

Agenda – Committee of the Whole
Penn Manor School District
Monday, November 21, 2017
Manor Middle School – Board Room

WORKSHOP

5:00

PAYS (Drug) Survey - Dr. Leichter

EXECUTIVE SESSION

6:00

Labor Negotiations (update on contract talks with PMEA)

6:30

Personnel (review of item #4B & review of terms of employment for employees); Student Matter

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, December 5, 2016 at 7:00 p.m. in the Board Room of the Manor Middle School. The Board Reorganization Meeting will be held at 7:00 PM on December 5, 2016.

ANNOUNCEMENT:

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

ROLL CALL:

APPROVAL OF MINUTES:

November 7, 2016

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

STUDENT REPORTS:

Victoria Martin and Jeff Taylor

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.

(7:15 – 7:40)

Local Audit Report – Mr. Johnston, Mrs. Duke, and Mr. John Bonawitz from Brown Shultz Sheridan and Fritz

Explanation: The auditor will provide an overview of the district's annual financial statements for the year ended June 30, 2016.

Approval for Placement on the November 21, 2016 Voting Meeting

Item 2.
(7:40 – 7:50)

RFP Cycle Discussion - Mr. Johnston

Explanation: A discussion of the planned cycle for requesting proposals for contracted services

Information Only

Item 3.
(7:50 – 8:05)

Fisher Farm Master Plan Process – Dr. Lechlitter (see pages 4-7)

Explanation: Dr. Lechlitter will present a proposal for architectural services to assess the 26 acre Fisher Farm property and associated buildings located at the corner of Charlestown & Donnerville Roads.

Approval for Placement on the December 5, 2016 Voting Meeting

Item 4.
(8:05 – 8:15)

Review of December Reorganization Meeting – Mr. Long & Dr. Lechlitter

Explanation: Mr. Long and Dr. Lechlitter will provide a summary of procedures for the upcoming board reorganization meeting.

Information Only

Item 5.
(8:15 – 8:30)

Update on CTC Bond Financing and Budget – Mr. Straub & Dr. Lechlitter

Explanation: Mr. Straub and Dr. Lechlitter will provide a summary of financial discussions taking place by the Joint Operating Committee and Professional Advisory Committee of the Lancaster County Career & Technology Center.

Approval for Placement of Bond Refinancing on the December 5, 2016 Voting Meeting

Item 6.
(8:30 – 8:45)

RFP for Owner's Representative Update – Mr. Johnston

Explanation: The RFP process for the Owner's Representative for the High School Renovation project has been moving forward. Five responses were received and reviewed and three firms were invited to present to the administration. Anticipated next steps will be reviewed with the board.

Information Only

Item 7.
(8:45 – 9:00)

Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions – Mr. Johnston

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

Approval for Placement on the December 5, 2016 Voting Meeting

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.



ARCHITECTURE

Beers + Hoffman

Scott L. Shonk, AIA, LEED AP
Peter D. Kerekgyarto, AIA, LEED AP
Timothy M. Schwear, Assoc. AIA
C. Bruce Christman, Jr, AIA, LEED AP, GAC
Robert P. Hoffman, AIA

10 November 2016

Dr. Michael G. Leichter
Superintendent of Schools
Penn Manor School District
P.O. Box 1001
Millersville, PA 17551-0301

Re: *Fisher Farm Assessment and Master Plan Re-Use Options*

Greetings Dr. Leichter,

We are pleased to provide you with this proposal for architectural services. The following outline defines our proposed scope of services, related to the renovation and repurposing of the Fisher farmhouse and barn structures.

We understand that this will include space planning analysis and a needs assessment of the current facilities / maintenance barn and managerial offices. Although the residential structure may not be occupied by the district in the immediate future, we have included documentation of the existing building for inclusion in the conceptual master plan.

SCOPE OF SERVICES – (Basic Services)

Master Planning / Conceptual Schematic Design

- o Survey of existing conditions (2 barn structures and residence)
- o Documentation of existing conditions utilizing Revit BIM software
- o Assessment of building integrity and documentation of areas in need of repair
- o Space planning / needs assessment of existing facilities building
- o Proposed conceptual schematic design floor plans and exterior elevations (focusing on usage of the barn structures)
- o Conceptual design review / presentation

Our compensation for the Scope of Services (Basic Services) is as follows:

- Lump Sum Fee of **\$8,700.00**, invoiced monthly in proportion to the services rendered

SERVICES NOT INCLUDED – (Can be provided as an Additional Service if requested)

Schematic Design (further development)
Design Development
Construction Documents
Civil Engineering
Structural Engineering
Mechanical/Electrical/Plumbing Fire Protection Engineering
3-D Perspective Renderings / Animations
Interior Design
FFE – Furniture, Fixtures and Equipment
Bidding Phase Services
Construction Phase Services (hourly as needed)
LEED Administration / Sustainable Consulting

Our compensation for Additional Services is as follows:

- Billed on an hourly basis in accordance with the Hourly Rate Schedule for Professional Services dated January 2016 or as mutually agreed.

Consultant Services not part of basic services will be billed at 112% the amount billed to the architect.

Reimbursable Expenses (reproductions, mileage, postage, etc.) are additional and billed in accordance with the Hourly Rate Schedule for Professional Services dated January 2016.


This proposal, and the attached Terms and Conditions, shall represent the entire understanding between Beers + Hoffman Architecture, Ltd. and Penn Manor School District in respect to this project and may only be modified in writing, signed by both parties.

Please indicate your acceptance of this proposal by signing this letter and the following Terms & Conditions, and sending or faxing the signed copy back to our office.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Sincerely,

Agreed and Accepted:



Peter Kerekgyarto, AIA, LEED AP
Partner

Authorizing Signature

Date

1. **CONTRACT** – These Contract Provisions and the accompanying Proposal constitute the full and complete Agreement between the parties and may be changed, amended, added to, superseded, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistency between these Contract Provisions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, these Contract Provisions shall govern.

2. **RIGHT OF ENTRY** – When entry to property is required for the ARCHITECT to perform its Services, the Client agrees to obtain legal right-of-entry on the property.

3. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents, including those in electronic form, prepared by ARCHITECT are instruments of ARCHITECT's service that shall remain ARCHITECT's property. The Client agrees not to use ARCHITECT-generated documents for marketing purposes, for projects other than the project for which the documents were prepared by ARCHITECT, or for future modifications to this project, without ARCHITECT's express written permission.

Any reuse or distribution to third parties without such express written permission or project-specific adaptation by ARCHITECT will be at the Client's sole risk and without liability to ARCHITECT or its employees, subsidiaries, independent professional associates, Consultants and Sub-Consultants. Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless ARCHITECT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.

4. **DISPOSAL OF SAMPLES** – ARCHITECT will discard samples upon completion of the work covered under this Agreement, unless the Client instructs otherwise in writing.

5. **HAZARDOUS MATERIALS** – The scope of ARCHITECT's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or 13, services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

6. **CONSTRUCTION PHASE SERVICES** – If ARCHITECT performs any services during the construction phase of the project, ARCHITECT shall not supervise, direct, or have 14, control over Contractor's work. ARCHITECT shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the Contractor. ARCHITECT does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

7. **STANDARD OF CARE** – ARCHITECT and its employees, subsidiaries, independent professional associates, Consultants and Sub-Consultants, will exercise that degree of care and skill ordinarily practiced under similar circumstances by design professionals providing similar services. Client agrees that services provided will be rendered without any warranty, express or implied.

