

Agenda – Committee of the Whole
Penn Manor School District
Monday, November 6, 2017
Manor Middle School – Board Room

EXECUTIVE SESSION

6:00

Personnel (4B - Leaves, 4D - Resignations)

6:35

Student Matter (3A - Judicial Review, 3C – Tuition Student)

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, November 20, 2017 at 7:00 p.m. in the Board Room of the Manor Middle School.

ANNOUNCEMENT:

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

ROLL CALL:

APPROVAL OF MINUTES:

October 16, 2017

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

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

INTRODUCTION OF NEW TEACHER – Dr. Shaffer

Item 1.

(7:15-7:25)

Introduction of New Head Swim Coach – Mr. Roth

Eric Urban – Head Swim Coach

Information Only

Item 2.
(7:25-7:35)

Purchase of Real Estate – Dr. Leichliter

Explanation: Review of Sales Agreement and Resolution Authorizing Property Acquisition by Condemnation or Purchase for 66 E. Cottage Ave, Millersville, PA

Approval for Placement on the November 6, 2017 voting agenda

Item 3.
(7:35 – 8:05)

Update on High School Renovation - Mr. Levato

Explanation: Mr. Levato will review the current high school renovation plans with the School Board.

Information Only

Item 4.
(8:05-8:20)

Update on AP Coursework & ATTOLLO – Dr. Gale

Explanation: Dr. Gale will provide an update on AP Seminar, other Advanced Placement courses, and the ATTOLLO program.

Information Only

Item 5.
(8:20-8:30)

Quarterly Update on Superintendent Goals – Dr. Leichliter

Explanation: Dr. Leichliter will give a periodic update on the goals developed by the Board of School Directors as part of his yearly evaluation process.

Information Only

Item 6.
(8:30 – 8:40)

2016-2017 Preliminary Audit Update – Mr. Johnston

Explanation: Mr. Johnston will review preliminary numbers from the 2016-2017 audit and discuss fund balance implications.

Information Only

Item 7.
(8:40-8:50)

Committed Fund Balances – Mr. Johnston

Explanation: The board is presented an opportunity to commit fund balances during the budget process and during the audit process. As uncommitted funds are limited to 8% of expenditures, fund balances are examined every fall to ensure compliance.

Approval for Placement on the November 6, 2017 voting agenda

Item 8. (8:50 – 9:00)

2018-2019 Budget Update – Mr. Johnston

Explanation: Early discussion of the 2018-2019 budget as per the budget calendar.

Information Only

Item 9. (9:00-9:10)

Filing for Act 1 Exceptions – Mr. Johnston

Explanation: Discussion of potential Act 1 exceptions that could be sought by Penn Manor School District.

Information Only

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.

Agenda – School Board Meeting
Penn Manor School District
Monday, November 6, 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, November 20, 2017 following the Committee of the Whole meeting.

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

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: October 16, 2017
<http://www.pennmanor.net/boardminutes/>

SUPERINTENDENT’S REPORT:

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

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

A. Committed Fund Balance - The Resolution for Commitment of June 30, 2017 Fund Balance (see page 4)

- B. Resolution Authorizing Property Acquisition by Condemnation or Purchase (see page 5)
- C. Sales Agreement for Purchase of 66 E. Cottage Avenue, Millersville, PA (see pages 6-12)

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

- A. Judicial Review Committee Action as cited (enclosure)
- B. Tax Exoneration as cited (see page 13)
- C. Tuition Student
Approval of Adam Harman as per Policy 202 related to high school seniors
- D. Approval and submission of PlanCon Part K Project Refinancing of 2013A and 2014 Bonds, to the Pennsylvania Department of Education (see pages 14-16).

Explanation: Plancon Part K is necessary when a reimbursable bond issue is refunded. The recent 2017 General Obligation Bond, Series of 2017 refunded the GOB Series of 2013A and 2014.

- E. Approval to submit PlanCon Part J Hambright Elementary School Project 3677 to the Pennsylvania Department of Education (see pages 17-27)

Explanation: Final accounting for the project is complete and Plancon J is required for the state to issue a final reimbursable percentage.

- F. Approval to submit PlanCon Part J Pequea Elementary School Project 3810 to the Pennsylvania Department of Education (see pages 28-35)

Explanation: Final accounting for the project is complete and Plancon J is required for the state to issue a final reimbursable percentage.

- G. JETS Club

Explanation: The high school administration is recommending the creation of an account for the JETS club in the Student Activity Fund. The advisor of the proposed club will be Kyle Bulicz.

- H. Change Orders - Conestoga Elementary School (see page 36)

Change Order 2 – Deduct \$26,962 The Farfield Company
Deduct \$31,350 Unit Price Allowance
Add \$1,717 Add Sewage Pump Alarm
Add \$2,671 Add ADA Buttons at front entrance

- I. Trane Service Field Quotation - \$5,766 to brush condenser tubes on the High School chiller (see page 37)

J. Job Description – Maintenance – Generalist (see pages 38-39)

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 page 40).

B. Leave to the following individuals according to the terms listed:

Professional Employees:

*Employee G20 - Family Medical - September 11, 2017 – December 3, 2017
[Revised from July 17, 2017 board agenda]*

Employee G21 - Family Medical - March 12, 2018 – May 4, 2018

*Employee G22 – Family Medical - November 13, 2017 – February 9, 2018
[Revised from September 5, 2017 board agenda]*

*Employee G23 - Family Medical - October 30, 2017 – December 3, 2017;
Child Rearing - December 4, 2017 – end of the 2017-2018 school year
[Revised from October 16, 2017 board agenda]*

Employee G24 - Family Medical - September 25, 2017 – December 17, 2017

C. Winter Coaches as listed (see page 41)

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

James Campbell, Maintenance, District, effective 11/9/17

Jennifer Rivera, Health Room Assistant - LPN, Pequea, effective 10/30/17

Charlotte Ney, Classified Building Sub, District, effective 10/9/17

E. Middle School Tutors for the 2017-2018 school year at a rate of \$33.00 per hour.

Maricia Kligge

Connie Jackson

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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- 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
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 (\$2,000,000), future capital projects (\$6,425,562) 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 6th day of November, 2017.

