7, 2016	7:00 p.m.
November 21, 2016	7:00 p.m.
December 5, 2016	7:00 p.m.
January 3, 2017 (Tuesday)	7:00 p.m.
January 17, 2017 (Tuesday)	7:00 p.m.
February 6, 2017	7:00 p.m.
February 21, 2017 (Tuesday)	7:00 p.m.
March 6, 2017	7:00 p.m.
March 20, 2017	7:00 p.m.
April 3, 2017	7:00 p.m.
April 18, 2017 (Tuesday)	7:00 p.m.
May 1, 2017	7:00 p.m.
May 15, 2017	7:00 p.m.
June 5, 2017	7:00 p.m.
June 19, 2017	7:00 p.m.

PENN MANOR SCHOOL DISTRICT
SCHOOL BOARD MEETINGS
July 2016 – June 2017

2nd and 4th Monday

**ALL MEETINGS ARE LOCATED IN THE BOARD ROOM AT
MANOR MIDDLE SCHOOL AND ARE ON MONDAY UNLESS NOTED.**

<u>Date</u>	<u>Time</u>
July 11, 2016	7:00 p.m.
August 8, 2016	7:00 p.m.
August 22, 2016	7:00 p.m.
September 12, 2016	7:00 p.m.
September 26, 2016	7:00 p.m.
October 11, 2016 (Tuesday)	7:00 p.m.
October 24, 2016	7:00 p.m.
November 14, 2016	7:00 p.m.
November 29, 2016 (Tuesday)	7:00 p.m.
December 5, 2016 (1st week)	7:00 p.m.
January 9, 2017	7:00 p.m.
January 23, 2017	7:00 p.m.
February 13, 2017	7:00 p.m.
February 27, 2017	7:00 p.m.
March 14, 2017 (Tuesday)	7:00 p.m.
March 27, 2017 (NSBA 25-27)	7:00 p.m.
April 10, 2017	7:00 p.m.
April 24, 2017	7:00 p.m.
May 8, 2017	7:00 p.m.
May 22, 2017	7:00 p.m.
June 12, 2017	7:00 p.m.
June 26, 2017	7:00 p.m.

Agenda – School Board Meeting
Penn Manor School District
Tuesday, February 16, 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, March 7, 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 printed Committee of the Whole agenda.

ROLL CALL:

CITIZEN'S COMMENTS:

APPROVAL OF MINUTES: February 1, 2016
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT'S REPORT:

TREASURER'S REPORT: January 2016

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

General Fund	\$	6,390,147.79
Cafeteria Fund	\$	88,309.20
Capital Reserve Fund	\$	49,210.58
2015 Construction Fund	\$	1,296,018.87
Student Activity Fund	\$	31,524.06

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

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

- A. 2016-17 School District Calendar Approval (see page 5)

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

- A. Judicial Review Committee Action as cited (enclosure).
- B. PlanCon Part H – Pequea Elementary School Project – The administrative staff is recommending approval and submission of PlanCon Part H (Project Financing) to the Pennsylvania Department of Education for the Pequea Elementary School renovation project, PDE project number 3810. A copy of the document is on file in the business office.

Explanation: The approval and submission is a requirement of the PlanCon process which allows school districts to receive state reimbursement on eligible construction and renovation projects. Part H, Project Financing, addresses the financing used for a project. Calculation of the temporary reimbursable percent for a project's financing occurs at PlanCon Part H. Once PlanCon Part H is approved, reimbursement on a project commences.

- C. New Story Tuition Agreement for the 2015-2016 school year

Explanation: To provide services for one student during the 2015-2016 school year.

- D. NRG Service Contract – Central Manor/Marticville Middle/Martic/Hambright (pages 6-18)

Explanation – Service agreement with NRG for the building automation services, automatic temperature controls and access control/security effective April 1, 2016 through March 31, 2017, including the Repair, Labor and Materials option.

- E. Approval of Bus Aide Job Description (see pages 19-20)

- F. Electricity Demand Response Program Renewal Agreement – To extend the current Curtailment Services Agreement with ClearChoice Energy through May 31, 2019 (see page 21)

Explanation: the electricity demand response program is a conservation program that enables electricity consumers to receive cash payments for reducing their electric consumption in response to high prices or during an emergency on the electricity grid. The agreement would extend participation for an additional three years.

- G. Comcast Network Services Agreement to provide network ENS connectivity as per the enclosed agreement at a cost of \$6,750 per month for 36 months. (see pages 22-27)
- H. En-Net to provide Eaton Rackmount UPS units at a cost of \$4,539.00 per E-Rate mini-bid 2016. (see pages 28-29)
- I. ePlus to provide Meraki access points and Dell network switches in the amount \$143,085.18 per E-Rate mini-bid 2016. (see pages 30-31)
- J. Conestoga Elementary School PlanCon F – Approval and submission of PlanCon Part F (Construction Documents) to the Pennsylvania Department of Education for the Conestoga Elementary School new project (PDE Project Number 3874)

Explanation: PlanCon Part F provides for further refinement of the architectural aspects of the project and documentation that other state and local agency requirements have been met or will be met before entering into construction contracts. Departmental approval of PlanCon Part F authorizes a district to receive bids and enter into construction contracts (see enclosure).

- K. Tuition Free Senior for remainder of the 2015-2016 School Year – Jason Warona

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 (page 32).
- B. Leaves to the individuals according to the terms listed:
- Classified Employees:
Employee E27- Designated Family Medical - December 22, 2015 – March 14, 2016
Employee E28- Designated Family Medical - December 28, 2015 – January 22, 2016
- C. Spring 2016 Athletic Coaches as listed (see page 33).
- D. Resignation of the individual listed per the effective date:
Gail Yohe, Food Service Cashier, PMHS, effective 2/17/16

- E. Retirement of the individual listed per the effective date:
Patricia Frey, Custodian, Marticville Middle School, effective 6/8/16
- F. Approval of Manor Middle School AV Position
Tom Reustle - \$1,490.00 (prorated for remainder of 2015-2016 school year)
- G. Tenure for the individuals listed as they have completed the requirement of three years of satisfactory teaching performance within the school district.

Jordan W. Jaffe
Colleen L. Sohl

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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Penn Manor School District Calendar 2016-2017 - PROPOSED 2.01.2016



August 2016						
Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 - Opening Day for Staff
23 - No scheduled In-Service
24 - First Day for Students

Elem. 6 Sec. 6

February 2017						
Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17 - Weather Make-up/Vacation
20 - President's Day
No school: teachers/students
24 - K-12 Early Dismissal

Elem. 18 Sec. 18

September 2016						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 - Vacation Day
No school: teachers/students
5 - Labor Day
No school: teachers/students
16 - Elem./H. S. Early Dismissal
23 - M.S. Early Dismissal

Elem. 20 Sec. 20

March 2017						
Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 - 13 Weather Make-up/Vacation
31 - K - 12 Early Dismissal

Elem. 21 Sec. 21

October 2016						
Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 - Columbus Day
No school: teachers/students
21 - K-12 In-Service
No school: students

Elem. 19 Sec. 19

April 2017						
Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

13 - Weather Make-up/Vacation
14 - 17 - Spring Break
No school: teachers/students

Elem. 17 Sec. 17

November 2016						
Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 - Elementary In-Service
No school: elementary students
9,10, 11 - K-12 Early Dismissal
23 - 28 - Thanksgiving Break
No school: teachers/students