ARCHITECT shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.

8. **OPINION OF PROBABLE COSTS** – When required as part of its work, ARCHITECT will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by ARCHITECT hereunder will be made on the basis of ARCHITECT's experience and qualifications and will represent ARCHITECT's judgment as an experienced and qualified design professional. However, users of the probable cost opinions must recognize that ARCHITECT does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices or performing the work.

9. **SUSPENSION OF WORK** – The Client may, at any time, by written notice, suspend further work by ARCHITECT. The Client shall remain liable for, and shall promptly pay ARCHITECT for all services rendered to the date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on Client's behalf.

Client shall pay ARCHITECT pursuant to the rates and charges set forth in the Proposal. ARCHITECT will submit monthly invoices to Client for services rendered and expenses incurred. If Client does not pay invoices within thirty (30) days of submission of invoice, ARCHITECT may, upon written notice to the Client, suspend further work until payments are brought current. The Client agrees to indemnify and hold ARCHITECT harmless from any claim or liability resulting from such suspension.

10. **CHANGES OR DELAYS** – Unless the accompanying Proposal provides otherwise, the proposed fees constitute ARCHITECT's estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of

services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the Client's failure to provide specified facilities, direction, or information, or if ARCHITECT's failure to perform is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of ARCHITECT. Temporary work stoppage caused by any of the above may result in additional cost beyond that outlined in the accompanying Proposal.

11. **LIABILITY** – To the fullest extent permitted by law, the total liability, in the aggregate, of ARCHITECT and ARCHITECT's officers, directors, employees, agents, and Architects to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to ARCHITECT's services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed the total compensation received by ARCHITECT under this Agreement.

12. **CONFLICTS OF INTEREST** – This assignment may involve parties with adverse interests to clients with whom ARCHITECT has current or past relationships. It is ARCHITECT policy to make reasonable attempts to identify such relationships prior to acceptance of a professional assignment, but ARCHITECT cannot assure that conflicts or perceived conflicts will not arise, and ARCHITECT does not accept responsibility for such occurrences.

13. **REIMBURSABLE EXPENSES** – ARCHITECT will bill project related expenses at cost plus 10% or as otherwise identified in the Proposal. Expenses include all reasonable expenses resulting from required responses to subpoenas or court orders related to work under the Contract.

14. **MISCELLANEOUS**

Governing Law: The laws of the state in which the ARCHITECT office executing this Agreement is located shall govern the validity and interpretation of this Agreement.

Invalid Terms: In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

Mediation: The Client and ARCHITECT agree to submit all claims and disputes arising out of this Agreement to non-binding mediation prior to the initiation of legal proceedings. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.

ARCHITECT Reliance: ARCHITECT shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by Client, Client's Architects and contractors, and information from public records, without the need for independent verification.

Certifications: ARCHITECT shall not be required to sign any documents, no matter by whom requested, that would result in ARCHITECT's having to certify, guaranty, or warrant the existence of conditions that ARCHITECT cannot ascertain.

Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or ARCHITECT. ARCHITECT's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against ARCHITECT because of this Agreement or ARCHITECT's performance of services hereunder.

Consequential Damages: Neither the Client nor the ARCHITECT shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

Authorizing Signature

Date



RATES

JANUARY 2016

HOURLY RATE FOR PROFESSIONAL SERVICES

Principal I	\$160.00
Interior Design Principal	\$150.00
Principal II	\$135.00
Project Architect	\$130.00
Interior Designer	\$110.00
Senior CADD Technician	\$85.00 - \$110.00
Intermediate CADD Technician	\$65.00 - \$80.00
Entry Level CADD Technician	\$45.00 - \$60.00
Administrative	\$50.00

REIMBURSABLE EXPENSE ITEMS

<i>Large Format Copies (Black & White - In-House):</i>	
36 x 48	\$3.00
30 x 42	\$2.00
Half-Size	\$1.00
<i>Large Format Copies (Black & White or Color - Outsourced):</i> cost + 10%	
<i>Photocopies (Black & White):</i>	
11 x 17	\$0.20
8.5 x 11	\$0.10
<i>Photocopies (Color):</i>	
11 x 17	\$1.00
8.5 x 11	\$0.50
<i>AIA Documents (Per Unit):</i> cost varies per document	
<i>Mileage:</i> \$0.55/mile	
<i>Reimbursable Postage / Misc. Expenses:</i> cost + 10%	
<i>Reimbursable Consultant Expenses:</i> cost + 12%	

NOTE: All hourly billing rates and reimbursable rates are subject to periodic review and change.

Beers + Hoffman

Agenda – School Board Meeting
Penn Manor School District
Monday, November 21, 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, December 5, 2016 following the Committee of the Whole meeting. The Board Reorganization Meeting will be held at 7:00 PM on December 5, 2016.

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

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: November 7, 2016
<http://www.pennmanor.net/boardminutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: October 2016

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

General Fund	\$	3,144,113.60
Food Service Fund	\$	133,849.19
Capital Reserve Fund	\$	166,832.65
2015 Construction Fund	\$	259,967.44
2016 Construction Fund	\$	566,727.09
Student Activity Fund	\$	16,621.13

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. Acceptance of Local Auditor's 2015-16 Report as presented.
- B. Second and Final Reading of Revised Board Policies as presented:
 - #007 - Policy Manual Access
 - #102 - Academic Standards
 - #123.3 - Athletic Honors
 - #209 - Health Examinations/Screenings
 - #209.1 - Food Allergy Management
 - #227.1 - Drug Screening for Students in Co-Curricular Activities
 - #247 - Hazing
 - #336 - Personal Necessity Leave
 - #609 - Investment of District Funds
 - #810.2 - Transportation – Video/Audio Recording
 - #827 - Conflict of Interest

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

- A. Early Enrollment Agreement with Thaddeus Stevens College of Technology (see pages 5-8)
- B. Election of Solicitor and Bond Counsel – Kegel Kelin Almy & Lord LLP – The law firm of Kegel Kelin Almy & Lord LLP be appointed as solicitor and bond counsel for the school district for the calendar year 2017.
- C. Election of Special Counsel for Special Education – McNees Wallace & Nurick LLC – The law firm of McNees Wallace & Nurick LLC be appointed as special counsel for the school district for the calendar year 2017. Services will be limited to special education matters.
- D. Election of Special Counsel for Labor – Fox Rothschild LLP – The law firm of Fox Rothschild LLP be appointed as special counsel for the school district for the calendar year 2017. Services will be limited to labor matters.
- E. Election of Special Counsel for Open Campus PA – The law firm of Barley Snyder LLP be

appointed as special counsel for the school district for the calendar year 2017. Services will be limited to Open Campus PA matters.

- F. Election of Special Counsel for Workers Compensation – The law firm of Devine Law Services be appointed as special counsel for the school district for the calendar year 2017. Services will be limited to Workers Compensation.