PENN MANOR SCHOOL DISTRICT

Attest: _____
Board Secretary

PENN MANOR SCHOOL DISTRICT

Resolution Authorizing Property Acquisition by Condemnation or Purchase

Background. Penn Manor School District wishes to acquire the land, building, and improvements located at 66 East Cottage Avenue, Millersville Borough, Pennsylvania ("Property").

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

1. The Board authorizes acquisition of the Property by condemnation or purchase.
2. The School District officers, business manager and superintendent are authorized and directed to execute and deliver all documents and to take whatever other action may be necessary or appropriate in order to complete the acquisition of the Property by condemnation or negotiated purchase, including conveyance by deed in lieu of condemnation, in accordance with the intent of this resolution.
3. The Agreement for Sale in lieu of Condemnation of Real Estate in form as presented to the School Board, and the execution of such agreement by School Board President, or other officer of the School District, is hereby ratified, confirmed, and approved.
4. All other actions taken by School District officers to date in connection with the acquisition of the Property are ratified, confirmed and approved.
5. The School District officers, business manager and superintendent are authorized and directed to take any other action necessary or appropriate to complete the acquisition of the Property in accordance with the intent of this resolution.

Adopted this 6th day of November, 2017.

PENN MANOR SCHOOL DISTRICT

ATTEST: _____
Secretary

By: _____
President

Agreement for Sale in lieu of Condemnation of Real Estate

Glenda Caren Koehler, through her court appointed guardian of the person and estate, ElderCare Solutions, Inc., (hereinafter called "Seller") agrees to sell and convey to Penn Manor School District (hereinafter called "Buyer") and Buyer agrees to purchase, on the terms hereafter stated, the following real estate in Lancaster County, Pennsylvania (hereafter called "Premises") by deed in lieu of condemnation:

An approximately .62 acre tract of land and all improvements thereon located in Millersville Borough, Lancaster County, Pennsylvania, and being the area depicted on the deed attached as Exhibit "A" as identified as Account Number 440-88804-0-000 and Deed reference 5296575.

1. Price. The purchase price shall be Ninety Thousand Dollars (\$90,000) payable in funds acceptable to Seller at settlement.

2. Special Provisions. The following condensed special terms printed in this Paragraph 2 for convenience, are amplified or restricted by, and are to be construed with, the more detailed provisions on subsequent pages of this Agreement:

(a) Real estate transfer taxes to be apportioned on a fiscal year basis; 50% to each party

(b) Special fixture inclusions: none

(c) Special fixture exclusions: none

(d) The Premises are not subject to any leases.

3. Settlement.

(a) Settlement shall be made on or before **December 31, 2017**, (unless some later time shall hereafter be mutually agreed upon after Seller approves the required court approval as hereinafter required). Formal tender of deed and purchase money are waived.

(b) Possession shall be given by Seller to Buyer at settlement

4. Title.

(a) Seller shall convey to Buyer by special (or "fiduciary," if applicable) warranty deed, good and marketable fee simple title to the Premises or title insurable at regular rates by title insurance company of Buyer's choice, free of all liens and encumbrances not excepted herein, but subject to existing zoning and land subdivision ordinances and other governmental regulations.

(b) This sale (and the above-stated price), includes all:

(i) Buildings, improvements, rights, privileges, appurtenances and damages due or to become due from exercise of any power of eminent domain either prior to the date hereof or prior to settlement.

(ii) Trees, shrubbery, flowers and/or plants in ground, now on or pertaining to the Premises;

Seller warrants title, free of liens or security agreements, to the foregoing personal property or "fixture" items, which warranty shall not be extinguished by settlement.

5. Risk and Insurance.

(a) At settlement, the Premises and all appurtenant property shall be in substantially the same condition as at present, except for (i) ordinary reasonable wear and tear, (ii) damage of any kind for which full or partial recovery may be had under the Seller's or Buyer's insurance, (iii) damage which occurs after possession has been given to Buyer, or (iv) any taking by eminent domain.

(b) Neither damage by any casualty insured against by Buyer or Seller nor any taking by eminent domain shall avoid, impair or delay Buyer's obligation to make settlement hereunder; but in partial mitigation of this risk to Buyer, Seller agrees to continue in force Seller's present property and casualty insurance until delivery of deed or possession to Buyer (whichever shall first occur), and in case of loss, will credit on account of the Purchase Price at Settlement, any insurance collected or collectible (either by Seller or any mortgagee or other loss-payee) therefor and in the case of taking by eminent domain, will credit on account of the Purchase Price at Settlement, any award of compensation for the taking. If Buyer considers Seller's insurance inadequate in amount or type, or if Buyer takes possession before Settlement, Buyer should, at its own expense, procure such additional amounts, types and/or policy/ies of insurance as it may deem prudent to protect its risk.

6. Seller's Representations.

Seller represents and warrants to Buyer that:

Except as may be noted to the contrary at the end of this Paragraph:

(i) There are no pending unsettled eminent domain proceedings and no appropriations by filing of State Highway plans in the Recorder's Office affecting the Premises, of which the Seller has knowledge;

(ii) No part of the Premises is, or at settlement will be, subject to any currently-used or enforceable easement for any underground electric or telephone cable or sewer, gas or water pipe serving other than these Premises, any petroleum products pipeline or public storm sewer, or any other easement which is not apparent upon

reasonable physical inspection;

(iii) No present use or condition of the Premises violates any enforceable building or use restriction in the chain of title; and

(iv) No assessment for any public improvement has been made against the Premises which remains unpaid and no work has been commenced on any public improvement being financed on an assessment basis on, adjacent to or benefiting the Premises, of which Seller has knowledge, and no notice or order has been received by Seller or his agent from any governmental authority requiring the doing of work or correction of conditions on the Premises, which has not been complied with, or with respect to which agreement is not made in a subsequent Paragraph hereof as to time, cost and/or burden (as between Seller and Buyer) of compliance, or as to noncompliance, appeal procedures, etc.

7. Apportionments, Assessments, Government Orders & Miscellaneous Costs.

(a) Sewer and water rents shall be apportioned to date of settlement or prior to delivery of possession. To the extent applicable, realty transfer taxes and annual real estate taxes shall be paid or apportioned as stated in Paragraphs 2(a); provided, however, the parties intend to structure the transfer as a deed to the School District in lieu of condemnation. Such a transaction is exempt from realty transfer taxes under 72 P.S. § 8102.c.3.