Elem. 17 Sec. 18

May 2017						
Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 - K-12 Early Dismissal
26 - Weather Make-up/Vacation
29 - Memorial Day
No school: teachers/students

Elem. 21 Sec. 21

December 2016						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23 - K-12 Early Dismissal
26 - 30 - Winter Break
No school: teachers/students

Elem. 17 Sec. 17

June 2017						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 - Last Day of School

Elem. 5 Sec. 5

January 2017						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 - New Year's Day Vacation
No school: teachers/students
13 - Elementary Early Dismissal
13 - Secondary In-Service
No school: secondary students
This day floats with end of semester
16 - Martin Luther King Day
No school: teachers/students
27 - Secondary Early Dismissal

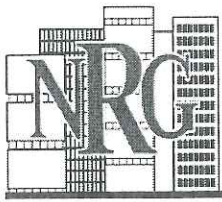
Elem. 20 Sec. 19

PSSA Assessments 2017	
Apr. 3 - 7	PSSA ELA Gr. 3 - 8
Apr. 24 - 28	PSSA Math Gr. 3 - 8
May 1 - 5	PSSA Science Gr. 4, 8
May 8 - 12	Make-up

Keystone Exams 2016	
Winter Semester	
Jan. 9 - 23	Alg., Lit., Bio.
Spring Semester	
May 15 - 26	Alg., Lit., Bio.

End of Marking Periods		
Marking Period 1 - October 31	Weather Days	5
Marking Period 2 - January 13	Teacher Days	190
End of Semester 1 - January 13	Student Days	181
Marking Period 3 - March 28		
Marking Period 4 - June 7		
End of Semester 2 - June 7		

Calendar Key	
	Opening Day for Staff
	First Day of School for Students
	Holiday/Vacation Day
	Last Day of School
	Weather Make-Up
	Early Dismissal
	Full Day In-Service



Proposal # PMSD-NRG-1

MAINTENANCE SERVICES AGREEMENT between

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

&

NRG Building Services, Inc.
48 South Harrisburg St.
Harrisburg, PA 17113

NRG Building Services, Inc. agrees to provide the services described in the attached schedules in accordance with the following terms and conditions:

Scope of Service

Building Automation System Software Subscription

Automatic Temperature Controls

Facility

Martic Elementary School
Marticville Middle School
Central Manor Elementary School
Hambright Elementary School

Terms / Automatic Renewal

This Service Agreement shall begin on the **1st day of April 2016**, and shall continue for a period of (1) year(s) and from year to year thereafter until terminated. After the initial term, either party may terminate this agreement upon thirty (30) days written notice prior to the anniversary date of the agreement.

The contract price shall be subject to adjustment yearly to recognize any changes in costs. Notice of proposed adjustments to the annual price will be provided at least thirty days prior to agreement renewal date.

Price and Payment Terms

NRG Building Services, Inc. agrees to furnish the services as described in this agreement for the **Annual sum of: \$49,030.00**. (Forty Nine Thousand Thirty _____00/100). Invoices will be issued

Quarterly in the amount of **\$12,257.50** as agreed. Payment will be made within 30 days of invoice date. These invoices will be sent in advance of services that we are to provide.

This proposal, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by NRG Building Services, Inc. This agreement supersedes all prior presentations and agreements not incorporated herein. This Proposal is valid through April 30, 2016.

Signatures

Submitted for
NRG Building Services, Inc.

By: Kevin Miller

Title: Sales Engineer

Signature: Kevin Miller

Date: January 29, 2016

This agreement is accepted for
Penn Manor School District

By: Denny Coleman

Title: Director of Buildings and
Grounds

Signature: _____

Date: _____

Summary of Agreement Coverage

Optional Coverage Acceptance

Agreement # PMSD-NRG-1

This service agreement provides for the maintenance of the Schneider Electric DDC Control system that is controlling the heating, ventilating and air conditioning equipment in the Martic Elementary School, Central Manor Elementary School, Hambright Elementary School, and Marticville Middle School. It is intended to insure that the controls receive the calibration, adjustment and maintenance that is required to insure the proper, efficient operation of the equipment and minimize the inconvenience and cost associated with emergency repair service. This agreement provides for scheduled maintenance service only. Equipment and labor required for the repair of the system is *not* included and will be billed at the current Preferred Contract Customer rates as detailed on Attachment "A" unless the option below for Repair Labor and Material is accepted. All service will be performed during normal working hours unless the Emergency Support option is accepted as outlined below.

I. SCHEDULED MAINTENANCE

Basic Agreement Coverage

1. Specially trained technicians and engineers will conduct the required tasks to ensure that your equipment is properly maintained. The technicians and engineers who service the facility shall have a minimum of ten years experience in the HVAC controls industry and at least five years experience specifically with the Schneider Electric Building Automation System as is installed at the customer site.
2. Each piece of covered equipment will receive a thorough preventive maintenance routine as outlined in the attached schedules for each specific type of equipment. Each piece of equipment will have it's own check off sheet showing what tasks were completed, when they were completed and who performed the work.
3. Each scheduled call has a specific set of tasks detailing exactly what needs to be performed and what special skills, tools or instruments are required to keep the equipment operating at peak level. A programmed maintenance schedule will be developed during the first year detailing what equipment is to be inspected and calibrated during each monthly inspection.
4. A service report will be completed after each call and will be provided to the customer. A duplicate record will be maintained by NRG Building Services to update the history of work performed.
6. A listing of typical service procedures is given in the attachments which follow.

II. REPAIR LABOR AND MATERIALS OPTION

Accepted by: _____

ADD: Fifteen Thousand Dollars (\$15,000.00)

Includes all necessary parts and unscheduled labor required to restore the covered equipment to normal operation during normal working hours ONLY on the listed Schools in this contract.

III. EMERGENCY SUPPORT OPTION

Accepted by: _____

Not applicable at this time

Guarantees emergency services for critical responses on a 7-day/week, 24-hour/day basis. Provides for a guaranteed 4 hour response time on-site.

Attachment "A"

SCHEDULE OF BILLING RATES AND MATERIAL COST

2016 - CONTRACT YEAR

Preferred Contract Customer Billing Rates (For work performed over and above the contract)

DDC Control Technician

Monday – Friday	8:00am to 5:00pm	\$126.00
Monday – Friday	5:00pm to 8:00am	\$189.00
Saturday	12:00am to 12:00pm	\$189.00
Sunday & All Holidays	12:00am to 12:00pm	\$252.00
Travel Charges	\$.75 per Mile	

HVAC Specialist

Monday – Friday	8:00am to 5:00pm	\$ 91.50
Monday – Friday	5:00pm to 8:00am	\$137.25
Saturday	12:00am to 12:00pm	\$137.25
Sunday & All Holidays	12:00am to 12:00pm	\$183.00
Travel Charges	\$.75 per Mile	

Preferred Contract Customer Parts Multiplier

Multiplier Times North America Field Office List Price

"Pneumatic/Electric/Electronic Components"	Times 0.50
"DDC Components Price Schedule"	Times 0.70

SCHEDULE "A"

Performance Assurances

Frequency:

☒ Monthly

Coverage:

☒ Scheduled Preventive Maintenance

☐ Repair Labor and Materials - Optional

*This agreement provides (51) man-days of preventative maintenance per year.

