

Agenda – Committee of the Whole
Penn Manor School District
Monday, June 19, 2017
Manor Middle School – Board Room

EXECUTIVE SESSION

6:30

Personnel (Items 4B – Leaves; 4L - Employee Group Agreements; 4M, 4N, 4O – Employment Contracts); Student Matter (3B – Judicial Review)

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, July 17, 2017 at 7:00 p.m. in the Board Room at Manor Middle School.

ANNOUNCEMENT:

An Executive Session was held prior to the Committee of the Whole meeting for the purpose of discussing Personnel and Student Matter as detailed above.

ROLL CALL:

APPROVAL OF MINUTES:

June 5, 2017

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

CITIZEN’S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.

(7:10 – 7:40)

2016-2017 Athletic Year in Review - Mr. Roth

Explanation: Mr. Roth will present his annual summer review of the athletic program highlights as well as data related to the Athletic Measures of Success.

Information Only

Item 2.
(7:40-8:00)

High School Financing Options – Mr. Long

Explanation: Mr. Phillips and Mrs. Stadel from RBC Capital Markets previously discussed financing options with the School Board. Mr. Long will lead a discussion in order to give further directions to Mr. Phillips and Mrs. Stadel in preparation for the July School Board meeting.

Information Only

Item 3.
(8:00-8:10)

Act 1 Slots Distribution – Mr. Johnston

Approval for Placement on the June 19, 2017 School Board Agenda

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

2017-2018 Proposed Final Budget – Mr. Johnston

Explanation: The 2017-2018 proposed final budget will be presented.

Approval for Placement on the June 19, 2017 School Board Agenda

Item 5.
(8:25-8:40)

Committed Fund Balance – Mr. Johnston

Approval for Placement on the June 19, 2017 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.

Agenda – School Board Meeting
Penn Manor School District
Monday, June 19, 2017
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, July 17, 2017 following the Committee of the Whole meeting at Manor Middle School.

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole meeting for the purpose of discussing Personnel and Student Matter as detailed on the Committee of the Whole agenda

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: June 5, 2017
<http://www.pennmanor.net/board/minutes/>
May 25, 2017 Work Session Minutes

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: May 2017

PAYMENT OF BILLS: May 2017
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$ 3,345,799.11
Food Service Fund	\$ 114,437.10

PMSD Capital Reserve Fund	\$ 87,757.21
PSDLAF Capital Reserve	\$ 3,574.71
2016 Construction Fund	\$ 1,210,467.13
Student Activity Fund	\$ 33,320.46

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. Adoption of the 2017-18 Final Budget – Items regarding the adoption of the 2017-2018 Penn Manor School District budget:
 - 1. Adoption of the final budget for 2017-18 listing expenditures in the amount of \$.
 - 2. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
 - 3. Adoption of a resolution for approval of the Final Budget for the General Fund (see page 6)
 - 4. Adoption of a resolution for approval of the 2017 Annual Tax Levy Resolution (see pages 7-8)
- B. Act 1 Slots Distribution – The 2017 Homestead and Farmstead Exclusion Resolution as per the attached resolution (see pages 9-10)
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2017 Fund Balance (see page 11)
- D. Applitrack and Veritime Software at a cost of \$20,118 per year with a one-time startup/integration fee of \$10,260.

Explanation: Applitrack software is for recruitment and hiring, and Veritime software is for digital time tracking and attendance.

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

- A. 2017-2018 School Breakfast and Lunch Prices as cited (see page 12)
- B. Judicial Review Committee Actions as cited (enclosure)
- C. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service systems at Central Manor, Eshleman, Letort, Martic, Marticville Middle and Manor Middle from 7/1/2017 through 6/30/2018.

Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period.

- D. SchoolMessenger Renewal Authorization with West Interactive Services Corporation d/b/a SchoolMessenger for rapid call notification services in the amount of \$11,466.40. (see page 13)

- E. Change Order - Conestoga Elementary
Change Order 5 - Add \$54,284.01 Perrotto Builders LTD.
- PCO #14A – Steel and Masonry costs per Structural Steel Survey by KCI - \$12,294.01
 - PCO #64 – Floor self-leveling due to existing conditions - \$41,990.00
- F. AV Cabling Proposal for Martic Elementary from Gettle, Inc. (see page 14)
- Explanation: To upgrade AV Cabling in Martic Elementary School per the attached proposal.*
- G. AV Cabling Proposal for Marticville Middle School from Gettle, Inc. (see pages 15-16)
- Explanation: To upgrade AV Cabling in Marticville Middle School per the attached proposal.*
- H. Food Service Program Monitoring Consulting Services – SOS Group of Lancaster to provide continued services for the 2017-2018 school year
- Explanation: The administration is recommending renewal of a one year extension of the original agreement for the 2017-2018 fiscal year. (One additional year of extension is available in the original agreement.)*
- I. Bonding for District Cashier
- Explanation: As recommended by the district auditors, a surety bond is being requested for the district cashier. (The surety bond will be renewed annually.)*
- J. Bonding for District Delivery Driver
- Explanation: As recommended by the district auditors, a surety bond is being requested for the district delivery driver. (The surety bond will be renewed annually.)*