(b) Preparing, obtaining and/or recording releases or other documents reasonably required by Buyer's attorney or title insurer to make Seller's title good and marketable or insurable at regular rates, shall be provided and/or paid for by Seller.

(c) Preparation of deed (and mortgage and bill of sale for personal property, if any), examination of title, title insurance at regular rates, title company services or settlement fees, (whether purported to be billed against Buyer or Seller), and any surveys desired by Buyer, whether or not necessary for furnishing legally adequate description, shall be paid by Buyer. Any escrow fees shall be paid by the party for whose account the escrow is required.

(d) Buyer will be responsible for assessments for public improvement commenced and for connection fees and installation charges for any municipally required sewer or water connections to or on the Premises made, after the date of this Agreement. Work or correction of conditions required by any governmental authorities by orders issued after the date of this Agreement shall be performed by, and at the cost of, Seller if of minor and/or temporary nature; but if of substantial nature, and of longer-term benefit to the Premises continuing after settlement date, Seller and Buyer shall negotiate concerning compliance or appeal proceedings and by whom, when (within times permitted by the governmental orders or appeal procedures) and at whose cost, required work shall be performed. If Seller does not fully comply with such orders, and the parties fail to agree on these matters to be negotiated prior to settlement date, either party, by at least fourteen (14) days' written notice to the other, may rescind this Agreement, after which all further obligation of this Agreement on both parties shall terminate.

8. Rescission, Defaults: Time of Essence.

(a) If either party shall default in performing any act herein required of him by the date/s specified therefor, the other party, by written notice to him at or after such default, may fix a deferred time, not less than fourteen (14) days distant, for performance of the defaulted act, and may make performance by such deferred date "of the essence of the contract."

(b) If Seller is unable to give title as provided in Paragraph 4(a), Buyer may elect either (i) to take such title as Seller can give, or (ii) to require Seller to return to Buyer all payments, including any note/s theretofore made to Seller on account of the Purchase Price, and to reimburse Buyer for all costs of searching title, appraisals, inspections and preparation of deed, mortgage, surveys and other settlement papers, which Buyer reasonably may have incurred upon which return and payment all further obligation of this Agreement on both parties shall terminate.

9. Contingencies. The provisions of this Agreement notwithstanding, this Agreement, and Buyer's obligations to make settlement hereunder, are subject to the following conditions:

(a) Buyer shall obtain a title report, showing to Buyer's satisfaction, that there are no buildings, use or other restrictions that would, in Buyer's judgment, interfere in any way with or preclude Buyer's ability to develop or use the Premises for school district purposes.

(b) Buyer shall obtain assurance satisfactory that there are no zoning or other governmental regulations or restrictions affecting the Premises which would interfere in any way without preclude Buyer's ability to develop or use the Premises for school district purposes. This includes, but is not limited to, use, coverage, setback and height restrictions. If necessary in Buyer's judgment, Buyer may apply for a special exception or any appropriate variances. Seller will cooperate fully with Buyer in this process.

(c) Buyer shall determine, with such input from its architect, engineers or other professionals as it deems appropriate, the following:

(i) that there is no environmental or pollution on the Premises; and

(ii) That the Premises are suitable in all other ways for Buyer's ability to develop or use the Premises for school district purposes.

(d) Buyer shall obtain all governmental approvals required to enable Buyer to purchase the Premises and develop and use the Premises for school district purposes.

(e) Buyer's obligation to close on purchase of the Premises is conditioned on formal and lawful approval by the Penn Manor School District Board of School Directors (the "Board") of Buyer's execution of this Agreement for Sale and of Buyer's closing on the purchase of the Premises in accordance with and under the terms and conditions of this Agreement. The approval of the Agreement for Sale is expected to be considered at the Board's public meeting to be held on November 6, 2017. The approval of the closing will be rendered after Buyer determines all conditions have been met, and Buyer takes other necessary and appropriate steps.

(f) Seller shall obtain court approval of the sale by the Court of Common Pleas of Lancaster County in accordance with 20 Pa.C.S.A. Section 5536, et seq. Seller shall proceed with due diligence to obtain such approval.

10. Waiver of Conditions. Buyer shall have the option of waiving any of the conditions to its obligation to settle contained herein.

11. Settlement. Settlement shall be held on a date mutually agreed upon by Buyer and Seller before December 31, 2017, or such other time as mutually agreed to by both parties.

12. Buyer's Right of Access. Until settlement, Buyer shall have the right through its agents, servants, employees, or independent contractors, to enter upon the Premises for the purpose of conducting surveys or appraisals or conducting such other inspections as Buyer deems necessary or appropriate.

13. Building Restrictions. Seller represents to Buyer that Seller has taken no action to establish building or use restrictions applicable to the Premises which would interfere with or preclude Buyer's ability to develop or use the Premises for school district purposes, and Seller covenants not to take any such action prior to settlement.

14. Seller and Buyer Diligence, Cooperation and Covenants; Buyer Remedies. Buyer and Seller will proceed as expeditiously as possible to perform all responsibilities under this Agreement. Seller shall not take any action inconsistent with this Agreement. If Seller is unable to give title as provided in Paragraph 4(a) as a result of actions taken by Seller after the date of this Agreement, Buyer may pursue and exercise any and all remedies provided by law to redress Seller's breach of this Agreement.

15. Discretion. As to any matter in this Agreement that requires Buyer's agreement or judgment, or that requires a matter or event to be satisfactory to Buyer, such agreement or judgment or satisfaction shall be determined by Buyer in its sole discretion.

16. Expenses. Unless stated otherwise in this Agreement, the parties specified in this Agreement to have responsibility for a particular obligation shall bear the entire expense of performing that obligation.

17. Commission. The parties agree that no real estate commission is due to any broker as a result of the sale of the Premises.