I. Hardware Support Services

NRG Building Services will perform scheduled preventive maintenance inspections and diagnostic services on the equipment covered under this agreement as required to maintain the system at maximum performance and reliability levels. The tasks specifically included are:

- a. Diagnostic check of the communication networks including the local area network between all System Controllers to insure that all controllers are on-line and communicating.
- b. Verification of control sequences for all mechanical and/or electrical equipment to insure the system is operating as designed.
- c. Recalibration of all field sensors, annually to within ± 0.5 DegF. to insure occupant comfort and maximum system efficiency.
- d. Cleaning of battery terminals and replacement of battery annually to insure database protection in the event of a power outage.
- e. Back-up of the Network Control Module database quarterly to insure a current copy is available in the event of a catastrophic controller failure.
- f. Review Alarm and Service History logs to evaluate system performance and provide a written recommendation as to what corrective action is required.
- g. Perform system analysis with emphasis on optimizing the performance of the controlled equipment.
- h. Verification of alarms and their automatic control sequences.

II. Modem / Internet Access

A telephone modem / Internet Access is provided at the owner's facility to permit remote communications with the system by NRG Building Services personnel to provide on-line support for the on-site operator. Modem / Internet support insures a fast response to problem calls, minimizes occupant discomfort and reduces the number of premium time service calls required. A separate phone line will be supplied and maintained by the customer. This agreement provides for a total of (8) hours per year of phone support.

III. Software / Revision Upgrades

NRG Building Services will provide the customer with all scheduled updates and revisions to the Human Machine Interface software as well as related materials which shall be made available during the term of the agreement. Firmware upgrades which enhance system operation and prevent system obsolescence of any system controllers will also be provided at no additional cost to the customer.

IV. Training

Operator training will be provided on an ongoing basis by the NRG Building Services service technician. Preventive maintenance inspections may be temporarily suspended at the discretion of the owner to provide informal "brushup" operator training.

SCHEDULE "B"

Human Machine Interface

Frequency:

Coverage:

☒ Monthly

☒ Scheduled Preventive Maintenance

☐ Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Visual Inspection of Computer & Peripherals	Visually inspect and clean all hardware to be free of physical damage, dust and debris.	Ensure there are no impending device failures, which can adversely affect system operation.
Analyze and test hard disk drive and correct errors	Provide and install new replacement disk drive (if required). Install system database	Protect database from catastrophic failure.
Perform System Diagnostics	Ensure proper functionality and performance of all elements of workstation.	Validates that keyboard, printer and CRT respond to system status and control.
Database Verification Verification of System Operations "Spot Check of Functions"	<p>Verify operation of monitor screen</p> <p>Verify setup and operation of trend reports</p> <p>Verify setup and operation of archival trend storage reports</p> <p>Verify setup of users, passwords and privilege levels to agreed upon "as builds".</p> <p>Correct records and/or differences as noted.</p> <p>Verify setup and operation of maintenance time reminder applications.</p> <p>Verify operation of print screen documentation capability.</p> <p>Verify synchronization of network clock operations.</p> <p>Verify operation of status log reports</p> <p>Verify operation of point summary reports.</p> <p>Verify operation of real-time graphics displays.</p> <p>Verify setup and operation of FMS report applications.</p>	<p>Provides routine testing and verification that programs are performing as designed to produce expected results.</p> <p>Ensures that operational staff has thorough knowledge of system operations and methods.</p>

Human Machine Interface

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Computer & Peripherals Checkout	Provide backup of system database to hard disk system.	Ensures on-site PC files are maintained at operating standard.
Device Database Backup	Provide hard disk backup of data files for off-site storage.	Protects total system from catastrophic loss or malicious damage by providing off-site archived storage.
	Provide hard disk backup of data files for on-site storage.	Provides an on-site backup of system for fast recovery in event of catastrophic failure
	Perform routine disk file maintenance.	Ensures that disk is organized and clear of data previously saved to backup disk.

SCHEDULE "C"

Network / Global Command Control Modules

Frequency:

Coverage:

☒ Monthly

☒ Scheduled Preventive Maintenance

☐ Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Visual inspection of LEDs, fuses, cable connectors & RS232 Ports	Ensure device is not physically damaged. Report all damaged components.	Ensures there are no impending device failures, which can adversely affect system operation and integrity.
Check for pneumatic line contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards ⁷ functioning for control of valves or dampers to ensure occupant comfort and safety.
Clean and Inspect battery terminals	Ensure that connections are tight and corrosion free.	Continuous power is available in the event of power failure to protect memory.
Verify system databases and modifications	Compare, verify that each device database matches agreed upon owner "as built" prints and records. Identify all additions, modifications and changes to software sequences, setpoints, schedules and limits. Provide assessment report to owner of impact of all noted changes. Correct all non-approved changes to "as built" status and download database to device as required.	Database verification ensures DDC system operates and performs as designed to meet goals for energy and reduction and comfort performance. Eliminates "creeping decay" of operational performance caused by non-removal of "temporary" bypasses, etc. Provides owner with recommended courses of action to improve performance over time. Ensures records are accurately maintained and documented.
Verify operation of remote telecommunications datalink to remote site	Initiate communications with DDC control network. Verify alarm dial-out capabilities to service contractor.	Provides continuous check of service response mechanism. Detects failures of third party datalink.
Remote service On-site service	Provide routine database backup service of all operating controller databases. In the event of catastrophic failure, download database to replacement device. Update device database to current operating standards.	Reduces downtime by having a current database available for replacement. Provides an off-site record archiving depot as protection against catastrophic failure, theft and malicious damage to databases.
Verify operation of system control outputs	Check schedules, sequences and setpoints.	Provides accurate and efficient control of equipment for safety, comfort and system reliability.

SCHEDULE "D"

System Level Controllers

Frequency:

Coverage:

☒ Monthly

☒ Scheduled Preventive Maintenance

☐ Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Check sequence of mechanical equipment	Verify that controlled equipment properly cycles from full heat to full cool.	Ensures that system operates as designed to provide proper occupant comfort.
Check room sensor accuracy	Verify operational accuracy of room sensor within + or - 0.5 degrees F.	Ensures comfort of occupants is provided.
Check zone occupancy override operation option	Verify that controlled systems switch from occupied to unoccupied modes.	Ensures after-hours comfort of occupants. Verifies proper input to after-hours billing programs. Maximizes energy efficiency of systems by employing scheduled control sequences.
Check economizer cycle operation	Verify that economizer modulates to maintain mixed air setpoint. Verify that enthalpy changeover function operates per design. Verify that modulating low limit function operates as designed.	Maximizes energy savings by using free cooling whenever possible. Maintains system operating efficiency. Extends compressor life by utilization of free cooling. Minimizes potential of coil failure by ensuring operation of low limit devices.
Check for pneumatic line contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards functioning for control of valves and dampers to ensure occupant comfort and safety.

SCHEDULE "E"

VAV Box Controllers

Frequency:

Coverage:

☒ Monthly

☒ Scheduled Preventive Maintenance

☐ Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Check airflow of pressure independent VAV terminals	<p>Verify that VAV terminal min./max. airflow conforms with "as built" drawings at current revision level.</p> <p>Provide written report of any variances greater than + or - 50 CFM.</p>	<p>Ensures proper ventilation requirements.</p> <p>Ensures occupant comfort requirements can be met.</p> <p>Ensures building operations perform as designed, meeting efficiency standards for building.</p>
Check VAV sequences of operation	Verify operation of heating, cooling, occupied, unoccupied and warm-up modes of operation.	<p>Ensures system operates as designed to provide proper comfort under all operating conditions.</p> <p>Maintain system operating efficiency at design, reducing operating costs.</p>
Check room sensor for accuracy	Verify operational accuracy of room sensor within + or - 0.5 degree F.	<p>Ensures occupant comfort is met.</p> <p>Ensures system operates at maximum efficiency.</p>
Check duct sensor for accuracy	Verify operational accuracy of duct sensor within + or - 1.0 degree F.	Ensures BTU calculations are accurate over time.
Check airflow sensor pickup tube for contaminants	Verify that lines are free from oil and water.	Ensures comfort of occupants is provided.