- G. Transportation Contracts for the 2016-2017 school year:

Eschbach Bus Service (181 Days)

Eschbach Fuel Surcharge

Shultz Transportation (181 Days)

Shultz Fuel Surcharge

Explanation: The current transportation contracts runs through 2020 for Eschbach Bus Service and 2025 for Shultz Transportation. The contract figures for the second year has been calculated based upon updated routing and student information.

- H. Proposal to Provide Boundary & Topographic Survey for the High School Campus by Diehm & Sons (see pages 9-11)

Explanation: A survey is necessary for continued design work on the High School Renovation project. To be paid from Capital Reserve Funds.

- I. Agreement with Children Deserve a Chance Foundation for ATTOLLO Program at Penn Manor High School

Explanation: Continuation of the agreement with Children Deserve a Chance Foundation from 2015-2016 for up to 30 Penn Manor High School students to participate in ATTOLLO programming during the fall 2016 semester at a cost of \$308 per student.

- J. Job Descriptions for Technology Staff (see pages 12-21)

- K. Agreement with West Chester University for student teaching, practicum, and field experiences (see pages 22-24)

- L. Moore Engineering Corrosion Control Treatment Proposal for Martic Elementary (see pages 25-28)

Explanation: The proposal is for engineering services associated with preparation of the Feasibility Study for submission to DEP for the corrosion control treatment system at Martic Elementary.

- M. 2016-2017 Federal Programs Consolidated Application – Project 999-17-0324 in amount of \$838,052.00

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 2016-2017 school year (see page 29)
- B. Leave to the individual according to the terms listed:

Professional Employees

Employee F17 - Child Rearing - November 16, 2016 – January 13, 2017

Employee F18 – Family Medical - December 1, 2016 – January 4, 2017

Employee F19 – Child Rearing - November 14, 2016 – January 12, 2017

Employee F20 - Intermittent Family Medical - September 27, 2016 – September 26, 2017

Employee F21 – Child Rearing - January 17, 2017 – end of 2016-2017 school year

Employee F22 – Family Medical - November 14, 2016-January 1, 2017

Classified

Employee F23 –Family Medical - November 14, 2016-January 1, 2017

- C. Tenure for the individuals listed as they have completed the requirement of three years of satisfactory teaching performance within the school district (see page 30).

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

- D. Mentor for the 2016-2017school year as listed:
Alisha Gerhart for Kevin P. Kelley – Technology Education - \$900.00

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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- The resident or taxpayer wishing to speak will be recognized by the chair and then state his/her name and address.
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- 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.

Early Enrollment Agreement

This Agreement is entered into by and between **Penn Manor School District** (herein referred to as the "School District") and **Thaddeus Stevens College of Technology** (herein referred to as the "College"). This agreement sets out the terms and conditions of the early enrollment program offered by these two institutions in accordance with Article XVI of the Public School Code (hereinafter "Program").

The College and the School District do hereby agree to the following:

Term

The term of the agreement shall be from August 14, 2016 - May 10, 2017.

Student Eligibility

Students who meet all of the following criteria are qualified to participate in the program-

- The student is a high school senior
- The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the School District.
- Students must meet all College admission requirements and be a senior who is recommended for college level work by a teacher or counselor with approval of the principal
- The student must demonstrate readiness for college-level coursework in the intended subject area of study, as determined by the college.

The College will determine readiness based on the following criteria:

- The high school senior must be recommended for college level work by a high school teacher or counselor.
- The student must also complete a formal application to the College.
- The high school senior must have a high school GPA of 2.5 or higher.
- The high school senior must place into college level coursework upon completion of College Success placement testing.

In order to remain in this program, the student must maintain a secondary school grade point average of 2.0 in the applicable area of study. The student also must maintain a minimum grade of 2.0 in each academic course in which the student is enrolled.

Courses Offered

The following criteria apply to all courses covered by this Agreement:

- The courses are non-remedial.
- The courses are in core academic subjects as defined by the School Districts.
- The courses, as offered to early enrollment students, are identical to those offered when early enrollment students are not enrolled including the use of an identical curriculum, assessments and instructional materials.
- The courses enforce prerequisite coursework requirements identical to those enforced for courses when early enrollment students are not enrolled.

Student Credit

Students will not be allowed to enroll in more than 36 postsecondary credits through early enrollment per academic year (18 credit limit per semester). In order to successfully complete a course listed in this Agreement, students must earn a minimum grade of 2.0.

The School District will award credit for and recognize courses that are successfully completed under this Agreement as fulfilling the graduation requirements identified above.

The College will award postsecondary credit to students who successfully complete courses identified in this Agreement as identified above. The College will transcript this credit in a manner similar to other students who take a course at this institution. If an early enrollment student becomes a regularly enrolled student at the College following graduation from secondary school, the College shall recognize those credits as applying to the student's degree requirements as it would for any regularly enrolled postsecondary student who took the courses.

Promotional Materials

Both the College and the School District agree to provide a mechanism for communicating the educational and economic benefits of higher education as well as the requirements for participation and enrollment procedures for early enrollment to parents and students.

Tuition Costs

The College agrees to charge early enrollment students only 50% of the regular tuition costs for the fall and spring semester of their early enrollment year.

Additional Administrative Responsibilities

The following individuals will be responsible for the tasks listed below:

Progress Reports - Thaddeus Stevens College of Technology- Progress reports will be distributed to students participating in the early enrollment program in a similar fashion to undergraduate students. Progress Reports are distributed by the Office of the Registrar.

Mid-Term Grades - Thaddeus Stevens College of Technology- Mid-term grades for the students participating in the early enrollment program will be distributed to a designated contact at the high school. Mid-term grades are distributed by the Office of the Registrar.

Fiscal Transactions - Thaddeus Stevens College of Technology- Fiscal responsibilities will be handled by the student and the college in a fashion similar to other undergraduate students.

Signature Page

The School District and College agree not to unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, sexual orientation or disability in any undertaking pursuant to this agreement.

For the School District:

Michael G. Lechlitter, Ed.D., Superintendent

Date

J. Kenneth Long, President, Board of School Directors

Date

For the College:

Dr. William Thompson, Vice President for Academic Affairs

Date



Surveying & Mapping • Civil Engineering • Land Planning

October 12, 2016

Jim Hocker
Derck & Edson Associates, LLP
33 South Broad Street
Lititz, PA 17543

**SUBJECT: Proposal to Provide Professional Services – Boundary & Topographic Survey
Digital Base Plan Preparation
Penn Manor School District – High School Campus**

Dear Jim,

We appreciate the opportunity to submit the following proposal for the project referenced above. As a full service firm offering surveying, planning and engineering services, Diehm & Sons maintains the level of technical expertise, ability and experience to meet and exceed your needs in the most proficient, accurate and professional manner. We are committed to employing state-of-the-art technology, maintaining continual communication, and being as cost-effective as possible.

We present written proposals to potential clients so there is a clear understanding of both the scope of our services and the estimate of cost and time to complete the project. This open line of communication is a critical element in our process and key to our mutual success. Please accept this proposal as the basis for our services. No changes in the scope of services and costs thereof will only be made with prior notification to and approval by, you the Client.