18. Failure or Completion of Settlement.

(a) If settlement is not completed on or before the date specified in Paragraph 11 due to the failure of one or more of the conditions specified in Paragraph 9, this Agreement shall be terminated, in Buyer's sole discretion, null and void. If settlement is not completed as a result of Seller's breach of this Agreement, Buyer shall have all of the remedies available at law or in equity. If settlement is not completed by Buyer for any reason other than Seller's breach of its obligations under this Agreement or the failure of any of the conditions specified in Paragraph 9

to be satisfied, Seller shall be entitled to keep any tendered deposit as a payment in the nature of liquidated damages, and notwithstanding anything to the contrary contained in this Agreement, this shall be Seller's exclusive remedy and this Agreement shall be terminated null and void and Buyer shall have no further liability or obligation to Seller hereunder.

(b) If Buyer determines that the conditions of Paragraph 9 have been satisfied (or if Buyer elects to waive the conditions of Paragraph 9), and elects to proceed to settlement, Seller shall have the obligation to proceed to settlement on the date selected by Buyer.

19. Miscellaneous.

(a) The obligations of each person collectively identified as the "Seller" shall be joint and several with all other persons identified as the "Seller".

(b) All covenants and duties of the parties hereunder shall survive settlement, except such as are performed at settlement.

(c) All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given if hand delivered or mailed, postage prepaid, certified mail, return receipt requested, to the parties at their address specified at the beginning of this Agreement, or to such other address of which either party shall have notified the other in writing.

(d) The paragraph headings have been inserted for convenience of reference only, and are not to be construed as a part of this Agreement.

(e) This Agreement supersedes and replaces all prior negotiations and any other agreement or agreements, oral or written, concerning the subject matter of this Agreement. This Agreement constitutes the entire agreement between the parties and shall not be amended or changed in any manner, except by amendment in writing, signed by both parties. Unless otherwise specified herein, this Agreement shall be binding on, and shall inure to the benefit of both parties, their respective representatives, heirs, successors and assigns.

(f) This Agreement shall not be assignable by either party without the written consent of the other.

(g) The parties acknowledge and agree that this Agreement is executed in lieu of condemnation by the Buyer under its power of eminent domain.

(h) Prior to settlement, Seller agrees to cooperate with Buyer in applying for and obtaining permits with the Millersville Borough and the Historic Commission to demolish the Premises.

IN WITNESS WHEREOF, this Agreement is executed on the latest date indicated below.

BUYER:

Penn Manor School District;

By: _____ Date: _____
J. Kenneth Long, Board President

SELLER:

Guardian of Estate and Person of Glenda Caren Koehler, ElderCare Solutions, Inc.

By: _____ Date: _____
Seth Neitz

PENN MANOR SCHOOL DISTRICT - NOVEMBER 6, 2017
 REALTY TRANSFER TAX REFUND

<u>BILL NO.</u>	<u>OWNER NAME</u>	<u>TAX PARCEL</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
CONESTOGA TOWNSHIP					
N/A	SHERMAN THOMAS ISAAC	1203613400000	Duplicate Recording	N/A	\$ 4,875.50
PEQUEA TOWNSHIP					
N/A	JAY B KNEISLEY JR & AMANDA J KNEISLEY	5102855200000	Tax Exempt - Parent to Child Transfer	N/A	\$ 1,470.00

DISTRICT/CTC: Penn Manor School District COUNTY: Lancaster
FINANCING NAME: General Obligation Bonds, Series of 2017

The underwriter for this refinancing is: RBC Capital Markets, LLC
Name of Firm/Company

The person to be contacted if there are any questions about Series of 2017 is:
Olivia Sweigart, Analyst, Municipal Finance 717-519-6095 717-519-6120
Underwriter's Name and Position Phone Number Fax Number

The underwriter's address is: 2101 Oregon Pike Lancaster, PA 17601

The underwriter's e-mail address is: olivia.sweigart@rbccm.com

The school administrator to be contacted if there are any questions about Part K is:
Christopher L. Johnston 717-872-9500 ext 2237 717-872-9505
District/CTC Administrator's Name and Position Phone Number Fax Number

The school administrator's e-mail address is: chrisj@pennmanor.net

Signature, Board Secretary	Board Secretary's Name Printed or Typed
Penn Manor School District, PO Box 1001, Millersville, PA 17551	11/6/2017
District/CTC Address	Date

REFINANCING TRANSACTION EXPLANATION						
District/CTC: Penn Manor School District		Financing Name: General Obligation Bonds, Series of 2017				
Complete a separate information block for each bond series included in this PlanCon Part X submission. Enter "Not Applicable" or "N/A" if the information doesn't apply.						
Refunding Issues/Notes/Loans (ex. GOB, Refunding Series of 2005)	Issues/Notes Refunded, Refinanced or Restructured (ex. GOB, Series A of 2000)	PDE Lease Number	Partial or Full Refunding	Current or Advance Refunding	New Money ≥ \$10,000 (Indicate Yes PDE Project Number and Building or No) Name Funded by New Money	
GO Bonds, Series of 2017	GO Bonds, Series of 2014		Full	Advance	NO	
	GO Bond, Series A of 2013 (NR)		Full	Current		
NOTES:						
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NOTES:						
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SUMMARY OF SOURCES AND USES OF FUNDS		
District/CTC: Penn Manor School District	Financing Name: General Obligation Bonds, Series of 2017	Closing Date: 10/11/2017
REPORT TO THE PENNY - DO NOT ROUND		
	SERIES 2017	SERIES
SOURCES:		
Bond Issue (Par)	\$11,945,000.00	
Original Issue Discount/Premium	1,696,034.45	
Accrued Interest		
Cash Contribution by District		
Unallocated Funds from Bond Issues Being Refunded		
Other Sources of Funds (Specify)		
1. _____		
2. _____		
3. _____		
4. _____		
TOTAL - Sources of Available Funds	\$13,641,034.45	
USES:		
Purchase of Investments/Escrow	\$8,814,204.59	
Cash for Current Refunding	4,662,051.59	
Issuance Costs:		
1. Underwriter Fees	104,518.75	
2. Bond Insurance		
3. Bond Counsel	18,500.00	
4. School Solicitor	5,000.00	
5. Financial Advisor		
5. Paying Agent/Trustee Fees and Expenses	500.00	
7. Printing	8,750.00	
8. Rating Fee	16,500.00	
9. Verification Report	3,000.00	
10. Computer Fees		
11. CUSIP	428.00	
12. Internet Auction Fee		
13. Escrow Agent		
14. Disclosure Counsel & DAC Fee	4,162.50	
15. _____		
Total - Issuance Costs	\$161,359.25	
Accrued Interest		
Capitalized Interest		
Surplus Monies or Cash to School District		
Other Uses of Funds (Specify)		
1. Sinking Fund Deposit	3,419.02	
2. _____		
TOTAL - USES OF AVAILABLE FUNDS	\$13,641,034.45	