SCHEDULE "F"

Electric / Electronic Temperature Controls

Frequency:

Coverage:

☒ Monthly

☒ Scheduled Preventive Maintenance

☐ Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
VAV box inspection	<p>Check all valves and wiring</p> <p>Check all damper actuators and wiring.</p> <p>Check operation of all dampers and lubricate.</p> <p>Check operation of all auxiliary devices.</p>	Ensures comfort and economy.
Boiler, Chiller, Converter pumps and zone control inspection.	<p>Check all valves and wiring.</p> <p>Check all immersion and outdoor elements.</p> <p>Check all relays and terminal connections.</p> <p>Check voltages to controlled devices.</p> <p>Check operation of all auxiliary devices.</p>	Provides assurance of safe, reliable operation.
Fan systems and HVAC controls	<p>Review all sequences of operation.</p> <p>Check all control valves and wiring</p> <p>Check operation of all dampers and lubricate.</p> <p>Check operation of all auxiliary devices.</p> <p>Check all relays and terminal connections.</p> <p>Clean and wipe down all panel faces.</p> <p>Check voltages to controlled devices.</p>	Ensures proper pressurization and ventilation of conditioned space so that comfort is provided economically.

SCHEDULE "F" - Continued

Electric / Electronic Temperature Controls

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Control panel inspection	Clean and wipe down all panels. Check all primary and secondary transformer voltages. Check all terminal strip connections. Check all relay and auxiliary device connections. Check all solid-state drives.	Provides a neat and clean appearance of panels. Extends life of transformers. Prevents overheating of wiring connections.

SCHEDULE "G"

Access Control / Security

Frequency:

Coverage:

☒ Monthly

☒ Scheduled Preventive Maintenance

☐ Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Check security cameras for correct positioning	Verify that the security cameras are positioned correctly and pointing at the right area.	Ensures proper monitoring of the secure area.
Check the security cameras focus	Verify that the security cameras are in focus.	Ensures that the camera provides the DVR with exceptional video quality.
Check DVR's hard drive performance and usage levels	Verify operation of the DVR's and to ensure proper database management.	Ensures system operates as designed to provide proper monitoring / recording of the security cameras.
Check HID access control	Verify operational of all access control equipment.	Ensures occupants security in the protected area.
Check and test the operation of visual and warning alarm devices	Verify that the staff receives visual and/or warning alarms triggered by the access control system. (If applicable)	Ensures that security issues can be dealt with in a timely manner.
Check DVR, access control, and access points which monitor the security system	Verify operational of the access control / security system.	Ensures that the staff can access the system either through a web-browser or the Building Automation System.
Check timestamp of alarms or issues being reported	Verify that the time is correct when an issue or change has been made	Ensures proper timestamp is being logged with issues may arise.

SCHEDULE "H"

LIST of COVERED EQUIPMENT

Penn Manor School District

Building Names:

- Martic Elementary School
- Central Manor Elementary School
- Hambright Elementary School
- Marticville Middle School

Equipment List:

- Includes all equipment as shown in final accepted "as built" control drawings provided by the "ATC" contractor.

PENN MANOR SCHOOL DISTRICT

TITLE: School Bus Aide **DATE:** January 29, 2016

REPORTS TO: Principal/Assistant Principal **APPROVED BY:**

JOB SUMMARY: The School Bus Aide assists the bus driver in providing safe transportation to students to and from school.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Constantly monitor students' well-being and behavior during the designated bus route to and from school
2. Respond appropriately to students' needs during the route and implement appropriate behavior modification techniques to minimize the situation.
3. Prepare documentation (e.g. incident reports, passenger misconduct, etc) for the purpose of providing written support and/or conveying information to the Principal or designee.
4. Provide instruction to students regarding passenger safety
5. Participate in scheduled emergency bus exit drills
6. Assist the bus driver when requested or required
7. Assist students requiring help to load or unload the bus
8. Perform other duties as assigned by the Principal and Assistant Principal.

QUALIFICATIONS: High school diploma or equivalent is required
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
FBI Criminal History Record
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to use both hands for repetitive motion
Considerable bending and twisting of the body required
Some stooping and squatting required
Ability to sit for designated time during the bus route

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Subject to riding the school bus for designated route

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work with students and students who are in need of emotional support
Must be cooperative, congenial, and service-oriented
Must be able to work in an environment with frequent interruptions and noise

COGNITIVE ABILITY: Ability to follow written and verbal directions
Ability to read and write
Ability to communicate effectively

Ability to exercise good judgment

SPECIFIC SKILLS:

Ability to remain calm and patient in stressful situations

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)



RENEWAL OF PARTICIPATION IN NRGCS POWERPAY PROGRAM

This Renewal shall be made part of the Agreement between NRG Curtailment Solutions, Inc. (NRGCS) f/k/a Energy Curtailment Specialists, Inc. and Penn Manor School District, dated February 16, 2016, regarding our participation in NRGCS's PowerPay program:

All terms of the Agreement and any Renewals or Addendums will govern the relationship of the parties, unless otherwise modified as set forth below:

The term of the Agreement will extend for an additional three (3) years for all applicable programs offered with PJM Interconnection, LLP (PJM) or utility companies relating to energy, capacity and ancillary services. We agree that NRGCS will be our exclusive provider for such services.

Prior to the start of each delivery year, we will execute an addendum that will become part of the main agreement which will set forth the program details for that year.

Program details for the 2016/17 Emergency program (which begins 6/1/2016) are as follows:

Participating Program:	Summer Limited, Pre-Emergency/Emergency
Program Delivery Year:	2016/17
Performance Obligation Period:	June 1, 2016 to September 30, 2016
Performance Requirements	Reduction must be achieved within 30 minutes based on PJMs notification of an Event
Event Availability:	M-F, 12pm to 8pm, excluding Holidays
Maximum Calls per Period:	10
Event Duration	Maximum of 6-hours per event

SIGNED BY THE PARTIES AS FOLLOWS:

CUSTOMER (COMPANY) NAME: PENN MANOR SCHOOL DISTRICT

By: _____ Date: February 16, 2016

Print Name: CHRIS JOHNSTON

Title: BUSINESS MANAGER

NRG CURTAILMENT SOLUTIONS, INC.

By: _____ Date: _____

Services Agreement (E-Rate)

This Services Agreement ("Agreement") is made on the 9th day of February, 2016 ("Effective Date") by and between Comcast Cable Communications Management, LLC, a Delaware limited liability company, on behalf of itself and its applicable operating affiliates and subsidiaries offering services as identified below, with offices located at One Comcast Center, 1701 JFK Blvd, Philadelphia, PA 19103 and Penn Manor School District ("Customer"), with offices located at 2950 Charlestown Rd., Lancaster, Pa 17603. Herein, the above shall be collectively referred to as the "Parties" and individually as "Party".