SCOPE OF SERVICES

1. Diehm will complete the necessary deed and records research for the site and adjoining parcels. Based on said research, Diehm will prepare plots of the site parcel and adjoining parcels in preparation of performing the field work.
2. Diehm will perform the field reconnaissance to find available property corners and property line evidence. Diehm will make the necessary surveying observations to locate and clearly identify the existing property corners and lines.
3. Diehm will contract and coordinate with an aerial mapping service. The mapping will include 1' contours and locations of site improvements including all existing buildings, roads, parking areas, curbing, walkways, sports fields, etc. The mapping will be completed utilizing color orthometric photography and a scalable color mosaic CAD underlay will be produced.
4. Diehm will make the survey observations necessary to establish a ground control network in support of the aerial mapping.

N:\DIEHM ADMINISTRATION\PROJECT PROPOSALS\2016\16-PMSD-High School-Base Plan\16-Survey-Derck&Edson-Penn Manor-High School Campus.doc

5. Diehm will make the survey observations necessary to establish the location and elevations of all tie-in points critical to the engineering and construction of the proposed High School Campus improvements, including existing road and drive x-sections, finished floors, storm and sanitary sewer structures.
6. Diehm will map buried utilities including water/fire hydrant mains, sanitary sewer, storm sewer, natural gas, and electric services. This mapping will be based on surface information, existing plans, and markings provided through the PA One Call system.
7. Diehm will make the necessary observations to place the base mapping on a realization of the State Plane Coordinate System (PA-South Zone-NAD 83) and on a published vertical Datum (NAVD 88). This tie will allow continuity with GIS resources, including information associated with the Lancaster County GIS Department and the PAMAP GIS project.
8. Diehm will complete the base mapping as a digital CAD product. The product will be developed utilizing Autodesk software and will be delivered in an associated format.
9. Diehm will review the survey information on the proposed plans and will provide a signature and professional seal of a surveyor's certificate.

COMPENSATION

Diehm and Sons will perform the **9 ITEMS** outlined above under the title of **SCOPE OF SERVICES** for a lump sum price of **Twenty-Three Thousand Five Hundred DOLLARS (\$ 23,500.00)**.

TIME FRAME FOR COMPLETION

Diehm and Sons will begin work on the above referenced project immediately upon receipt of the enclosed Acceptance/Authorization to Proceed Form. We will complete and deliver the finished products within approximately 45 Days.*

** Optimal conditions for aerial mapping are late fall and early spring. To ensure best results Diehm recommends that the survey be executed in late October or early November after trees have shed their leaves and before snow fall occurs.*

ACCEPTANCE/AUTHORIZATION TO PROCEED

If this proposal is acceptable to you, please sign where indicated below and return a copy to our office to serve as our formal authorization to proceed under the terms and conditions described herein and under the Standard Terms & Conditions as attached to this proposal. Standard Terms & Conditions are a part of this agreement by reference.

Thank you for considering us for this work. We look forward to working with you on this project. If you have any questions, please call us.

Sincerely,
DIEHM & SONS, INC.



Timothy D. Diehm, P.L.S.
President / CEO

AUTHORIZATION TO PROCEED

Diehm & Sons is hereby authorized to proceed under the terms and conditions described herein.

Authorized Signature

Date

PENN MANOR SCHOOL DISTRICT

TITLE: Data Specialist

DATE: 11/21/16

REPORTS TO: Technology Director

APPROVED: 11/21/16

JOB SUMMARY: The Data Specialist is as the primary coordinator and support person for district data management and reporting. Support includes the accurate preparation and integration of data between systems, development of reports and dashboards for district staff, preparing data for required state reports, and troubleshooting software systems in a mixed platform, multivendor environment. This position interfaces with staff and faculty on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Gather data from various district sources (Sapphire, DIBLES, PSSA, Benchmarks, SAT etc.) and compile into a useable format to analyze and present results to district faculty and administration. Designs reports and data dashboards for personnel based on specific instructional and department needs.
2. Ensure district data is accurately and consistently maintained and troubleshoot inconsistencies.
3. Assist staff with correctly entering data into student and business system while conforming to state and district standards.
4. Coordinate creation, management and reporting of student accounts and scores in ALEKS, DRC, CDT, keystones, Study Island, and other assessment or instructional systems.
5. Maintains procedural knowledge of state and federal guidelines for data reporting as well as technical knowledge of the systems used. Assists with accurate and timely PDE PIMS and federal report creation, validation and submissions; notifies staff of timelines, needs and requirements.
6. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.
7. Manages data loading and maintenance in Sapphire Assessment Tracker; manages Sapphire Analysis Reporting tools and prepares accurate reports for staff.
8. Provides professional development and training for staff to achieve and maintain quality data systems with consistent data collection in compliance with district and state standards.
9. Assists with coordination and troubleshooting of database and software systems, including the student management system.
10. Provides and facilitates data mining, decision-support services and reporting for instructional and operational personnel. Prepare third-party data requests as required.
11. Develops, documents, and manages system designs, business-logic rules, and procedures for instructional, operational and business data.
12. Remains current in the IT field by participating in workshops, seminars and certification programs.
13. Collaborates with the Technology Team in a professional manner to provide customer focused IT solutions for district students, teachers and staff. Assists with technology support, troubleshooting, and training.
14. Performs other duties as assigned by the Information Technology Director or District Leadership Team.

QUALIFICATIONS:	Associates or Bachelor's degree in a technical related field Related database, data reporting software and/or programming certification 2-3 years broad technical experience in a mixed educational platform environment Demonstrated fluency in common data reporting and manipulation tools such as Crystal Reports, Cognos, and Excel Data warehouse, SQL and programming knowledge and experience Valid Pennsylvania driver's license and access to personal transportation 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) Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994 Submission of Federal Criminal History Record in accordance with Act 114 of 2006 Such alternatives to the above qualifications as the Board may find appropriate and acceptable
PHYSICAL DEMANDS:	Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Ability to lift and/or carry supplies and/or papers weighing no more than 25 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment
SENSORY ABILITIES:	Visual acuity Auditory acuity
WORK ENVIRONMENT:	Normal school building environment Subject to inside environmental conditions
TEMPERAMENT:	Must possess excellent interpersonal skills Must be able to work in an environment with frequent interruptions Able to make judgments and work under high level of stress Flexibility and capability to manage multiple tasks Maturity and integrity when handling confidential data Ability to prioritize and work both independently and within a team
COGNITIVE ABILITY:	Ability to communicate effectively Ability to organize tasks Ability to handle multiple tasks Ability to exercise good judgment Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications
SPECIFIC SKILLS:	Must possess computer skills Good oral and written communication skills and the ability to present information effectively. Exceptional attention to detail Excellent technical problem solving skills

(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.)