**PART J: PROJECT ACCOUNTING BASED ON FINAL COSTS
BOARD TRANSMITTAL**

DISTRICT/CTC: Penn Manor COUNTY: Lancaster
PRJT BLDG NAME: New Hambright Elementary School PROJECT #: 3677

ALL PRJTS PAGE #

<u>X</u>	J02-J03	Project Accounting Based on Final Costs
<u>X</u>	Add't Costs	Additional Project Costs
<u>X</u>	J04	Financial Report
<u>X</u>	J05	Certificate of Architect
<u>X</u>	J06	Financial Information Certification
<u>X</u>		Independent Auditor's Report
		Final Just Compensation Award or Settlement Sheet
		(for properties acquired through condemnation)
		U.S. Green Building Council's Leadership in Energy
		and Environmental Design Green Building Rating System
		(LEED-NC™) Silver, Gold or Platinum certification (if applicable)
		Green Building Initiative's two, three or four Green Globes™
		certification (if applicable)

*** TO BE COMPLETED ONLY IF DIRECTED BY PDE ***

J07-J12 Final Project Costs - Detail

The individual or firm independently contracted by the district/CTC to prepare this information to be contacted if there are any questions about Part J:

John Casey (814)237-6393
Independent Preparer's Name and Position Phone Number Fax Number
The independent preparer's e-mail address is: jvcirish@comcast.net

CERTIFICATION BY SCHOOL DISTRICT/CTC

The district/CTC administrator to be contacted about Part J:

Christopher L. Johnston, Business Manager 717-872-9500 ext2237 717-872-9505
District/CTC Administrator's Name and Position Phone Number Fax Number

The district/CTC administrator's e-mail address is: chrisj@pennmanor.net

This certifies that the attached materials were approved for submission to the Pennsylvania Department of Education by board action.

BOARD ACTION DATE: _____

VOTING: AYE _____ NAY _____ ABSTENTIONS _____ ABSENT _____

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

District/CTC Address

Date

PROJECT ACCOUNTING BASED ON FINAL COSTS (1 of 2)
FOR THE PERIOD 03/2013 TO 08/2015

District/CTC: Penn Manor		Project Name: New Hambright Elementary School		Project #: 3677
PROJECT COSTS		NEW	EXISTING	TOTAL
A. STRUCTURE COSTS (include site development)				
1. General (Report costs for sanitary sewage disposal on Line E-1.)		\$11,465,763		\$11,465,763
2. Heating and Ventilating		\$2,753,779		\$2,753,779
3. Plumbing (Report costs for sanitary sewage disposal on Line E-1.)		\$721,149		\$721,149
4. Electrical		\$1,755,880		\$1,755,880
5. Asbestos Abatement (J10, line B-3)		X X X X X X		
6. Building Purchase Amount		X X X X X X		
7. Other * (Exclude Test Borings and Site Survey) (Use PlanCon-J-Add't Costs page if necessary.)				
a. Fire Protection		\$495,500		\$495,500
b. Technology		\$575,156		\$575,156
c. _____				
d. _____				
e. PlanCon-J-Add't Costs, Total				
A-1 to A-7 - Subtotal		\$17,767,227		\$17,767,227
8. Construction Insurance				
a. Owner Controlled Insurance Program on Structure Costs (Exclude asbestos abatement, building purchase and other structure costs not covered by the program)				
b. Builder's Risk Insurance (if not included in primes)				
c. Construction Insurance - Total				
9. TOTAL-Structure Costs (A-1 to A-7-Subtotal plus A-8-c)		17,767,227		17,767,227
B. ARCHITECT'S FEE				
1. Architect's/Engineer's Fee on Structure		\$1,349,905		\$1,349,905
2. EPA-Certified Project Designer's Fee on Asbestos Abatement		X X X X X X X X X X X X		
3. TOTAL - Architect's Fee		\$1,349,905		\$1,349,905
C. MOVABLE FIXTURES AND EQUIPMENT				
1. Movable Fixtures and Equipment		\$411,071		\$411,071
2. Architect's Fee				
3. TOTAL - Movable Fixtures & Equipment		\$411,071		\$411,071
D. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES AND EQUIPMENT - TOTAL (A-9 plus B-3 and C-3)		\$19,528,203		\$19,528,203
E. SITE COSTS				
1. Sanitary Sewage Disposal General & Plumbing		\$59,500		\$59,500
2. Sanitary Sewage Disposal Tap-In Fee and/or Capacity Charges				
3. Owner Controlled Insurance Program/Builder's Risk Insurance on Sanitary Sewage Disposal				
4. Architect/Engineer's Fee for Sanitary Sewage Disposal				
5. Site Acquisition Costs			X X X X X X	
a. Gross Amount Due from Settlement Statement or Just Compensation		\$5,375,000	X X X X X X X X X X X X	\$5,375,000
b. Real Estate Appraisal Fees		\$4,150	X X X X X X	\$4,150
c. Other Related Site Acquisition Costs		\$6,185	X X X X X X	\$6,185
d. Site Acquisition Costs - Total		\$5,385,335	X X X X X X	\$5,385,335
6. TOTAL - Site Costs		\$5,444,835		\$5,444,835
F. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES & EQUIPMENT, AND SITE COSTS - TOTAL (D plus E-6)		\$24,973,038		\$24,973,038

* - Type "No Fee" beside each item for which no design fee is charged.