Description of Services to be provided by Comcast to Customer: 1000 Mbps Ethernet Network Services ("ENS"), as set forth in the Sales Order Form(s) ("Sales Order Form(s)") attached hereto.	
Service Term (Months): Thirty-six Months (36)	Agreement Number: PA-18043-020916-01
Non-Recurring Charges ("NRC"): \$0.00	Monthly Recurring Charges ("MRC"): \$6,750.00
Number of Service Location(s): Nine (9)	Estimated Service Date: On or after July 1, 2016
Notes / Comments:	
<ol style="list-style-type: none"> 1. E-Rate funding, if applicable, to be sought solely by Customer. 2. The Services specified herein shall be provided by Comcast Business Communications, LLC. The Comcast Business Communications, LLC SPIN No. is 143003990. 3. The ENS Services, as set forth in the Sales Order Form, will have a Premium Class of Service (CoS). 4. Upon the completion of the Service Term defined above, Customer shall have the option to renew the 1000 Mbps ENS Services for up to two (2) one (1) year periods. 	
Sales Person: Peter Pitarra	Telephone Number: (570) 675-7730
General Manager: Martin Daley	Telephone Number: (717) 651-1903
Customer Contact: Charlie Reisinger	Telephone Number: (717) 872-9500

This Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its applicable operating affiliates and subsidiaries (identified above, "Comcast") will provide communications and other services ("Services") to the above Customer. This Agreement consists of this document ("Service Agreement Cover Page"), the Comcast General Terms and Conditions for E-Rate ("General Terms and Conditions"), Sales Order Form(s), the applicable PSAs, and any written amendments to the Agreement and executed by both Parties ("Amendment(s)"), collectively referred to as the "Agreement". In the event of an explicit inconsistency among these documents, precedence will be as follows: (1) Amendment(s), (2) PSA(s), (3) General Terms and Conditions, (4) this Service Agreement Cover Page, and the (4) Sales Order Form(s). This Agreement shall commence and become a legally binding agreement upon the mutual execution of this Service Agreement Cover Page by the Parties. The Agreement shall terminate as set forth in the General Terms and Conditions. All capitalized terms not defined on this Service Agreement Cover Page shall have the definitions given to them in the General Terms and Conditions.

Customer, by signing below, agrees and accepts the terms and conditions of this Agreement.

Penn Manor School District	Comcast Cable Communications Management, LLC
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

CONFIDENTIAL and PROPRIETARY

COMCAST
BUSINESSCOMCAST ENTERPRISE SERVICES SALES ORDER FORM
METRO ETHERNET SERVICES AND PRICING

Account Name: Penn Manor School District

Date: 12/9/2015

MSA ID#:

PA-18043-020316-01

SO ID#:

5407118

Short Description of Service:

Migration of existing ENS network from Legacy network to Metro E network.

Service Term:

36 MONTHS

** Legacy Migration **

PAGE 2 of 6

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Monthly	One-Time
001	New	Add	Ethernet Network Interface - Gig E	Port	Penn Manor High School/100 E Co	-	Interstate	\$130.00	\$0.00
002	New	Add	ENS - Premium Network Bandwidth	1000 Mbps	Penn Manor High School/100 E Co	-	Interstate	\$620.00	\$0.00
003	New	Add	Ethernet Network Interface - Gig E	Port	Manor Middle School-2950 Charles	-	Interstate	\$130.00	\$0.00
004	New	Add	ENS - Premium Network Bandwidth	1000 Mbps	Manor Middle School-2950 Charles	-	Interstate	\$620.00	\$0.00
005	New	Add	Ethernet Network Interface - Gig E	Port	Ann Letort E.S.-561 Letort Rd / 561	-	Interstate	\$130.00	\$0.00
006	New	Add	ENS - Premium Network Bandwidth	1000 Mbps	Ann Letort E.S.-561 Letort Rd / 561	-	Interstate	\$620.00	\$0.00
007	New	Add	Ethernet Network Interface - Gig E	Port	Central Manor E.S.-3717 Blue Rock	-	Interstate	\$130.00	\$0.00
008	New	Add	ENS - Premium Network Bandwidth	1000 Mbps	Central Manor E.S.-3717 Blue Rock	-	Interstate	\$620.00	\$0.00
009	New	Add	Ethernet Network Interface - Gig E	Port	Conestoga E.S.-100 Hill St / 100 Hill	-	Interstate	\$130.00	\$0.00
010	New	Add	ENS - Premium Network Bandwidth	1000 Mbps	Conestoga E.S.-100 Hill St / 100 Hill	-	Interstate	\$620.00	\$0.00
011	New	Add	Ethernet Network Interface - Gig E	Port	Eshleman E.S.-545 Leaman Ave / 545	-	Interstate	\$130.00	\$0.00
012	New	Add	ENS - Premium Network Bandwidth	1000 Mbps	Eshleman E.S.-545 Leaman Ave / 545	-	Interstate	\$620.00	\$0.00
013	New	Add	Ethernet Network Interface - Gig E	Port	Martic E.S.-266 Martic Heights Dr	-	Interstate	\$130.00	\$0.00
014	New	Add	ENS - Premium Network Bandwidth	1000 Mbps	Martic E.S.-266 Martic Heights Dr	-	Interstate	\$620.00	\$0.00
015	New	Add	Ethernet Network Interface - Gig E	Port	Pequea E.S.-802 Millwood Rd / 802	-	Interstate	\$130.00	\$0.00
016	New	Add	ENS - Premium Network Bandwidth	1000 Mbps	Pequea E.S.-802 Millwood Rd / 802	-	Interstate	\$620.00	\$0.00
017	New	Add	Ethernet Network Interface - Gig E	Port	Marxville E.S.-356 Frogfrown Rd /	-	Interstate	\$130.00	\$0.00
018	New	Add	ENS - Premium Network Bandwidth	1000 Mbps	Marxville E.S.-356 Frogfrown Rd /	-	Interstate	\$620.00	\$0.00
019	-	-	-	-	-	-	-	\$0.00	\$0.00
020	-	-	-	-	-	-	-	\$0.00	\$0.00
021	-	-	-	-	-	-	-	\$0.00	\$0.00
022	-	-	-	-	-	-	-	\$0.00	\$0.00
023	-	-	-	-	-	-	-	\$0.00	\$0.00
024	-	-	-	-	-	-	-	\$0.00	\$0.00
025	-	-	-	-	-	-	-	\$0.00	\$0.00
026	-	-	-	-	-	-	-	\$0.00	\$0.00
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033	-	-	-	-	-	-	-	\$0.00	\$0.00
034	-	-	-	-	-	-	-	\$0.00	\$0.00
035	-	-	-	-	-	-	-	\$0.00	\$0.00
036	-	-	-	-	-	-	-	\$0.00	\$0.00
037	-	-	-	-	-	-	-	\$0.00	\$0.00
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044	-	-	-	-	-	-	-	\$0.00	\$0.00
045	-	-	-	-	-	-	-	\$0.00	\$0.00
046	-	-	-	-	-	-	-	\$0.00	\$0.00
047	-	-	-	-	-	-	-	\$0.00	\$0.00
048	-	-	-	-	-	-	-	\$0.00	\$0.00
049	-	-	-	-	-	-	-	\$0.00	\$0.00
050	-	-	-	-	-	-	-	\$0.00	\$0.00
* Services Location Details attached								PAGE 2 SUBTOTAL:	\$6,750.00

COMCAST
BUSINESS

COMCAST ENTERPRISE SERVICES SALES ORDER FORM
METRO ETHERNET SERVICES AND PRICING

Account Name: Penn Manor School District

Date: 12/9/2015

MSA ID#:

PA-18043-020316-01

SO ID#:

5407118

PAGE 3 of 6

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Solution Charges	
								Monthly	One-Time
051	-	-	-	-	-	-	-	\$0.00	\$0.00
052	-	-	-	-	-	-	-	\$0.00	\$0.00
053	-	-	-	-	-	-	-	\$0.00	\$0.00
054	-	-	-	-	-	-	-	\$0.00	\$0.00
055	-	-	-	-	-	-	-	\$0.00	\$0.00
056	-	-	-	-	-	-	-	\$0.00	\$0.00
057	-	-	-	-	-	-	-	\$0.00	\$0.00
058	-	-	-	-	-	-	-	\$0.00	\$0.00
059	-	-	-	-	-	-	-	\$0.00	\$0.00
060	-	-	-	-	-	-	-	\$0.00	\$0.00
061	-	-	-	-	-	-	-	\$0.00	\$0.00
062	-	-	-	-	-	-	-	\$0.00	\$0.00
063	-	-	-	-	-	-	-	\$0.00	\$0.00
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066	-	-	-	-	-	-	-	\$0.00	\$0.00
067	-	-	-	-	-	-	-	\$0.00	\$0.00
068	-	-	-	-	-	-	-	\$0.00	\$0.00
069	-	-	-	-	-	-	-	\$0.00	\$0.00
070	-	-	-	-	-	-	-	\$0.00	\$0.00
071	-	-	-	-	-	-	-	\$0.00	\$0.00
072	-	-	-	-	-	-	-	\$0.00	\$0.00
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081	-	-	-	-	-	-	-	\$0.00	\$0.00
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087	-	-	-	-	-	-	-	\$0.00	\$0.00
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091	-	-	-	-	-	-	-	\$0.00	\$0.00
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093	-	-	-	-	-	-	-	\$0.00	\$0.00
094	-	-	-	-	-	-	-	\$0.00	\$0.00
095	-	-	-	-	-	-	-	\$0.00	\$0.00
096	-	-	-	-	-	-	-	\$0.00	\$0.00
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099	-	-	-	-	-	-	-	\$0.00	\$0.00
100	-	-	-	-	-	-	-	\$0.00	\$0.00
101	-	-	-	-	-	-	-	\$0.00	\$0.00
102	-	-	-	-	-	-	-	\$0.00	\$0.00

* Services Location Details attached

PAGE 3 SUBTOTAL:

\$0.00

COMCAST
BUSINESS

COMCAST ENTERPRISE SERVICES SALES ORDER FORM
METRO ETHERNET SERVICES AND PRICING

Account Name: Penn Manor School District

Date: 12/9/2015

MSA ID#: PA-18043-020316-01

SO ID#:

5407118

PAGE 4 of 6					Solution Charges				
Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Monthly	One-Time
103	-	-	-	-	-	-	-	\$0.00	\$0.00
104	-	-	-	-	-	-	-	\$0.00	\$0.00
105	-	-	-	-	-	-	-	\$0.00	\$0.00
106	-	-	-	-	-	-	-	\$0.00	\$0.00
107	-	-	-	-	-	-	-	\$0.00	\$0.00
108	-	-	-	-	-	-	-	\$0.00	\$0.00
109	-	-	-	-	-	-	-	\$0.00	\$0.00
110	-	-	-	-	-	-	-	\$0.00	\$0.00
111	-	-	-	-	-	-	-	\$0.00	\$0.00
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117	-	-	-	-	-	-	-	\$0.00	\$0.00
118	-	-	-	-	-	-	-	\$0.00	\$0.00
119	-	-	-	-	-	-	-	\$0.00	\$0.00
120	-	-	-	-	-	-	-	\$0.00	\$0.00
121	-	-	-	-	-	-	-	\$0.00	\$0.00
122	-	-	-	-	-	-	-	\$0.00	\$0.00
123	-	-	-	-	-	-	-	\$0.00	\$0.00
124	-	-	-	-	-	-	-	\$0.00	\$0.00
125	-	-	-	-	-	-	-	\$0.00	\$0.00
126	-	-	-	-	-	-	-	\$0.00	\$0.00
127	-	-	-	-	-	-	-	\$0.00	\$0.00
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129	-	-	-	-	-	-	-	\$0.00	\$0.00
130	-	-	-	-	-	-	-	\$0.00	\$0.00
131	-	-	-	-	-	-	-	\$0.00	\$0.00
132	-	-	-	-	-	-	-	\$0.00	\$0.00
133	-	-	-	-	-	-	-	\$0.00	\$0.00
134	-	-	-	-	-	-	-	\$0.00	\$0.00
135	-	-	-	-	-	-	-	\$0.00	\$0.00
136	-	-	-	-	-	-	-	\$0.00	\$0.00
137	-	-	-	-	-	-	-	\$0.00	\$0.00
138	-	-	-	-	-	-	-	\$0.00	\$0.00
139	-	-	-	-	-	-	-	\$0.00	\$0.00
140	-	-	-	-	-	-	-	\$0.00	\$0.00
141	-	-	-	-	-	-	-	\$0.00	\$0.00
142	-	-	-	-	-	-	-	\$0.00	\$0.00
143	-	-	-	-	-	-	-	\$0.00	\$0.00
144	-	-	-	-	-	-	-	\$0.00	\$0.00
145	-	-	-	-	-	-	-	\$0.00	\$0.00
146	-	-	-	-	-	-	-	\$0.00	\$0.00
147	-	-	-	-	-	-	-	\$0.00	\$0.00
148	-	-	-	-	-	-	-	\$0.00	\$0.00
149	-	-	-	-	-	-	-	\$0.00	\$0.00
150	-	-	-	-	-	-	-	\$0.00	\$0.00
151	-	-	-	-	-	-	-	\$0.00	\$0.00
152	-	-	-	-	-	-	-	\$0.00	\$0.00
153	-	-	-	-	-	-	-	\$0.00	\$0.00
* Services Location Details attached								PAGE 4 SUBTOTAL:	\$0.00

Date: 12/9/2015

MSA ID#:

PA-18043-020316-01

SO ID#:

5407118

Account Name:

Penn Manor School District

PAGE 5 of 6

Line	Location Name/Site ID	Address 1	Address 2	City	State	Zip Code	Technical/Local Contact Name	Technical/Local Contact Phone #	Technical/Local Contact Email	Technical Contact On Site (Yes/No)
1	Penn Manor High School/100	100 East Cottage Ave		Millersville	PA	17551	Charlie Reisinger	(717) 872-9500	charlie@pennmanor.net	Yes
2	Manor Middle School-2950 C	2950 Charlestown Rd		Lancaster	PA	17603	Charlie Reisinger	(717) 872-9500	charlie@pennmanor.net	Yes
3	Ann Letort E.S.-561 Letort Rd	561 Letort Rd		Washington Boro	PA	17582	Charlie Reisinger	7178729500	charlie@pennmanor.net	Yes
4	Central Manor E.S.-3717 Blue	3717 Blue Rock Rd		Washington Boro	PA	17582	Charlie Reisinger	7178729500	charlie@pennmanor.net	Yes
5	Conestoga E.S.-100 Hill St	100 Hill St		Conestoga	PA	17516	Charlie Reisinger	7178729500	charlie@pennmanor.net	Yes
6	Eshleman E.S.-545 Leaman	545 Leaman Ave		Millersville	PA	17551	Charlie Reisinger	7178729500	charlie@pennmanor.net	Yes
7	Marlic E.S.-266 Marlic Hgts	266 Marlic Hgts Dr		Hollywood	PA	17532	Charlie Reisinger	7178729500	charlie@pennmanor.net	Yes
8	Pequea E.S.-802 Millwood R	802 Millwood Rd		Willow Street	PA	17584	Charlie Reisinger	7178729500	charlie@pennmanor.net	Yes
9	Marbleville E.S.-356 Froglow	356 Froglow Rd		Pequea	PA	17565	Charlie Reisinger	7178729500	charlie@pennmanor.net	Yes
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SERVICE LOCATION DETAIL INFORMATION