PENN MANOR SCHOOL DISTRICT

TITLE: Help Desk Specialist

REVISED: 11/21/16

REPORTS TO: Technology Director

APPROVED: 11/21/16

JOB SUMMARY: The Help Desk Specialist serves as the district support contact for faculty, staff and students in need of IT services. This position responds to service requests, resolves technology problems, and develops helpful support documents and media. Technical support and assistance is provided via email, phone, remote access, and onsite troubleshooting. This position interfaces with students, staff, and faculty on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provide technical troubleshooting and problem resolution support for students, faculty, and staff.
2. Coordinates and directs student technology interns; supervises day-to-day student technology support activities and processes
3. Coordinates, designs, develops, and modifies online learning software programs and virtual courses based on unique student and staff design specifications
4. Designs, develops, creates, and maintains technical documentation, FAQs, knowledgebase articles, and training materials.
5. Provide technical training and professional development for staff, faculty and principals.
6. Provide support for building and district websites, content management systems, and other software systems.
7. Assist with the deployment, management and repair of student and staff technology devices.
8. Maintain technology inventory and record keeping, including technical services reports and metrics.
9. Foster customer relationships through ongoing issue status updates and other communications.
10. Collaborate with the Technology Team to proactively build customer-focused IT solutions for district students, teachers and staff.
11. Remain current in the field of educational technology by attending workshops, reading online and print publications and observing programs in other districts & institutions.
12. Perform other duties and projects assigned by the Technology Director or Leadership Team.

QUALIFICATIONS:	<p>Associate degree or higher in a technical field, or 2 or more years broad technical experience in a mixed platform environment</p> <p>Demonstrated experience with Linux, Windows, and web applications</p> <p>Valid Pennsylvania driver's license and access to personal transportation required</p> <p>Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)</p> <p>Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)</p> <p>Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994</p> <p>Submission of Federal Criminal History Record in accordance with Act 114 of 2006</p> <p>Such alternatives to the above qualifications as the Board may find appropriate and acceptable</p>
PHYSICAL DEMANDS:	<p>Ability to reach above and below the waist</p> <p>Ability to use fingers to pick, feel and grasp objects</p> <p>Ability to lift and/or carry supplies and/or papers weighing no more than 30 lbs.</p> <p>Ability to frequently walk, stand and move throughout the work environment</p>
SENSORY ABILITIES:	<p>Visual acuity</p> <p>Auditory acuity</p>
WORK ENVIRONMENT:	<p>Normal school building environment</p> <p>Subject to inside environmental conditions</p>
TEMPERAMENT:	<p>Must possess excellent interpersonal skills</p> <p>Must be able to work in an environment with frequent interruptions</p> <p>Able to make judgments and work under high level of stress</p>
COGNITIVE ABILITY:	<p>Ability to communicate effectively</p> <p>Ability to organize tasks</p> <p>Ability to handle multiple tasks</p> <p>Ability to exercise good judgment</p> <p>Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications</p>
SPECIFIC SKILLS:	<p>Must possess technology troubleshooting and support skills across a range of hardware, software, devices and operating systems</p>
Other Qualifications:	<p>Good oral and written communication skills and the ability to present information effectively. Ability to cultivate positive working relationships with coworkers. Maturity and integrity when handling confidential data. Flexibility and capability to manage multiple tasks. Ability to prioritize and work both independently and within a team.</p>

(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.)

PENN MANOR SCHOOL DISTRICT

TITLE: Systems Engineer

DATE: 11/21/16

REPORTS TO: Technology Director

APPROVED: 11/21/16

JOB SUMMARY: The Systems Engineer serves as the support lead for district servers, network infrastructure, and district software applications. The Systems Engineer configures, designs, maintains, troubleshoots, and repairs server hardware and network services in a complex mixed platform, mixed vendor environment. This position interfaces with staff and faculty on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Configure, design, install, repair and manage Windows and Linux file/print/application servers, building switches, wireless systems, video/voice systems, mobile devices, structured cabling, and network-based applications.
2. Maintains and monitors district servers and network infrastructure to ensure high-levels of system availability for students and staff
3. Maintains an efficient, secure, and stable network via security monitoring, backup management, and system software patches
4. Maintain an OS management environment involving continuous integration, containers, version control systems, and infrastructure as code.
5. Build, upgrade, maintain and troubleshoot VMWare/virtualized infrastructure and virtual services on multiple platforms.
6. Designs and develops methodologies for district-wide client device deployment, management, and support.
7. Provides second tier technical troubleshooting and problem resolution support for technology team staff; Leads technical trainings for Technology Specialists
8. Manage staff/student access privileges and security credentials across servers and network systems.
9. Maintain technology inventory, documentation and record keeping.
10. Provide guidance on technology solutions and purchases at the building and district level.
11. Provide support for building and district websites, Intranet and faculty websites.
12. Remain current in the field of technology by attending workshops, reading online and print publications, and observing other academic programs.
13. Perform other duties as assigned by the Technology Director or Leadership Team.

QUALIFICATIONS:	<p>Five years of enterprise technology support experience in a complex mixed platform environment is required.</p> <p>Associate or Bachelor degree in technical related field is required.</p> <p>Expertise in Linux, Windows Server, enterprise directory structures, structured data cabling and TCP/IP is essential</p> <p>Experience with open source client management tools for Linux and Windows</p> <p>Familiarity with DevOps methodologies, configuration management, and automation</p> <p>Technical certifications on Linux, Windows and/or network related technologies are preferred.</p> <p>Valid Pennsylvania driver's license and access to personal transportation required</p> <p>Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)</p> <p>Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)</p> <p>Submission of a clearance report from the Pennsylvania Department of Public Welfare in Submission of Federal Criminal History Record in accordance with Act 114 of 2006</p> <p>Such alternatives to the above qualifications as the Board may find appropriate and acceptable</p>
PHYSICAL DEMANDS:	<p>Ability to reach above and below the waist</p> <p>Ability to use fingers to pick, feel and grasp objects</p> <p>Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.</p> <p>Ability to mostly sit with some walking and standing or moving throughout the work environment</p>
SENSORY ABILITIES:	<p>Visual acuity</p> <p>Auditory acuity</p>
WORK ENVIRONMENT:	<p>Normal school building environment</p> <p>Subject to inside environmental conditions</p>
TEMPERAMENT:	<p>Must possess excellent interpersonal skills</p> <p>Must be able to work in an environment with frequent interruptions</p> <p>Able to make judgments and work under high level of stress</p>
COGNITIVE ABILITY:	<p>Ability to communicate effectively</p> <p>Ability to organize tasks</p> <p>Ability to handle multiple tasks</p> <p>Ability to exercise good judgment</p> <p>Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications</p>
SPECIFIC SKILLS:	<p>Must possess technology troubleshooting and support skills across a range of hardware, software, devices and operating systems</p>

(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.)

PENN MANOR SCHOOL DISTRICT

TITLE: Technology Support Specialist

DATE: 11/21/16

REPORTS TO: Assistant Director - Technology Operations

APPROVED: 11/21/16

JOB SUMMARY:

The Technology Support Specialist serves as the primary technology support representative for building faculty, staff and students. Support includes installation, maintenance, troubleshooting and repair of hardware, software, mobile, printing, VOIP and network devices in a mixed platform, mixed vendor environment. This position interfaces with staff and faculty on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents, and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and nonverbal communication, and proactive problem solving.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Analyzes, designs, develops, documents, tests and modifies computer operating systems, hardware and software programs, including prototypes, based on and related to unique staff, faculty, and student design specifications.
2. Provides accurate and timely technical troubleshooting, repair and problem resolution support for faculty, staff and students. Researches and collaborates with cross functional teams to provide high quality support solutions
3. Maintains building-level equipment and software including but not limited to computers, labs, technology carts, mobile devices, instructional and business software, telephony and VOIP, AV and presentation tools, printers and multifunction copiers. Maintains accurate hardware and licensing inventories
4. Manages client system security, data backups and software patches.
5. Maintains accurate software revision history and documentation for client software and operating systems.
6. Prepares, tests, and implements client software images, packages and scripts for automated machine deployment and software updates.
7. Collaborates with building administration and staff on technology solutions and purchases.
8. Provides technical training and professional development for building staff, faculty and students.
9. Provides building support and troubleshooting for websites, content management systems, course management systems and student management software.
10. Remains current in the field of technology by participating in technology workshops, seminars and certification programs.
11. Performs other duties as assigned by the Assistant Director - Technology Operations or District Leadership Team.