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 2017-2018 school year (see pages 17-18)
- B. Leaves to the individuals according to the terms listed:
Professional:
Employee F55 - Family Medical - May 4, 2017 – June 7, 2017
- C. Substitute Pay Rates for the 2017-2018 school year:

Support Staff Substitute Pay Rates – as noted below:
Athletic Trainer - \$21.00 per hour
Food Service Sub - \$9.50 per hour

Food Service Manager Sub Hourly Rate Differential - \$1.50 (elementary)
Food Service Manager Sub Hourly Rate Differential - \$2.50 (secondary)
Food Service Banquet Hourly Rate Differential - \$2.50
Custodial Sub -- \$10.50 per hour
Clerical Sub - \$9.50 per hour
Healthroom Tech Aide Sub - \$12.50 per hour
Healthroom Tech Nurse Sub for RN - \$18.07 (elementary)
Healthroom Tech Nurse Sub for RN - \$17.65 (secondary)

Professional Staff Sub Rate - \$125.00/day

- D. Athletic Stipend Grid used to determine allocations for coaching stipends for the 2017-2018 school year (see page 19)
- E. Rates for Co-curricular Work for the 2017-2018 school year as cited (see page 20)
- F. Band Positions for the 2017-2018 school year (see page 21)
- G. Wellness Coordinator - Tom Reustle to receive \$3,100 for his services as Wellness Coordinator for the 2017-2018 school year.
- H. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 75 hours for a total of \$3,562.50 for the 2017-2018 school year.

Explanation: The rate for Mr. Hanna's services has remained the same since the 2009-2010 school year. The number of hours has been reduced from a maximum of 600 hours to 100 hours in 2013-2014 to 75 hours in 2014-2015.

- I. Recommendation of Head Coaches for the Spring Semester of the 2017-2018 school year.

Boys' Tennis	-	Greg Hammond
Boys' Volleyball	-	Chris Telesco
Softball	-	Dave Stokes
Baseball	-	Jim Zander
Track & Field	-	Dan Myers
Boys' Lacrosse	-	Zac Charles
Girls' Lacrosse	-	Open
- J. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2017-2018 school year (available upon request).
- K. Support Staff Salaries for the 2017-2018 school year (available upon request)
- L. Employee Group Agreements (copies available upon request)
 - Act 93
 - Administrative Leadership Team Compensation Plan
 - Administrative Support Compensation Plan

- M. Open Campus Director Agreement - Dr. Debbie J. Lugar for the period of July 1, 2017 to June 30, 2018 (available upon request).
- N. Approval of employment contract - Mr. Christopher L. Johnston for the period of July 1, 2017 to June 30, 2022 (available upon request).
- O. Approval of employment contract - Dr. Cheryl A. Shaffer for the period of July 1, 2017 to June 30, 2020 (available upon request).

ADJOURNMENT

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 chair 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

Final Budget for General Fund Approval Resolution

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

1. The proposed Final Budget of the School District for the 2017- 2018 fiscal year on form PDE-2028 as presented to the School Board is adopted as a Final Budget for the School District General Fund in the amount of \$ _____

PENN MANOR SCHOOL DISTRICT

2017 Annual Tax Levy Resolution

RESOLVED, by the Board of School Directors of Penn Manor School District, that taxes are levied for school purposes for the school year beginning July 1, 2017, subject to the provisions of the Local Tax Collection Law, as follows:

1. **Real estate tax.** Real estate tax of 20.06 mills (or \$20.06 per \$1,000 of assessment) on the assessed value of all real property taxable for school purposes in this School District. (Levied under School Code §§ 672 and 673.)
2. **Interim real estate tax.** Interim real estate tax of 20.06 mills (or \$20.06 per \$1,000 of assessment) on the assessed value of taxable real property, as stated in interim real estate assessment notices, that constitutes construction of a building, an improvement to a building, or other improvement to real property, not otherwise exempt from taxation. The interim real estate tax is part of the real estate tax levy, and applies to the assessed value of taxable real property not included in the initial tax duplicate used in issuing initial real estate tax notices for the school year. Tax assessors are directed to inspect and assess all taxable real property in the School District to which any improvement has been made, and to give notice of change in assessed value as required by law. The interim real estate tax applies for that proportionate part of the School District fiscal year remaining after the property was improved. (Levied under School Code § 677.1.)
3. **Utility realty used to generate electricity.** The real estate tax and the interim real estate tax apply to all real property taxable for school purposes, including all property listed in the definition of “utility realty” under § 8101-A(3) of the Public Utility Realty Tax Act, that was classified in such definition as “utility realty” prior to January 1, 2000, and that was removed from such definition effective January 1, 2000, because used in generating electricity. The tax applies to such property to the maximum extent permissible under the Pennsylvania Constitution and the Public Utility Realty Tax Act.
4. **Tax due date/delinquent status.**
 - a. The real estate tax is due and payable on July 1, 2017, and this will be the date of the tax notice issued to the owner for real estate tax other than interim real estate tax. Unless installment payment has been elected under the Penn Manor School District Real Estate Tax Installment Payment Plan, the real estate tax is delinquent if not paid in full within four (4) months after the date of the tax notice issued to the owner – by October 31, 2017, for tax other than interim real estate tax.
 - b. The interim real estate tax is due and payable on the first day of the month after the month in which any improvement or addition to real property has been made. The interim real estate tax is delinquent if not paid in full within four (4) months after the date of the tax notice issued to the owner.
5. **Discount and penalty.** All taxpayers are entitled to a discount of two percent (2%) from the amount of the real estate tax or interim real estate tax by making payment of the entire tax amount within two (2) months after the date of the tax notice – by August 31, 2017, for tax other than interim real estate

tax. Unless installment payment has been elected under the Penn Manor School District Real Estate Tax Installment Payment Plan, a taxpayer will be charged a penalty of ten percent (10%) of the tax, which penalty will be added to the tax, if the tax is not paid in full within four (4) months after the date of the tax notice – by October 31, 2017, for tax other than interim real estate tax. (Discount and penalty rules established under Local Tax Collection Law, 72 P.S. § 5511.10.)

6. **Severability.** The provisions of this resolution are severable and, if any section, clause, sentence, part or provision is determined to be illegal, invalid or unconstitutional, such determination will not affect or impair any of the remaining sections, clauses, sentences, parts or provisions of this resolution. It is declared to be the intent of this school district that this resolution would have been adopted even if any such illegal, invalid or unconstitutional section, clause, sentence, part or provision had not been included in this resolution.

7. **Continuation of other taxes.** The Board has previously imposed other taxes that do not require an annual levy. Without modifying or amending such taxes in any manner, the Board ratifies continuation of the following previously imposed taxes that do not require an annual levy:

a. **Real estate transfer tax.** Real estate transfer tax of 1.0%. (School District receives .5%, and municipalities receive .5%. Levied under the Pennsylvania Real Estate Transfer Tax Act and the Local Tax Enabling Act, Act 511.)

b. **Earned income and net profits tax.** Earned income and net profits tax of 1.0%. (School District receives .5%, and municipalities receive .5%. 1.0% School District tax levied under the Local Tax Enabling Act, Act 511.)

I certify that the foregoing is a true and correct copy of a resolution adopted by the Board of School Directors at a meeting thereof legally held on June 19, 2017.

PENN MANOR SCHOOL DISTRICT

Date _____, 20____

Secretary

(School District Seal)

PENN MANOR SCHOOL DISTRICT

2017 Homestead and Farmstead Exclusion Resolution

RESOLVED, by the Board of School Directors of Penn Manor School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2017, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. **Aggregate amount available for homestead and farmstead real estate tax reduction.** The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2017:

a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of 1,283,133.72.

c. **Philadelphia tax credit reimbursement funds.** PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$12,235.37.

c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$1,295,369.09.

2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:

a. **Homestead property number.** The number of approved homesteads within the School District is 10,612.

b. **Farmstead property number.** The number of approved farmsteads within the School District is 227.

c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 10,839.

3. **Real estate tax reduction calculation.** The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(e) aggregate amount available during the school year for real estate tax reduction of \$1,295,316.25 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 10,839, the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$119.52.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$119.52 by the School District real estate tax rate of 20.06 mills (.02006), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$5,958, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$5,958.

5. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$5,958. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$5,958. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

6. **Homestead/farmstead exclusion authorization – interim real estate tax bills.** No homestead or farmstead exclusion will apply to any interim tax bill except an interim tax bill applicable to a property that includes an approved homestead or approved farmstead listed in the report received by the School District from the County Assessment Office on or before May 1, but not included in the tax assessment reflected in the July 1 tax bill for the property. In most cases, the assessment of approved homesteads and approved farmsteads will be reflected in July 1 tax bills. However, in any case when there is an approved homestead or an approved farmstead that is not included in the assessment reflected in the July 1 tax bill, and when an interim real estate tax notice is issued later based on an interim assessment including the approved homestead or approved farmstead, the interim tax notice shall reflect a homestead or farmstead exclusion real estate assessed value reduction calculated under paragraph 5, except that the paragraph 4 maximum real estate assessed value reduction will be prorated in the same manner as the real estate tax is pro rated. Assuming the interim tax notice reflects taxation as of July 1, as will occur in most such cases, the full amount of the paragraph 4 maximum real estate assessed value reduction will apply. In the extraordinary case where the new interim tax assessment is effective after July 1, the paragraph 4 maximum real estate assessed value reduction will be pro rated in the same manner as the real estate tax reflected in the interim tax bill is pro-rated.