Date: 12/9/2015

MSA ID#:

PA-18043-020316-01

SO ID#:

5407118

Account Name:

Penn Manor School District

PAGE 6 of 6

Line	Location Name/Site ID	Address 1	Address 2	City	State	Zip Code	Technical/Local Contact Name	Technical/Local Contact Phone #	Technical/Local Contact Email Address	Technical Contact On Site (Yes/No)
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Hardware
Software
Networking
Cabling
Supplies

Core Values, Experience ...
Partnerships

712 N. East Street
Frederick, MD 21701
301-846-9901 PH
301-846-9902 FX



Thank you for the opportunity. We realize there are many vendors from which to choose. Thank you for selecting En-Net Services.

UPS PEPPM Minibid

Quote Information:

Quote #: 000666
Version: 1
Quote Date: 02/09/2016
Terms: Net 30
Delivery: 1-30 Days ARO
FOB: Destination

Prepared for:

PA - Penn Manor School District
2950 Charlestown Rd
LancasterPA 17603
Shawn Beard
shawn@pennmanor.net
(717) 872-9500

Prepared by:

En-Net
Tax ID: 52-1977379
Cage Code #: 08LC5
Duns #: 947383410
CCR #: 1997J167284
E-Rate Spin #: 143034194
MD SBR #: SB12-7505
PA SB #: 342458-2014-05-SB
VA SWAM #: 626984

Rep Information:

Greg Gordon
SLED Account Rep
301-846-9901 x7673
ggordon@en-netservices.com

1. Contract term is 4/1/2016 - 9/30/2017
2. Purchase is contingent on E-rate funding approval

Items

Line #	MFG Name / Part #	Description	Price	Qty	Ext. Price
1	Eaton Corporation / 5P1500R	Eaton 5P Rackmount UPS - 1440 VA/1100 W - 132 V AC - 4 Minute - 1U Rack-mountable - 4 Minute - 5 x NEMA 5-15R	\$453.90	10	\$4,539.00

Quote Summary

Items	\$4,539.00
Total	\$4,539.00

Terms and Conditions

Manufacturer/Distributor Return and Warranty Policies Apply.

Available Contracts

City of Baltimore # B50001422 City of Baltimore Computer Hardware, Software and Related Equipment Contract
MD-DoIT PC Cont #060B5400007 Maryland Department of Information Technology - Desktop, Laptop and Tablet Master Contract

MD-MJUD Hard. # K12-0025-25L Maryland Administrative Office of the Courts (AOC), Hardware and Associated Equipment and Services Contract

PEPPM CA - 2015 PEPPM - Technology Bidding and Purchasing Program

TIPS-Cabling # 1082715 The Interlocal Purchasing System (TIPS) Cabling Products and Services Contract

TIPS-Networking # 1071615 The Interlocal Purchasing System(TIPS) Networking Equipment, Software and Services Contract

City of Baltimore # B50004091 City of Baltimore Computer Desktop, Laptop and Tablet Contract

MD-DoIT Soft. # 060B2490021 Maryland Department of Information Technology - Commercial Off-the-Shelf (COTS) Software Master Contract

MD-MJUD Soft. # K12-0024-25L Maryland Administrative Office of the Courts (AOC), Commercial Off-the-Shelf (COTS) Software Contract

PEPPM PA - 2015 PEPPM - Technology Bidding and Purchasing Program

TIPS-Hardware # 2062515 The Interlocal Purchasing System (TIPS) Computers, Equipment, Componuts and Peripherals Contract

TIPS-Software # 3071615 The Interlocal Purchasing System (TIPS) Software Contract



Hardware
Software
Networking
Cabling
Supplies

Core Values, Experience ...
Partnerships

712 N. East Street
Frederick, MD 21701
301-846-9901 PH
301-846-9902 FX



Thank you for the opportunity. We realize there are many vendors from which to choose. Thank you for selecting En-Net Services.

COSTARS-003-418 Commonwealth of Pennsylvania's
Cooperative Purchasing Program (COSTARS) IT Hardware

COSTARS-006-151 Commonwealth of Pennsylvania's
Cooperative Purchasing Program (COSTARS) Software



Quote Name:



Quotation

Bill To		Ship To	
PENN MANOR SCHOOL DISTRICT PO BOX 1001		PENN MANOR SCHOOL DISTRICT 2950 CHARLESTOWN ROAD MANOR MIDDLE SCHOOL	
MILLERSVILLE PA 17551		LANCASTER PA 17603	
ATTN: SHELLEY HODSON		REBECCA COTICH	
		Quotation #:	21864102
		Order #:	
		Quotation Date:	01/28/2016
		Expiration Date:	02/25/2016
		Client Reference:	
		Account Rep:	Brandon Holmes

Notes:

ePlus works with our customers to follow either a BEAR or discount billing process for their E-Rate eligible purchases. All E-Rate approvals for the specific items being purchased through the program must be in place before we will process an order leveraging discount billing (SPI). For the BEAR process, process an order to ePlus under standard net terms for the entire amount and file a BEAR upon potential future approval by E-Rate, ePlus will process a compliant BEAR submission and cut a check to the school/library once reimbursement funds are received from E-Rate as required under the program. If making a purchase prior to E-Rate approval (via purchase order using standard net terms), that purchase is not returnable or cancellable in the event E-rate funding is not awarded. This proposal is valid for E-rate funding year 2016 with contract term dates of 04/01/2016 - 09/30/2017. E-rate-based pricing leveraging most vendor programs is normally contingent upon the applicant selecting ePlus SPIN 143006553 on their form 471 submittal to E-Rate, prior to the processing of an order.

Line No.	Quantity	Part Number	MFG	Description	Unit Price	Ext Price
001	180	MR32-HW	CISCO	MR32 CLOUD MGD 802.11AC AP	\$407.49	\$73,348.20
002	180	LIC-ENT-5YR	CISCO	5YR CLOUD CONTROLLER LICs	\$176.40	\$31,752.00
003	2	MS220-24P-HW	CISCO	MERAKI MS220-24P L2 CLOUD MGD 24PT GIGE	\$1,466.25	\$2,932.50
004	2	LIC-MS220-24P-5YR	CISCO	MERAKI MS220-24P ENT LIC & SUP 5YR	\$188.16	\$376.32
005	4	468-3557	DELL	N4032F 24X 10GBE SFP+FIXED PORT 1XMODULAR BAY 2X POWER SUPPLIES	\$8,669.04	\$34,676.16
				Line Note: 1-Dell Networking N4032F, 24x 10GbE SFP+ Ports, 1x Modular bay, 2x AC PSU, IO to PSU Airflow (210-ABVT) 1-Dell Hardware Limited Warranty Initial Year (966-6411) 1-Dell Hardware Limited Warranty Extended Year(s) (966-6413) 1-Lifetime Limited Hardware Warranty with Basic Hardware Service Next Business Day Parts Only on Your 1-1-Network Sw (966-6417) 1-Software Support,NW,90 Day (966-6423) 1-ProSupport: Next Business Day Onsite Service After Problem Diagnosis, Initial Year (966-6424) 1-ProSupport: Next Business Day Onsite Service After Problem Diagnosis, 4 Year Extended (966-6432) 1-ProSupport: 7x24 HW / SW Tech Support and Assistance, 5 Year (966-6484) 1-Thank you choosing Dell ProSupport. For tech support, visit http://www.dell.com/support or call 1-800- 1-945-335 (969-3439) 1-US Order (332-1286) 1-Dokumentation Kit, N4000 Series Switch (340-AGNR)		