QUALIFICATIONS:	<p>Associate degree or higher in a technical related field, or 2-3 years broad technical experience in a mixed platform environment Demonstrated experience with Linux, Windows and network technologies</p> <p>Valid Pennsylvania driver's license and access to personal transportation required</p> <p>Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)</p> <p>Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)</p> <p>Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994 Submission of Federal Criminal History Record in accordance with Act 114 of 2006</p> <p>Such alternatives to the above qualifications as the Board may find appropriate and acceptable</p>
PHYSICAL DEMANDS:	<p>Ability to reach above and below the waist</p> <p>Ability to use fingers to pick, feel and grasp objects</p> <p>Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.</p> <p>Ability to frequently walk, stand and move throughout the work environment</p>
SENSORY ABILITIES:	<p>Visual acuity</p> <p>Auditory acuity</p>
WORK ENVIRONMENT:	<p>Normal school building environment</p> <p>Subject to inside environmental conditions</p>
TEMPERAMENT:	<p>Must possess excellent interpersonal skills</p> <p>Must be able to work in an environment with frequent interruptions</p> <p>Able to make judgments and work under high level of stress</p>
COGNITIVE ABILITY:	<p>Ability to communicate effectively Ability to organize tasks</p> <p>Ability to handle multiple tasks</p> <p>Ability to exercise good judgment</p> <p>Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications</p>
SPECIFIC SKILLS:	<p>Must possess technology troubleshooting and support skills across a range of hardware, software, devices and operating systems</p>

(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.)

Penn Manor School District - Position Description

TITLE: Technology Training Specialist

DATE: 11/21/16

REPORTS TO: Technology Director

APPROVED: 11/21/16

Job Summary:

The Technology Training Specialist provides support, training and professional development for district software and learning technologies. Support includes troubleshooting software in a mixed platform, multi-vendor environment. Training and professional development includes one-on-one, small group, classroom, large-group and online. This position interfaces with staff on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, by are not limited to prompt responses to inquiries, professional and courteous verbal and nonverbal communication, and proactive problem solving.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates and delivers just in time, embedded and ongoing training and professional development sessions in person and online.
2. Models the effective use of multiple learning technologies and strategies for use by students, teachers, and administrators; demonstrates principles of adult learning.
3. Designs, maintains, supports, and recommends software and application services to insure accessible and effective systems for students, staff, faculty and administration.
4. Provides support and troubleshooting for building websites, content management systems, course management systems, and student management software.
5. Advises, supports and collaborates with faculty and staff to leverage technology to develop innovative classroom learning experiences and new operational procedures.
6. Identifies staff and faculty technology learning needs, barriers and weaknesses through needs analysis; organizes and implements problem-solving actions with teachers and administrators.
7. Researches, analyzes, evaluates and implements new technologies for potential classroom learning and operational application.
8. Curates and communicates ideas, best practices, tools and resources for technology-enriched learning as well as skills and tips for staff, administrators and the community.
9. Remains current in the technology field and grows professionally by participating in workshops, seminars, certification programs and other learning opportunities.
10. Collaborates with Technology Team in a professional manner to provide customer focused IT solutions for district students, teachers, staff and administrators.
11. Performs other duties as assigned by the Technology Director or District Leadership Team.

QUALIFICATIONS:	<p>Associate's degree or higher in a technical, teaching, or training field required.</p> <p>Two-Three years technical experience in a mixed platform environment preferred.</p> <p>Demonstrated success in designing and delivering technology training and professional development.</p> <p>Valid Pennsylvania driver's license and access to personal transportation required</p> <p>Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)</p> <p>Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)</p> <p>Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994</p> <p>Submission of Federal Criminal History Record in accordance with Act 114 of 2006</p> <p>Such alternatives to the above qualifications as the Board may find appropriate and acceptable</p>
PHYSICAL DEMANDS:	<p>Ability to reach above and below the waist</p> <p>Ability to use fingers to pick, feel and grasp objects</p> <p>Ability to lift and/or carry supplies and/or papers weighing no more than 30 lbs.</p> <p>Ability to frequently walk, stand and move throughout the work environment</p>
SENSORY ABILITIES:	<p>Visual acuity</p> <p>Auditory acuity</p>
WORK ENVIRONMENT:	<p>Normal school building environment</p> <p>Subject to inside environmental conditions</p>
TEMPERAMENT:	<p>Must possess excellent interpersonal skills</p> <p>Must be able to work in an environment with frequent interruptions</p> <p>Able to make judgments and work under high level of stress</p>
COGNITIVE ABILITY:	<p>Ability to communicate effectively</p> <p>Ability to organize tasks</p> <p>Ability to handle multiple tasks</p> <p>Ability to exercise good judgment</p> <p>Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications</p>
SPECIFIC SKILLS:	<p>Must possess technology troubleshooting and support skills across a range of hardware, software, devices and operating systems</p>
Other Qualifications:	<p>Good oral and written communication skills and the ability to present information effectively.</p> <p>Ability to cultivate positive working relationships with coworkers. Maturity and integrity when handling confidential data. Flexibility and capability to manage multiple tasks. Ability to prioritize and work both independently and within a team.</p>

(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.)