**Penn Manor School District
Resolution for Commitment of June 30, 2017 Fund Balance**

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

Whereas this resolution recognizes and approves commitments of the general fund for future retirement benefit costs (\$2,000,000), future debt service stabilization expenditures (\$1,000,000), future capital projects (\$4,174,637) and for future textbook series purchases (\$500,000).

NOW, THEREFORE, BE IT RESOLVED by the Board of School Directors of Penn Manor School District, as follows:

1. That the provisions of the preamble are included herein.
2. That the Board of School Directors hereby directs the Secretary to record this action into the official district record.

DULY ADOPTED by the Board of the School District this 19th day of June, 2017.

PENN MANOR SCHOOL DISTRICT

Attest: _____
Board Secretary

**Penn Manor Food Services
Pricing History**

	2013-14	2014-15	2015-16	2016-17	Proposed 2017-18	Proposed Increase	Proposed Increase
Milk	\$ 0.60	\$ 0.60	\$ 0.60	\$ 0.60	\$ 0.60	\$ -	0%

Breakfast

Elementary	\$ 1.25	\$ 1.25	\$ 1.25	\$ 1.25	\$ 1.25	\$ -	0%
Secondary	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.50	\$ -	0%
Reduced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Lunch

Elementary	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.35	\$ 2.35	\$ -	0%
Secondary	\$ 2.40	\$ 2.40	\$ 2.40	\$ 2.50	\$ 2.50	\$ -	0%
Secondary - Tier 1	\$ 3.25	\$ 3.25	\$ 3.25	\$ 3.50	\$ 3.50	\$ -	0%
Secondary - Tier 2	\$ 3.50	\$ 3.50	\$ 3.50	\$ 3.50	\$ 3.50	\$ -	0%
Secondary - Tier 3	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ -	0%
Soup and Salad Bar	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ -	0%
Reduced	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ -	0%

Adult

Breakfast	\$ 1.90	\$ 1.90	\$ 1.90	\$ 2.00	\$ 2.00	\$ -	0%
Lunch - Elementary	\$ 3.50	\$ 3.50	\$ 3.50	\$ 3.75	\$ 3.75	\$ -	0%
Lunch - Secondary	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.50	\$ -	0%

SchoolMessenger Renewal Authorization

ACCOUNT INFORMATION

District Name: Penn Manor School District

Annual Rate: \$11,466.40 Authorization Date: 5/31/2017

Reference Quote #: 101315 Renewal Date: 6/30/2017

ACKNOWLEDGEMENTS

West Interactive Services Corporation d/b/a SchoolMessenger ("Provider") will continue to provide District with the online communications applications further described in the Reference Quote (the "Service") subject to the following terms and conditions:

Order Authorization Terms.

The terms and conditions available at www.schoolmessenger.com/webterms will apply to this order authorization, unless the parties have entered into a separate mutually executed agreement. The terms of this order will govern any conflict with the above-mentioned terms. No additional terms in Customer's purchase order will apply.

Term and Termination.

This Agreement will commence on the Service Start Date and continue for 12 months (the "Initial Term"), and then will automatically renew for successive one year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term. If the Initial Term extends beyond one year, the Client may terminate this agreement for convenience on the one year anniversary of the Service Start Date, and each one year anniversary thereafter, by providing written notice to Provider at least 30 days prior to the end of the then-current term.

Limited Warranty and Limitation of Liability.

EXCEPT AS EXPRESSLY PROVIDED HEREIN, PROVIDER MAKES NO EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES, AND PROVIDER EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. PROVIDER EXPRESSLY DENIES ANY REPRESENTATION OR WARRANTY ABOUT THE ACCURACY OR CONDITION OF DATA OR THAT THE SERVICES OR RELATED SYSTEMS WILL OPERATE UNINTERRUPTED OR ERROR-FREE.

NO CAUSE OR ACTION WHICH ACCRUED MORE THAN TWO (2) YEARS PRIOR TO THE FILING OF A SUIT ALLEGING SUCH CAUSE OF ACTION MAY BE ASSERTED UNDER THIS AGREEMENT BY EITHER PARTY.