PROJECT ACCOUNTING BASED ON FINAL COSTS (2 of 2)
FOR THE PERIOD 03/2013 TO 08/2015

District/CTC: Penn Manor	Project Name: New Hambright Elementary School	Project #: 3677
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ROUND FIGURES TO NEAREST DOLLAR

PROJECT COSTS (CONT.)				TOTAL
G. ADDITIONAL CONSTRUCTION-RELATED COSTS				
1. Project Supervision (inc. Asbestos Abatement Project Supervision)				See J03(2)
2. Construction Manager Fee and Related Costs				
3. Total Demolition of Entire Existing Structures & Related Asbestos Removal to Prepare Project Site for Construction of New Building and Related AHERA Clearance Air Monitoring and EPA-Certified Project Designer's Fee on Asbestos Abatement (Exclude costs for partial demolition.)				
4. Architectural Printing				
5. Test Borings				
6. Site Surveys				See J03(2)
7. Other (Attach PlanCon-J-Add't Costs page if needed.)				
a. _____				
b. _____				
c. Plan-J-Add't Costs, Total				See J03(2)
8. TOTAL - Additional Construction-Related Costs				
H. FINANCING COSTS	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	X X X X X X
FOR THIS PROJECT ONLY	SERIES OF 2010	SERIES OF 2012	SERIES OF 2014	X X X X X X
(EXCLUDE ACCRUED INTEREST)				
1. Underwriter Fees	\$21,842	\$80,009	\$66,127	See J03(2)
2. Legal Fees	\$4,487	\$30,051	\$15,848	See J03(2)
3. Financial Advisor				
4. Bond Insurance				
5. Paying Agent/Trustee Fees and Expenses	\$166	\$497	\$453	See J03(2)
6. Capitalized Interest				
7. Printing	\$1,535	\$8,697	\$7,924	See J03(2)
8. CUSIP & Rating Fees	\$1,544	\$8,682	\$8,559	See J03(2)
9. Other				
a. Sinking Fund	\$419	\$3,503		See J03(2)
b. Fees for Bond Counsel	\$236			See J03(2)
10. TOTAL-Financing Costs	\$30,228	\$131,439	\$98,911	See J03(2)
I. TOTAL PROJECT COSTS (F plus G-8 plus H-10)				See J03(2)
REVENUE SOURCES	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	TOTAL
(EXCLUDE ACCRUED INTEREST)	SERIES OF 2010	SERIES OF 2012	SERIES OF 2014	
J. AMOUNT FINANCED FOR THIS PROJECT ONLY	\$2,496,262	\$9,143,824	\$7,557,394	See J03(2)
K. ORIGINAL ISSUE DISCOUNT/ PREMIUM FOR THIS PROJECT ONLY		\$377,923	\$699,594	See J03(2)
L. INTEREST EARNINGS FOR THIS PROJECT ONLY	\$7,014	\$8,575	\$3,422	See J03(2)
M. BUILDING INSURANCE RECEIVED				
N. PROCEEDS FROM SALE OF BUILDING OR LAND				
O. LOCAL FUNDS - CASH (SEE INSTRUCTIONS)				
P. OTHER FUNDS (PROVIDE DESCRIPTION ON SEPARATE SHEET)				
Q. TOTAL REVENUE SOURCES	REVENUES DO NOT EQUAL COSTS			

PROJECT ACCOUNTING BASED ON FINAL COSTS (2 of 2)				
FOR THE PERIOD 03/2013 TO 08/2015				
District/CTC: Penn Manor	Project Name: New Hambright Elementary School		Project #: 3677	
ROUND FIGURES TO NEAREST DOLLAR				
PROJECT COSTS (CONT.)				TOTAL
G. ADDITIONAL CONSTRUCTION-RELATED COSTS				
1. Project Supervision (inc. Asbestos Abatement Project Supervision)				\$15,000
2. Construction Manager Fee and Related Costs				
3. Total Demolition of Entire Existing Structures & Related Asbestos Removal to Prepare Project Site for Construction of New Building and Related AHERA Clearance Air Monitoring and EPA-Certified Project Designer's Fee on Asbestos Abatement (Exclude costs for partial demolition.)				
4. Architectural Printing				
5. Test Borings				
6. Site Surveys				\$12,500
7. Other (Attach PlanCon-J-Add't Costs page if needed.)				
a. _____				
b. _____				
c. Plan-J-Add't Costs, Total				\$433,227
8. TOTAL - Additional Construction-Related Costs				\$460,727
H. FINANCING COSTS	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	X X X X X X
FOR THIS PROJECT ONLY	SERIES OF J03	SERIES OF Cash	SERIES OF _____	X X X X X X
(EXCLUDE ACCRUED INTEREST)				
1. Underwriter Fees	\$167,978			\$167,978
2. Legal Fees	\$50,386			\$50,386
3. Financial Advisor				
4. Bond Insurance				
5. Paying Agent/Trustee Fees and Expenses	\$1,115			\$1,115
6. Capitalized Interest				
7. Printing	\$18,156			\$18,156
8. CUSIP & Rating Fees	\$18,785			\$18,785
9. Other				
a. Sinking Fund	\$3,922			\$3,922
b. Fees for Bond Counsel	\$236			\$236
10. TOTAL-Financing Costs	\$260,578			\$260,578
I. TOTAL PROJECT COSTS (F plus G-8 plus H-10)				\$25,694,343
REVENUE SOURCES	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	TOTAL
(EXCLUDE ACCRUED INTEREST)	SERIES OF J03	SERIES OF Cash	SERIES OF _____	
J. AMOUNT FINANCED	\$19,197,480	\$5,400,335		\$24,597,815
FOR THIS PROJECT ONLY				
K. ORIGINAL ISSUE DISCOUNT/ PREMIUM FOR THIS PROJECT ONLY	\$1,077,517			\$1,077,517
L. INTEREST EARNINGS	\$19,011			\$19,011
FOR THIS PROJECT ONLY				
M. BUILDING INSURANCE RECEIVED				
N. PROCEEDS FROM SALE OF BUILDING OR LAND				
O. LOCAL FUNDS - CASH (SEE INSTRUCTIONS)				
P. OTHER FUNDS (PROVIDE DESCRIPTION ON SEPARATE SHEET)				
Q. TOTAL REVENUE SOURCES				\$25,694,343

[illegible]