**AN AGREEMENT
BETWEEN WEST CHESTER UNIVERSITY
AND
“PENN MANOR SCHOOL DISTRICT/ EDUCATION AUTHORITY”**

**CONCERNING COOPERATIVE EFFORTS INVOLVING
STUDENT TEACHING, PRACTICUM, AND FIELD EXPERIENCES**

- 1) **Scope of the Agreement.** This Agreement set forth the responsibilities and rights for the 2016-2017, 2017-2018, and 2018-2019 academic years of the **Penn Manor School District** (referred to as the School District), of West Chester University (referred to as the University), and of the University students assigned to the School District or Education Authority (teacher candidates, practicum students, and student observers).
- 2) **Description and Delineation of Roles and Relationships.**
 - a) The **Teacher Candidate** is assigned to a qualified and selected cooperating teacher(s) to complete a half or full semester experience as part of a preparation program. The candidate serves in a co-teaching capacity under the supervision of the cooperating teacher(s), observing, completing assigned tasks, preparing and teaching applicable lessons, interacting professionally with students, and benefitting from the professional mentoring of the cooperating teacher(s).
 - b) The **Practicum Student** is provided the opportunity to observe the classroom teacher and have preliminary instructional experiences with K-12 students including teaching individuals, small groups, and in some cases full classes. Since this is pre-student teaching, the classroom teacher will determine the candidate's readiness to prepare and deliver instruction and to manage the classroom environment.
 - c) The **Student Observer** is a student with specific course assignments requiring classroom and school visits and observation of students in the natural setting. Ordinarily, this student is in the initial phase of the teacher preparation.
 - d) The **Cooperating Teacher** is an employee of the School District or Education Authority to whom a Student Teacher or other Teacher Education student is assigned during the clinical experience.
 - e) The **University Supervisor** is the University employee who works with school personnel to oversee the course of study or specific experience the University student is assigned within the School District or Education Authority.
 - f) A Student is either a teacher candidate, practicum student or student observer from the University assigned to the School District pursuant to terms of this Agreement
- 3) **Placement of Teacher Candidates.** The placement process shall be a cooperative effort involving both the University and the School District and other Education Authority, with the University initiating the placement of the students. Requests for Student Teaching, Practicum, and Field Experience assignments shall be placed in writing and forwarded by the Office of Clinical Experiences and Candidate Services to the School District or other Education Authority employee designated to act upon such requests.
 - a) According to Chapter 354, Teachers are eligible to serve as a Cooperating Teacher if they hold a Pennsylvania Instructional I certificate and have had a minimum of three years of successful teaching experience in the public schools, one of which shall be in the School District.
 - b) Assignment of candidates to Student Teaching, Practicum, and Field Experiences shall be made by the School District or other Education Authority in collaboration with the University's Office of Clinical Experiences and Candidate Services. Such assignments shall be made after consultation with the Teacher, Principal or other Education Authority under whom the assignment shall be completed.
 - c) Cooperating teachers may only supervise teacher candidates in areas and/or fields in which the cooperating teachers are certified.

- 4) **Calendar.** Teacher candidates shall be required to comply with the calendar of the School District or Education Authority and the daily schedule of the individual school in which the experience will be completed. Any deviation from said schedule or calendar shall be approved by the Cooperating Teacher, the Principal, and the University Supervisor.
- 5) **Professional Standards.** Both parties to this agreement have a right and an obligation to insist on standards of professional decorum on the part of the Teacher Candidates that are consistent with prevailing standards in the school community and the educational profession.
- 6) **Title IX Provision**
Reporting of Sexual Violence and Sexual Harassment: both parties shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the appropriate district office and the University Title IX Coordinator currently reached at 610-436-2433.

Further, neither party shall discriminate in the choice of schools, University Supervisors, Cooperating Teachers, Student Teacher Candidates, or Practicum Students on the basis of race, religion, disability, ethnicity, national origin, age or gender. The School District agrees to cooperate with the University in its investigation of claims of discrimination or harassment.

- 7) **Teacher Candidates Supervision.** Students shall be subject to the rules and regulations of the School District or Education Authority and under the direction and control of the Cooperating Teacher, Principal, and other administrative personnel while they are on the premises of the School or acting on behalf of the School District or Education Authority in locations other than the premises. The following points have specific reference to the various types of supervisory responsibility:
 - a) The Cooperating Teacher may briefly leave the classroom leaving the Student Teacher in charge of the class, but the Cooperating Teacher at all times retains the responsibility for the control of the class and the program of instruction.
 - b) With the exception of certain programs which are beyond their regular classroom requirements, students may not be compensated for any responsibilities which constitute all or a part of the required field experience program.
 - c) Cooperating Teachers shall file required reports related to the activities and performance of the candidate as are requested by the University; such reports shall not violate any specific School District or Education Authority policy.
 - d) As is reasonable, the University Supervisor shall have access, for the purpose of observation and supervision, to visit the classroom(s) to which a teacher candidate is assigned.
- 8) **Termination or Change of Assignments and Projects.** Either the School District or Education Authority or the University may, at any time, change or terminate the assignment of any Student Teacher or other teacher education candidate when all parties have made reasonable efforts to consult with one another unless an emergency or dangerous situation requires immediate removal.
- 9) **Status of Student Teacher Candidates and other Teacher Education Candidates.** All Student Teachers and other teacher education candidates shall remain as students of the University and not be classified as employees of the School District or Education Authority for any purpose, but will be under the direction and control of the School District as represented by the Cooperating Teacher, Principal, and other administrative personnel while they are on the premises of the School District or Education Authority or acting on behalf of the School District or Education Authority in locations other than the premises.
- 10) **Honorarium/Recognition.** An honorarium for supervising student teaching Candidates as set by the Pennsylvania State System of Higher Education shall be paid by the University to Cooperating Teachers or, if the School District or Education Authority prefers, to the School District or Education Authority.

11) FERPA

All educational records of University Students and School District students shall be subject to FERPA and treated accordingly by the parties and the assigned University students.

12) Final Grade. The final academic grade for a Student Teacher Candidate will be determined by the University Supervisor in collaboration with the Cooperating Teacher.

13) Miscellaneous Provision. This Agreement may be terminated either by the School District or Education Authority by giving the other party six months prior written notice. All notices to be given in this provision shall be properly given if they are sent by first-class mail to the Superintendent or other designated representative of the School District or Education Authority and to the Office of the University President or the Provost. This Agreement is between the School District and the University, and they are the sole parties to the Agreement. Students are not parties to the Agreement, nor are they intended to be third-party beneficiaries thereof.

Signed: Cheryl Saffer, Ed. D., Asst. Supt. 11/14/16
District Superintendent/Education Authority Date

Signed: _____
Dr. Christopher Fiorentino Date
Interim President

OR

Signed: [Signature] 11/2/16
Dr. R. Laurie Bernotsky Date
Provost

AND

Signed: [Signature] 11/2/16
Dr. Kenneth Witmer, Jr. Date
Dean, College of Education and Social Work
Head, Professional Education Unit



3637 Columbia Avenue - Lancaster, PA 17603
Phone 717.285.3141- Fax 717.285.2443
www.mooreengineering.com

November 14, 2016

Penn Manor School District
2950 Charlestown Road
Lancaster, PA 17603

Attn: Mr. Chris Johnson

Re: Martic Elementary School
Corrosion Central Treatment – Basic Feasibility Study

Dear Chris,

We are very pleased to provide you with our proposal for the Engineering Services associated with preparation of the Feasibility Study for submission to DEP for the Corrosion Control Treatment System at Martic Elementary School.

We have based the fee on the following scope as defined per our discussions.

1. Preparation of the Feasibility Study per DEP's guidelines and requirements.
2. Coordination with DEP as required.
3. Respond to any comments from DEP.

Our proposed fee for the above services is hourly not to exceed \$1,500.00

Excluded from our Scope:


1. Water testing. Results to be provided to Moore Engineering Company by the District.
2. School Board meetings or presentations.

Invoices will be submitted monthly as the work is completed. Interest will be charged on past due invoices at a rate of 1-1/2% per month. Reimbursable expenses for travel, telephone, postage/delivery and regulatory agency approvals will be billed at cost.

This proposal and the attached Terms and Conditions shall represent the entire understanding between Penn Manor School District and Moore Engineering Company, in respect to this project, and may only be modified in writing if signed by both parties.

If this agreement satisfactorily sets forth your understanding between us, we would appreciate your signing the enclosed copy of this letter in the space provided and return it to us. If you wish to discuss and clarify the scope further, please contact us.