EXCEPT FOR THE PARTIES' PAYMENT OBLIGATIONS, NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR ANY INDIRECT, EXEMPLARY, SPECIAL, PUNITIVE, CONSEQUENTIAL, OR INCIDENTAL DAMAGES OR LOSS OF GOODWILL, DATA OR PROFITS, OR COST OF COVER. THE TOTAL LIABILITY OF PROVIDER FOR ANY REASON, SHALL BE LIMITED TO THE AMOUNT ACTUALLY PAID TO PROVIDER BY CLIENT UNDER THE ORDER APPLICABLE TO THE EVENT GIVING RISE TO SUCH ACTION DURING THE SIX (6) MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO SUCH LIABILITY. THE LIMITS ON LIABILITY IN THIS SECTION SHALL APPLY IN ALL CASES INCLUDING IF THE APPLICABLE CLAIM ARISES OUT OF BREACH OF EXPRESS OR IMPLIED WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), OR STRICT PRODUCT LIABILITY, AND EVEN IF THE PARTY HAS BEEN ADVISED THAT SUCH DAMAGES ARE POSSIBLE OR FORESEEABLE.

Agreed and Acknowledged by the following who is authorized to sign on behalf of the District:

Signature: _____ Date: _____
(or initials if signing electronically) _____
Name: _____ Title: _____



Giving business the power to grow®

Customer: Penn Manor School District
2950 Charlestown Road
Lancaster, PA 17603

Customer Site: Martic Elementary School
266 Martic Heights Drive
Holtwood, PA 17532

Contact Name: Chad Billman
Phone: 717-872-9500
Cell:
Email: chad@pennmanor.net
Proposal No.: 17-006, rev B
Project: AV Cabling for Martic Elementary School

Contact Name:
Phone:
Cell:
Email:
Proposal Date: 06/08/2017

Mr. Billman,

Thank you for granting us the opportunity to offer you a proposal for your communications cabling needs. This proposal is for the following scope of work:

- Furnish and install Category-6A plenum rated cables to a total of 40 wireless access points. Each access point will get two Category-6A cables. The cables will be terminated at the access point with a Category-6A outlet jack that will be housed in a surface-mounted box above the ceiling. A 7ft Category-6A patch cable will be supplied and used to make the connection between the access point and the outlet jack.
- The existing Category-6 cables feeding the wireless access points will be removed and disposed of.
- The MDF, IDF1 and IDF2 will each get a 48-port Category-6A patch panel to which the wireless access point cables will be terminated.
- Each Category-6A cable will be Category-6A Certified. A copy of the test results will be provided at the completion of the project.
- Add an HDMI cable to a total of 26 Teacher Stations from the overhead projectors. A section of raceway will be furnished and installed in order to house the cable between the ceiling and the outlet box. An HDMI bulkhead will be provided at the outlet end for connection of an HDMI patch cable to a Penn Manor supplied source.
- Labor for the removal of the existing and Installation of Penn Manor supplied projectors.
- A Premier part number UNI-UPDS-AUD short-throw wall-mount with integrated speakers and amplifier will be furnished and installed the Guidance Office. We will mount a Penn Manor provided projector to this mount.
- A ceiling-mounted short throw projector mount will be furnished and installed on the stage in the Cafeteria and a Penn Manor supplied projector will be installed on the mount. The audio for the projector will be connected to the existing sound rack.
- A ceiling mounted projector mount will be furnished and installed in the back section of the Library. A Boxlite Soundlite 30W 360 degree throw speaker will be fastened to the projector mount. The Penn Manor supplied projector will be installed on the mount and will be connected to the speaker. An HDMI outlet will be added under the countertop which will be connected to the projector.
- The existing Crestron equipment, excluding the ceiling speakers, will be removed in each of the rooms getting a new projector. The existing speakers will be reused and will be connected to a MCM Electronics amplifier.
- Our intent is to use the existing cable pathways where possible. J-hook cable supports, sleeves and firestop will be added as required.
- Labor for this project reflects current PA Prevailing Wage Rate for Lancaster County, PA.
- This proposal includes labor, equipment and miscellaneous mounting materials required to complete the installation.
- Sales tax is excluded from this proposal price.
- The proposal price is lump sum for the work as outlined in this proposal and the drawings and information provided by Penn Manor School District.
- This proposal reflects the terms and conditions of the PEPPM Technology Bidding and Purchasing Program.
- The total price for this scope of work is **\$95,261.00, ninety five thousand two hundred sixty one dollars and zero cents.**



Giving business the power to grow®

Customer: Penn Manor School District
2950 Charlestown Road
Lancaster, PA 17603

Customer Site: Marticville Middle School
356 Frogtown Road
Pequea, PA 17565

Contact Name: Chad Billman

Phone: 717-872-9500

Cell:

Email: chad@pennmanor.net

Proposal No.: 17-077

Project: AV Cabling for Marticville Middle School

Contact Name:

Phone:

Cell:

Email:

Proposal Date: 06/08/2017

Mr. Billman,

Thank you for granting us the opportunity to offer you a proposal for your communications cabling needs. This proposal is for the following scope of work:

- Furnish and install Category-6A plenum rated cables to a total of 57 wireless access points located on the first and second floors. Each access point will get two Category-6A cables. The cables will be terminated at the access point with a Category-6A outlet jack that will be housed in a surface-mounted box above the ceiling. A 7ft Category-6A patch cable will be supplied and used to make the connection between the access point and the outlet jack.
- The existing Category-6 cables feeding the wireless access points will be removed and disposed of.
- The MDF and the IDF will each get two 48-port Category-6A patch panels to which the wireless access point cables will be terminated.
- Each Category-6A cable will be Category-6A Certified. A copy of the test results will be provided at the completion of the project.
- Add an HDMI cable to a total of 34 Teacher Stations from the overhead projectors. The existing Hubbell raceway will be used at as many locations as possible for concealment of the HDMI cable down the wall. An HDMI bulkhead will be provided at the outlet end for connection of an HDMI patch cable to a Penn Manor supplied source.
 - Tech Education Computer is the only room that has two Teacher's Ports.
 - A Hubbell Active HDMI insert will be used in the Family Sciences Room since the connection is in a floor box.
 - The existing Teacher's Port that is in the floor box in the Library will be eliminated and the port moved to the wall.
- The existing overhead projectors will be reused as they have an HDMI input port available.
- A Premier part number UNI-UPDS-AUD short-throw projector wall-mount with integrated speakers and amplifier will be furnished and installed the small Conference Room. We will fasten a Penn Manor provided projector to this mount.
- A ceiling mounted projector mount will be furnished and installed in the Orchestra Room. A Penn Manor supplied Boxlite Soundlite 30W 360 degree throw speaker will be fastened to the projector mount. The Penn Manor supplied projector will be installed on the mount and will be connected to the speaker.
- The existing Crestron equipment, excluding the ceiling speakers, will be removed in each of the rooms getting a new projector. The existing speakers will be reused and will be connected to a MCM Electronics amplifier.
- Our intent is to use the existing cable pathways where possible. J-hook cable supports, sleeves and firestop will be added as required.
- Labor for this project reflects current PA Prevailing Wage Rate for Lancaster County, PA.
- This proposal includes labor, equipment and miscellaneous mounting materials required to complete the installation.
- Sales tax is excluded from this proposal price.
- The proposal price is lump sum for the work as outlined in this proposal and the drawings and information provided by Penn Manor School District.



Giving business the power to grow®

- This proposal reflects the terms and conditions of the PEPPM Technology Bidding and Purchasing Program.
- The total price for this scope of work is **\$127,372.00**, *one hundred twenty seven thousand three hundred seventy two dollars and zero cents*.

This section intentionally left blank

Please sign and return a copy of this Proposal/Agreement to authorize the commencement of the work. Please contact us if you have any questions or if we can offer any additional services.

Is project tax exempt? ☒ YES ☐ NO (If Yes, please provide Exemption Certificate when returning this Agreement.)

Customer Acceptance:

Gettle Incorporated:

(Customer Signature)

By:

(Name & Title – Please Print or Type)

Date:

Purchase Order No. (If applicable):

(Signature)

By: Zachery E. Keller

(Name & Title – Please Print or Type)

Date: 06/08/2017

TERMS

Quotes are valid for thirty (30) days from the date of quote, unless otherwise specified in writing. The Terms and Conditions of this Proposal/Agreement are incorporated and included herein.

JOB #	DATE	CLASS	PM	FOR GETTLE USE ONLY		PDM\$	/DAY	PW\$	/HR
				SHIFT					

- ELECTRICAL
- AUTOMATION
- FIRE/SECURITY
- DATACOM
- ENGINEERING/DESIGN



PA 325 Busser Road, PO Box 337, Emigsville, PA 17318-0337 PHONE 717-843-1231
MD 144 Lakefront Drive, Hunt Valley, MD 21030 PHONE 410-329-2084

Gettle.com

PENN MANOR SCHOOL DISTRICT

June 19, 2017 Board Agenda

New employees for the 2017-2018 school year:

Bechtel, Thomas J. – secondary professional employee, full-time, permanent position, B.S. Degree, [.52 year experience], Step 1, \$46,585, pending receipt of required documents. Assignment: Social Studies Teacher/Penn Manor High School

Mr. Bechtel graduated from Millersville University in May 2016 with a BS in Social Studies. TJ has worked as an extended day-to-day substitute and long-term substitute at the high school during the 2016-2017 school year. When not working, TJ enjoys being swimming, fishing and playing golf.