PLANCON-J-ADD'T COSTS

FINANCIAL REPORT FOR THE PERIOD 03/2013 TO 08/2015

District/CTC: Penn Manor		Project Name: New Hambricht Elementary School		Project #: 3677
	BOND ISSUE/NOTE SERIES OF 2010	BOND ISSUE/NOTE SERIES OF 2012	BOND ISSUE/NOTE SERIES OF 2014	TOTAL
A. TOTAL BOND ISSUE OR NOTE	\$10,570,000	\$9,200,000	\$8,345,000	\$28,115,000
B. ORIGINAL ISSUE DISCOUNT/ ORIGINAL ISSUE PREMIUM		\$380,245	\$772,503	\$1,152,748
C. TOTAL INTEREST EARNINGS ON ALL INVESTMENTS FOR ALL FUNDS (Exclude accrued interest and) capitalized interest)				
1. Construction Fund	\$29,701	\$8,627	\$3,779	\$42,107
2. Authority Fund				
3. Debt Service Fund				
4. Debt Service Reserve Fund				
5. Bond Redemption Fund				
6. Other: _____				
7. Other: _____				
8. TOTAL	\$29,701	\$8,627	\$3,779	\$42,107
D. BUILDING INSURANCE RECEIVED				
E. PROCEEDS FROM SALE OF BUILDING OR LAND				
F. LOCAL FUNDS - CASH				
G. OTHER: _____				
H. OTHER: _____				
I. TOTAL REVENUE SOURCES				See J03(2)
J. TOTAL PROJECT COSTS FOR THIS PLANCON PROJECT (J03, line I)				See J03(2)
K. FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (I minus J)				
DISPOSITION OF FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (Indicate the applicable bond issue.)				
Reimbursable Projects:				
<u>Project Building Name</u>	<u>PDE Project #</u>	<u>Amount Financed</u>	<u>Applicable Issue</u>	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
Nonreimbursable Projects:				
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
Other:				
_____	_____	_____	_____	
_____	_____	_____	_____	

FINANCIAL REPORT FOR THE PERIOD 03/2013 TO 08/2015

District/CRC: Penn Manor		Project Name: New Hambright Elementary School		Project #: 3677
	BOND ISSUE/NOTE SERIES OF J04	BOND ISSUE/NOTE SERIES OF Cash	BOND ISSUE/NOTE SERIES OF	TOTAL
A. TOTAL BOND ISSUE OR NOTE	\$28,115,000	\$5,400,335		\$33,515,335
B. ORIGINAL ISSUE DISCOUNT/ ORIGINAL ISSUE PREMIUM	\$1,152,748			\$1,152,748
C. TOTAL INTEREST EARNINGS ON ALL INVESTMENTS FOR ALL FUNDS (Exclude accrued interest and) capitalized interest)				
1. Construction Fund	\$42,107			\$42,107
2. Authority Fund				
3. Debt Service Fund				
4. Debt Service Reserve Fund				
5. Bond Redemption Fund				
6. Other: _____				
7. Other: _____				
8. TOTAL	\$42,107			\$42,107
D. BUILDING INSURANCE RECEIVED				
E. PROCEEDS FROM SALE OF BUILDING OR LAND				
F. LOCAL FUNDS - CASH				
G. OTHER: _____				
H. OTHER: _____				
I. TOTAL REVENUE SOURCES				\$34,710,190
J. TOTAL PROJECT COSTS FOR THIS PLANCON PROJECT (J03, line I)				\$25,691,843
K. FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (I minus J)				\$9,018,347
DISPOSITION OF FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (Indicate the applicable box ###)				
Reimbursable Projects:				
<u>Project Building Name</u>	<u>PDE Project #</u>	<u>Amount Financed</u>	<u>Applicable Issue</u>	
Central Manor	3526	\$7,579,929	2010	
Pequea Elementary	3810	\$539,315	2012-2014	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
Nonreimbursable Projects:				
_____	_____	_____	_____	
_____	_____	_____	_____	
Other:				
_____	_____	_____	_____	
_____	_____	_____	_____	

CERTIFICATE OF ARCHITECT

District/CTC: Penn Manor School District County: Lancaster

School Name: New Hambright Elementary School Project #: 3677

The bid opening date for the original General Contract was: 3/26/2013

As the architect of record for the above named school district/area vocational-technical school for said project, I certify to the best of my knowledge and belief that all construction work, including change orders and supplemental contracts, has been completed as of 2/2/2015 in an acceptable manner in accordance with the plans and specifications approved by the Pennsylvania Department of Education (and any approved changes thereto) and that all contractors, by virtue of said completion, may be paid all final monies due and owing on this project.



Signature, Architect

Thomas C. Crabtree

Architect's Name, Printed or Typed

Crabtree, Rohrbaugh & Associates

Architectural Firm Name

401 East Winding Hill Road, Mechanicsburg PA 17055

Architect's Address

5/30/2017

Date

For a project constructed and based on an approved school facility design published on the Department's School Design Clearinghouse, I further certify that the project was constructed based on an approved school facility design published on this clearinghouse.

Signature, Architect

Date

FINANCIAL INFORMATION CERTIFICATION

District/CTC: Penn Manor County: Lancaster
 School Name: New Hambright Elementary School Project #: 3677

I certify that the financial information on the schedules titled Project Accounting Based on Final Costs (pages J02 and J03), Financial Report (J04), and Final Project Costs - Detail (pages J07 to J12) for the above referenced school construction project is presented based on the following:

Financial information is reported based on the cash basis of accounting.

If costs were allocated to certain areas or contracts, describe the allocation method below (attach additional pages if needed):

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR 100% CASH PROJECT ONLY

Please provide information, by fiscal year, on the expenditure of project funds for a project fully funded by local funds. Cash projects are those projects for which the District/CTC has not incurred debt.

FY	PROJECT FUNDS ACTUALLY EXPENDED
_____	_____
_____	_____
_____	_____
TOTAL	_____

I certify that the project funds were actually expended in the fiscal years as reported above and I also certify that the District/CTC has not incurred debt to fund this project.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR PROJECT USING LOCAL FUNDS AS FINANCING SOURCE

Please provide information, by fiscal year, on the expenditure of project funds for a project using local funds as a financing source in addition to debt incurred.