Sincerely,



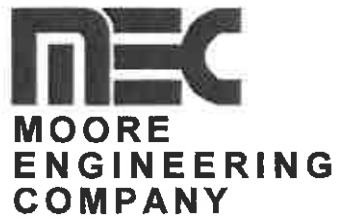
Timothy D. Dellinger
Project Manager

TDD

cc: 2016 Proposal File

Accepted this _____ Day of _____, 2016

By: _____



3637 Columbia Avenue - Lancaster, PA 17603
Phone 717.285.3141- Fax 717.285.2443
www.mooreengineering.com

2016 RATE SCHEDULE FOR PROFESSIONAL SERVICES

Professional Engineer	\$ 155.00
Project Engineering/Designer	\$ 109.00
Draftsman	\$ 92.00
Word Processing	\$ 54.00
Clerical	\$ 44.00

TERMS AND CONDITIONS

Moore Engineering Company shall perform the services outlined in this agreement for the stated fee arrangement.

Billings/Payments: Invoices for Moore Engineering Company services shall be submitted at Moore Engineering Company's option, either upon completion of such services or on a monthly basis. Invoices shall be payable upon receipt. If the invoice is not paid within 30 days, Moore Engineering Company, without waiving any claim or right against the client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments: Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance at the sole election of Moore Engineering Company. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification: The Client shall indemnify and hold harmless Moore Engineering Company and all of its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client, except Moore Engineering Company, or anyone for whose acts any of them may be liable. This indemnification shall include any claim, damage or losses due to the presence of hazardous materials.

Hazardous Materials: Moore Engineering Company shall have no responsibility for the discovery, presence, handling, removal, disposal, or exposure of persons to hazardous materials of any form.

Termination of Services: This agreement may be terminated by the Client or Moore Engineering Company should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay Moore Engineering Company for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents: All documents produced by Moore Engineering Company under this agreement, including CAD files, design calculations and related information, shall remain the property of Moore Engineering Company and may not be used by the Client for any other endeavor without written consent of Moore Engineering Company.

Applicable Laws: Unless otherwise specified, this agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

Construction Review: The Client recognizes that construction review is provided to minimize problems during construction by permitting detection of and/or rapid response to unanticipated or changed conditions, or errors or omissions committed by Moore Engineering Company, the contractors, sub-contractors, material providers or others. The Client also recognizes that no party is as intimately familiar with Moore Engineering Company as the Design Professional and those Moore Engineering Company prepares for and assigns to reviewing tasks. Accordingly, the Client agrees to retain Moore Engineering Company to review construction and Moore Engineering Company agrees to assign to the review function persons qualified to observe and report on construction of Moore Engineering Company's recommendation, plans and specification, and the quality of work performed by contractors. The Client recognizes that construction review is a technique employed to minimize the risk of problems arising during construction, that construction review by Moore Engineering Company is not insurance and does not constitute a warranty of guarantee of any type. In all cases, contractors, shall retain the responsibility for the quality of their work and for adhering to plans and specifications. Should the Client for any reason not retain Moore Engineering Company to review construction, or unduly restrict the Moore Engineering Company assignment of personnel to review construction, or should Moore Engineering Company at the direction of the Client for any reason not perform construction review during the full period of construction, Moore Engineering Company shall not have the ability to perform a complete service. In such a case, the Client waives any claim against Moore Engineering Company and agrees to indemnify, defend and hold Moore Engineering Company harmless for any claim or liability for injury or loss arising from problems during construction that allegedly result from findings, conclusions, recommendations, plans or specifications developed by Moore Engineering Company. The Client also agrees to compensate Moore Engineering Company for any time spent and expenses incurred by Moore Engineering Company in defense of any such claim, with such compensation based upon Moore Engineering Company's prevailing fee schedule and expenses reimbursement policy.

Dispute Resolution: Any claim or dispute between the Client and Moore Engineering Company shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator.

Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	
11/21/2016	MARTIN	BONNIE	ENROLLMENT RELATED - READY TO LEARN AIDE	Manic	5	180	9.28	For the 2016-17 school year only	5	Effective 11/7/16
11/21/2016	GREASER	LYDIA	ENROLLMENT RELATED - FLEX AIDE	Pequea	5	180	9.28	For the remainder of Semester 1 only	5	Effective 11/10/16. Tuesday and Thursday
11/21/2016	* JONES	RICHARD	ENROLLMENT RELATED - FLEX AIDE	Pequea	2.5	180	9.28	For the 2016-17 school year only	2.5	Effective 11/9/16. Wednesdays only
11/21/2016	* HASH	MARYANN	FOOD SERVICE	Manic	4	180	9.28	Permanent	4	Effective 11/14/16
11/21/2016	* DUNLAP	MARY LYNN	ENROLLMENT RELATED AIDE	Manicville	5	180	10.73	For the 2016-17 school year only	5	Rate change only, retro to 8/24/16
11/21/2016	* JONIEC	NICHOLAS	TECHNOLOGY SUPPORT SPECIALIST	Manor/Hamontight	8	261	\$20.13	Permanent	8	Effective 11/9/16
11/21/2016	KOSTELICH	GINA	HELP DESK	High School	8	261	\$28.16	Permanent	8	Effective 12/1/16
11/21/2016	BILLMAN	CHAD	SYSTEMS ENGINEER	High School	8	261	\$32.13	Permanent	8	Effective 12/1/16
11/21/2016	JONIEC	NICHOLAS	TECHNOLOGY SUPPORT SPECIALIST	Manor/ Hambright	8	261	\$22.74	Permanent	8	Effective 12/1/16
11/21/2016	SAUDERS	JASON	TECHNOLOGY SUPPORT SPECIALIST	Manicville/Pequea	8	261	\$25.86	Permanent	8	Effective 12/1/16
11/21/2016	MOSS	NATHANIEL	TECHNOLOGY SUPPORT SPECIALIST	Central Manor/Lenort	8	261	\$22.74	Permanent	8	Effective 12/1/16
11/21/2016	WISMAN	ZACHARY	TECHNOLOGY SUPPORT SPECIALIST	Conestoga/Eshleman/Mantic	8	261	\$23.23	Permanent	8	Effective 12/1/16
11/21/2016	LAGUNAS	ALEJANDRO	TECHNOLOGY SUPPORT SPECIALIST	High School	8	261	\$26.44	Permanent	8	Effective 12/1/16
11/21/2016	FOSTER	SHELBA J	TRAINING SPECIALIST	High School/Manor/Manticville	8	261	\$29.89	Permanent	8	Effective 12/1/16
11/21/2016	* SHENENBERGER	BETH	HUMAN RESOURCES ASSISTANT	District Office	8	261	\$25.14	Permanent	8	Effective 12/1/16

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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

TENURE STATUS

November 21, 2016 School Board Meeting

The administrative staff is recommending the following individuals be granted tenure as they have completed three years of satisfactory teaching performance within the school district:

Lisa M. Angelucci

Christina A. Beard

Joshua R. Bressler

Karen A. Devenburgh

Amy C. Flores

Amber Lorien Gilbert

Emily N. Hohenwarter

Molly S. Miller

Eric C. Urban

Drew A. Wilson

Catherine M. Zalit