Heinicke, Aliza R. – elementary professional employee, full-time, permanent position, B.S. Degree, [.50 year experience], Step 1, \$46,585, pending receipt of required documents. Assignment: Grade 6 Teacher/Central Manor Elementary School

Miss Heinicke graduated from Messiah College in May 2016 with a BS in middle-level education, grades 4-8 with a concentration in science and social studies. Aliza successfully completed a long-term substitute assignment at Eshleman Elementary School, semester 1 of the 2016-2017 school year. She spent semester 2 at Hempfield School District, as an extended day-to-day substitute teaching gifted students. Aliza enjoys traveling, fishing, hiking, and visiting her family in Warminster, PA.

Kauffman, Kayla J. – secondary professional employee, full-time, permanent position, B.S. Degree, [2 years experience], Step 1, \$46,585, pending receipt of required documents. Assignment: Social Studies Teacher/Penn Manor High School

Miss Kauffman graduated from Millersville University in May 2014 with a BS in Social Studies. Previously, Kayla taught social studies at Manheim Township High School for the past two years as a long-term substitute. She is a proud alumnus of Penn Manor School District. Kayla and her husband, Zach, reside in East Hempfield along with their beloved dog, Sehra. They were recently married on June 17th. Kayla is an avid sports fan and can be found cheering for the Philadelphia Flyers and the New York Jets.

Change in status [*] for the 2017-2018 school year:

Lyons, Emily S.* – secondary professional employee, 209 days, full-time, permanent position, {\$54,302 +\$2,600 special ed stipend} = \$56,902 +\$5,690.20 = \$62,920.20 [change from 190 days/Learning Support/English Teacher/Penn Manor High School]. Assignment: Penn Manor Virtual School Learning Facilitator

Zongolowicz, Melissa M.* – secondary professional employee, full-time, permanent position, [change from elementary professional employee, Learning Support Teacher/Central Manor Elementary School]. Assignment: Learning Support Teacher/Manor Middle School

Support Staff Personnel Action Items

Board	Last	First	Position	Building	Hours per	Days per	Rate	Status	Total Overall	
Action	Name	Name			Day	Year			Daily Hours	
6/19/17	FLUKE	THOMAS	CUSTODIAN AND MAINTENANCE SUPERVISOR	DISTRICT	8	261	\$ 30.17	Permanent	8	Effective 6/26/17, change in date
6/19/17	MAISONET	FREDDIE	12 MONTH CUSTODIAN	CONESTOGA	8	261	\$ 12.16	Permanent	8	Effective 6/7/17, change in date
6/19/17	BITTS	BRIELLE	SUMMER TECHNOLOGY INTERN	DISTRICT	5.75	Summer	\$ 11.44	Temporary	5.75	Effective 6/12/17
6/19/17	OLDAC	AYTEKIN	SUMMER TECHNOLOGY INTERN	DISTRICT	5.75	Summer	\$ 11.44	Temporary	5.75	Effective 6/12/17
6/19/17	CLAAR	JARROD	SUMMER TECHNOLOGY INTERN	DISTRICT	5.75	Summer	\$ 11.44	Temporary	5.75	Effective 6/12/17

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

* signifies a change in status

Sport	Head Coach	Asst. Varsity	Asst.	# of Assts.	Total Asst Salary	2017-18 Budgeted
Boys Soccer	\$ 6,640.00	\$ 3,870.00	\$ 3,430.00	3	\$ 10,290.00	20,800.00
Cheerleading	\$ 6,640.00	\$ 3,870.00	\$ 2,720.00	1	\$ 2,720.00	13,230.00
Cross Country	\$ 6,090.00	\$ 3,980.00	\$ 2,160.00	1	\$ 2,160.00	12,230.00
Field Hockey	\$ 6,640.00	\$ 3,870.00	\$ 3,430.00	3	\$ 10,290.00	20,800.00
Football	\$ 8,890.00	\$ 5,080.00	\$ 4,570.00	8	\$ 36,560.00	50,530.00
Girls Soccer	\$ 6,640.00	\$ 3,870.00	\$ 3,430.00	3	\$ 10,290.00	20,800.00
Girls Tennis	\$ 4,610.00	\$ -	\$ -			4,610.00
Girls Volleyball	\$ 5,910.00	\$ 3,870.00	\$ -			9,780.00
Golf	\$ 4,610.00	\$ -	\$ -			4,610.00
Bowling	\$ 4,610.00	\$ -	\$ -			4,610.00
Boys Basketball	\$ 7,070.00	\$ 4,110.00	\$ 3,630.00	3	\$ 10,890.00	22,070.00
Boys Basketball - 7th	\$ -	\$ -	\$ 1,630.00	1	\$ 1,630.00	1,630.00
Girls Basketball	\$ 7,070.00	\$ 4,110.00	\$ 3,630.00	3	\$ 10,890.00	22,070.00
Girls Basketball - 7th	\$ -	\$ -	\$ 1,630.00	1	\$ 1,630.00	1,630.00
Swimming:B & G	\$ 6,450.00	\$ 4,220.00	\$ -			10,670.00
Wrestling	\$ 7,070.00	\$ 4,110.00	\$ 3,630.00	3	\$ 10,890.00	22,070.00
Baseball	\$ 5,910.00	\$ 3,870.00	\$ 3,430.00	2	\$ 6,860.00	16,640.00
Boys Lacrosse	\$ 5,910.00	\$ 3,850.00	\$ 3,430.00	1	\$ 3,430.00	13,190.00
Boys Tennis	\$ 4,610.00	\$ -	\$ -			4,610.00
Boys Volleyball	\$ 5,910.00	\$ 3,870.00	\$ -			9,780.00
Girls Lacrosse	\$ 5,910.00	\$ 3,850.00	\$ 3,430.00	1	\$ 3,430.00	13,190.00
Softball	\$ 5,910.00	\$ 3,870.00	\$ 3,430.00	2	\$ 6,860.00	16,640.00
Track & Field: B & G	\$ 6,640.00	\$ -	\$ 3,430.00	7	\$ 24,010.00	30,650.00