006	1	PEPPM	EPLUS	AS PER PEPPM 2015-2017 CONTRACT # 524104 - FAX PO TO 800-636-3779.	\$0.00	\$0.00
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1-Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13 (450-AAFH)
 1-Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13 (450-AAFH)
 1-QSFP+ 40GbE Module, 2-Port, Hot Swap, used for 40GbE Uplink, Stacking, or 8x 10GbE
 Breakout (409-BBCP)
 2-Dell Networking Transceiver 40GE QSFP+ Short Reach Optics, 850nm Wavelength, 100-
 150m Reach on OM3/OM4 (407-BBY)

By placing an order with ePlus for products or services you agree to comply with the Terms and Conditions for Purchasing Products and Services located at <http://www.eplus.com/terms-and-conditions/Pages/Products-Services-Terms-and-Conditions.aspx> (the "Order Terms"). Unless there is a separate written agreement signed on behalf of both you and ePlus by a duly authorized officer, the Order Terms shall be the only terms and conditions applicable to transactions between you and ePlus, and no additional or contrary terms referenced in a purchase order, document, or electronic communication shall apply. In no event shall ePlus performance under a purchase order be deemed to constitute acceptance of any terms and conditions set forth therein.

ePlus offers flexible and easy leasing options for your IT equipment. Use leasing to increase your IT acquisition capability, overcome limited budgets, and manage the lifecycle of your assets. Contact an ePlus Leasing Coordinator at 1-703-984-8021 or leasing@eplus.com to receive a lease quote today.

Thank you for your inquiry. Please note the following about this quotation: It will expire on the date stated above. Unless freight amount is indicated, or is zero, freight will be added to the invoice. Unless Bill-To company is exempt from Sales Tax, it will be added to the invoice. Extended Warranties and Professional Services are available.

Customer Acceptance

Signature: _____ Date: _____
 Name: _____ PO #: _____
 Title: _____ Ship Via: _____

This quotation is confidential for your internal use only.
 This is a solicitation for an offer and is subject to credit approval. No contract is formed unless a purchase order or other offer is received and accepted by our office. If you accept this quotation with the intent to have your chosen leasing company to pay the costs directly, please note that if the Lessor does not pay ePlus for any reason, you will be responsible for payment to ePlus.

To Place An Order, Please Contact:

Sales: Jamie Sgroi
 Phone: 610-495-1242
 Fax: 610-495-1208
 Email: jthomas@eplus.com
 Address: 130 Futura Drive - Pottstown, PA 19464

Sub Total: \$ 143,085.18
 Est. Tax: TBD If Applicable
 Shp&Hnd: TBD
 Total: \$ 143,085.18

Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall		Notes
					Day	Year			Daily Hours		
2/16/2016	*	HICKEY	JENNIFER	SUBSTITUTE HEALTH ROOM NURSE ASSIST--LPN	DISTRICT	AS NEEDED	SUB RATE	PERMANENT	AS NEEDED	Effective 2/4/16	
2/16/2016		WILE	DALE	CUSTODIAN	CENTRAL MANOR	4.00	180	\$11.27	PERMANENT	4.00	Effective 2/2/16
2/16/2016	*	ADAMS	AMBER	BUS AIDE	PEQUEA	3.00	180	\$ 9.83	PERMANENT	4.50	Effective 2/4/16
2/16/2016		CARRILLO	SINTHYA	BUS AIDE	PEQUEA	3.00	180	\$ 9.15	PERMANENT	3.00	Effective 2/4/16
2/16/2016		ORLICK	KAREN	ERA-ACADEMIC SUPPORT	HAMBRIGHT	5.00	180	\$9.42	PERMANENT	5.00	Effective 1/25/16
2/16/2016		DUKE	OLIVIA	ERA-ACADEMIC SUPPORT	HAMBRIGHT	5.00	180	\$9.14	PERMANENT	5.00	Effective 2/4/16
2/16/2016		MESSER	NORA	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	SUB RATE	PERMANENT	AS NEEDED	Effective 2/4/16	
2/16/2016		BACHMAN	DEB	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	SUB RATE	PERMANENT	AS NEEDED	Effective 2/4/16	
2/16/2016	*	SANDERS	CARLEEN	FOOD SERVICE HEAD CASHIER	HIGH SCHOOL	8.00	180	\$14.05	PERMANENT	8.00	Effective 2/16/16

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

Spring 2016 Coaching Contract Detail								
Sport		Coach		Title		Salary Schedule	Actual Salary	Variance
Boys Tennis		Greg Hammond		Head Varsity		4,352	4,352	0
Total for Boys Tennis						\$ 4,352	\$ 4,352	0
Boys Volleyball		Chris Telesco		Head Varsity		5,577	5,327	-250
		Dustin Hornberger		Asst to Varsity		3,651	3,401	-250
		Lucas Charney		Asst.			500	400
		Andrew Thiry - V & JV		Volunteer				
		Brian Kemrer		Volunteer				
		Dawson Funk		Volunteer				
		Dan Baer		Volunteer				
Total for Boys Volleyball						\$ 9,228	\$ 9,228	-100
Softball		Dave Stokes		Head Varsity		5,577	5,577	0
		Frank Bulter		Asst. to Varsity		3,651	2,650	-1,001
		Cathy Riggs		Assistant		3,233	2,625	-608
		Jason Curtis		Assistant		3,233	2,600	-633
		Bob Graybill		Asst.		0	2,242	2,242
Total for Softball						\$ 15,694	\$ 15,694	0
Baseball		Jim Zander		Head Varsity		5,577	5,094	-483
		Streeter Stuart		Asst. to Varsity		3,651	3,000	-651
		Chris Feger		Assistant		3,233	2,900	-333
		Dean Kroesen		Assistant		3,233	2,400	-833
		Jared Shearer		Assistant		0	2,300	2,300
		Andy Zook		Volunteer				
		Cody Straub		Volunteer				
Total for Baseball						\$ 15,694	\$ 15,694	0
Boys' Lacrosse		Ken Snyder		Head Varsity		5,577	4,332	-1,245
		Chris Snyder		Asst. to Varsity		3,632	3,000	-632
		Zac Charles		Assistant		3,233	2,555	-646
		Mack Handel		Assistant		0	2,555	3,109
		Erick Dutchess - V & JV		Volunteer				
		Brandon McCormick		Volunteer				
		Connor Rowe		Volunteer				
		Spencer Barnett		Volunteer				
Total for Boys' Lacrosse						\$ 12,442	\$ 12,442	0
Girls' Lacrosse		Jenn Forney		Head Varsity		5,577	5,577	0
		Jen Boyd		Asst. to Varsity		3,632	3,632	0
		Kelly Harsh		Assistant		3,233	3,233	0
Total for Girls' Lacrosse						\$ 12,442	\$ 12,442	0
Total for Spring Sports 2016						\$ 69,852	\$ 69,852	