Totals	\$ 129,740.00	\$ 64,270.00	\$ 51,040.00		\$ 152,830.00	\$ 346,840.00
---------------	----------------------	---------------------	---------------------	--	----------------------	----------------------

Total Coaches Salaries

\$ 346,840.00

Weight Room Salaries

Fall	114 hours	\$ 25.26	114	\$ 2,880.00	\$ 2,880.00
Winter	120 hours	\$ 25.26	120	\$ 3,031.00	\$ 3,031.00
Spring	134 hours	\$ 25.26	134	\$ 3,385.00	\$ 3,385.00
Summer	88 hours	\$ 25.26	88	\$ 2,223.00	\$ 2,223.00
100 Team Hours	100 hours	\$ 25.26	100	\$ 2,526.00	\$ 2,526.00
30 FAST Hours	30 hours	\$ 25.26	30	\$ 758.00	\$ 758.00

Total of Weight Room and Coaches Salaries

\$ 361,643.00

POSITION	2017-18	
Ticket Takers - Athletic Events	\$ 38.20	Per Event
Ticket Sellers - Athletic Events	\$ 38.20	Per Event
Football Scoreboard & Clock Operator	\$ 38.20	Per Event
Football P.A. Announcer	\$ 72.70	Per Event
Football Spotter	\$ 38.20	Per Event
Football Press Box Manager	\$ 45.40	Per Event
Football Camera Operator	\$ 63.60	Per Event
Football Equipment Truck Driver	\$ 49.00	Per Event
Football Statistician	\$ 38.20	Per Event
Timekeepers HS - (per contest)	\$ 38.20	Per Event
Timekeepers JH - (per contest)	\$ 38.20	Per Event
Scorekeepers HS - (per contest)	\$ 38.20	Per Event
Scorekeepers JH - (per contest)	\$ 38.20	Per Event
Track Timers & Judges HS *	\$ 38.20	Per Event
Track Timers & Judges JH *	\$ 38.20	Per Event
Track Field Worker HS	\$ 38.20	Per Event
Track Field Worker JH	\$ 38.20	Per Event
Ticket Sellers - Auditorium Productions	\$ 31.90	Per Event
Ticket Takers - Auditorium Productions	\$ 31.90	Per Event
House Manager - Auditorium Productions	\$ 174.40	Per Event
Game Manager - Football	\$ 112.70	Per Event
Game Manager - H.S. Basketball	\$ 94.50	Per Event
Game Manager - H.S. Wrestling	\$ 94.50	Per Event
Game Manager - Boys and Girls Volleyball	\$ 94.50	Per Event
Game Manager - Frosh	\$ 49.00	Per Event
Intramurals	\$ 25.26	Per Hour
FAST Program	\$ 25.26	Per Hour
Weight Room	\$ 25.26	Per Hour
Detention Proctor	\$ 31.40	Per Hour
Staff Security	\$ 33.20	Per Hour
Game Manager - Comet Field	\$ 20.60	Per Hour
Football Equipment Manager	\$ 1,843.20	Per Year

	POSITION	LAST NAME	FIRST NAME
BAND	Marching Band Director	Johnson	Andrew
BAND	Brass Instructor	Wood	Sarah
BAND	Brass Instructor	Archer	Demetrius
BAND	Brass Instructor	Rowley	Joshua
BAND	Woodwind Instructor	Baich	Amber
BAND	Percussion - Captain Head	Klimozicz	Rich
BAND	Percussion - Battery Instructor	Baxter	Jabin
BAND	Percussion - Battery & Marching In	Weber	Richie
BAND	Percussion - Pit/Ensemble	Helker	Luke
BAND	Guard Instructor	Baxter	Clarissa