FY	PROJECT FUNDS ACTUALLY EXPENDED
2005-2006	\$1,500,000
2006-2007	\$6,185
2009-2010	\$4,150
2010-2011	\$3,875,000
TOTAL	\$5,385,335

I certify that the project funds were actually expended in the fiscal years as reported above.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FINANCIAL INFORMATION CERTIFICATION

District/CTC: Penn Manor County: Lancaster
 School Name: New Hambright Elementary School Project #: 3677

I certify that the financial information on the schedules titled Project Accounting Based on Final Costs (pages J02 and J03), Financial Report (J04), and Final Project Costs - Detail (pages J07 to J12) for the above referenced school construction project is presented based on the following:

Financial information is reported based on the cash basis of accounting.

If costs were allocated to certain areas or contracts, describe the allocation method below (attach additional pages if needed):

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR 100% CASH PROJECT ONLY

Please provide information, by fiscal year, on the expenditure of project funds for a project fully funded by local funds. Cash projects are those projects for which the District/CTC has not incurred debt.

FY

PROJECT FUNDS
 ACTUALLY EXPENDED

 TOTAL

I certify that the project funds were actually expended in the fiscal years as reported above and I also certify that the District/CTC has not incurred debt to fund this project.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR PROJECT USING LOCAL FUNDS AS FINANCING SOURCE

Please provide information, by fiscal year, on the expenditure of project funds for a project using local funds as a financing source in addition to debt incurred.

FY

PROJECT FUNDS
 ACTUALLY EXPENDED

J06
 2012-2013
 2013-2014
 2014-2015
 TOTAL

\$5,385,335
 \$2,500
 \$8,125
 \$4,375
 \$5,400,335

I certify that the project funds were actually expended in the fiscal years as reported above.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date



724 South Atherton St. | Suite C | State College, PA 16801

P. 814.237.2009 | F. 877.427.5191

www.ronangroup.com

**INDEPENDENT AUDITOR'S REPORT
FOR THE PERIOD MARCH 2013 to AUGUST 2015**

SCHOOL DISTRICT: Penn Manor School District **COUNTY:** Lancaster

PROJECT NAME: New Hambright Elementary School **PROJECT NUMBER:** 3677

I have audited the accompanying schedules for Project Accounting Based on Final Costs (pages JO2 and JO3), and Financial Report (JO4) for the above referenced project. These schedules are the responsibility of the management of the above referenced school district.

I conducted the audit in accordance with generally accepted auditing standards. Those standards required that I plan and perform the audit to obtain reasonable assurance about whether the schedules referenced in the first paragraph are free of material misstatements. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the schedules. I believe that the audit provides a reasonable basis for the opinion.

The accompanying schedules were prepared for the purpose of complying with the Pennsylvania Department of Education's rules and regulations used to determine a project's final reimbursement and its permanent reimbursable percentage, and as described on Page JO6 the schedules were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In my opinion, the schedules referred to above present fairly, in all material respects, the cost incurred, revenues collected and available funds arising from cash transactions for the above referenced project on the basis of accounting and cost allocation methodology indicated on Page JO6.

This report is intended solely for the information and use of the board of directors and management of the above referenced school district and the Pennsylvania Department of Education and should not be used for any other purpose.



Signature, CPA

Timothy M Ronan, CPA The Ronan Group, P.C.
Firm Name

724 S. Atherton St, Ste C, State College, PA 16801
Address

10/25/17
Date

**PART J: PROJECT ACCOUNTING BASED ON FINAL COSTS
BOARD TRANSMITTAL**

DISTRICT/CTC: Penn Manor COUNTY: Lancaster
PRJT BLDG NAME: Pequesa Elementary School PROJECT #: 3810

ALL PRJTS PAGE #

<u>X</u>	J02-J03	Project Accounting Based on Final Costs
<u>X</u>	Add't Costs	Additional Project Costs
<u>X</u>	J04	Financial Report
<u>X</u>	J05	Certificate of Architect
<u>X</u>	J06	Financial Information Certification
<u>X</u>		Independent Auditor's Report
		Final Just Compensation Award or Settlement Sheet
		(for properties acquired through condemnation)
		U.S. Green Building Council's Leadership in Energy
		and Environmental Design Green Building Rating System
		(LEED-NC™) Silver, Gold or Platinum certification (if applicable)
		Green Building Initiative's two, three or four Green Globes™
		certification (if applicable)

*** TO BE COMPLETED ONLY IF DIRECTED BY PDE ***

J07-J12 Final Project Costs - Detail

The individual or firm independently contracted by the district/CTC to prepare this information to be contacted if there are any questions about Part J:

John Casey (814)237-6393
Independent Preparer's Name and Position Phone Number Fax Number
The independent preparer's e-mail address is: jvcirish@comcast.net

CERTIFICATION BY SCHOOL DISTRICT/CTC

The district/CTC administrator to be contacted about Part J:

Christopher L. Johnston, Business Manager 717-872-9500 ext2237 717-872-9505
District/CTC Administrator's Name and Position Phone Number Fax Number

The district/CTC administrator's e-mail address is: chrisj@pennmanor.net

This certifies that the attached materials were approved for submission to the Pennsylvania Department of Education by board action.

BOARD ACTION DATE: _____

VOTING: AYE _____ NAY _____ ABSTENTIONS _____ ABSENT _____

Signature, Board Secretary Board Secretary's Name, Printed or Typed

District/CTC Address Date

PROJECT ACCOUNTING BASED ON FINAL COSTS (1 of 2)
FOR THE PERIOD 05/2015 TO 02/2017

District/CTC: Penn Manor		Project Name: Pequea Elementary School		Project #: 3810	
PROJECT COSTS		NEW	EXISTING	TOTAL	
A. STRUCTURE COSTS (include site development)					
1. General (Report costs for sanitary sewage disposal on Line E-1.)		\$2,416,803	\$4,115,098	\$6,531,901	
2. Heating and Ventilating		\$403,725	\$2,119,558	\$2,523,283	
3. Plumbing (Report costs for sanitary sewage disposal on Line E-1.)		\$59,727	\$603,907	\$663,634	
4. Electrical		\$326,686	\$929,797	\$1,256,483	
5. Asbestos Abatement (J10, line B-3)		X X X X X X			
6. Building Purchase Amount		X X X X X X			
7. Other * (Exclude Test Borings and Site Survey) (Use PlanCon-J-Add't Costs page if necessary.)					
a. Technology		\$78,739	\$236,219	\$314,958	
b. _____					
c. _____					
d. _____					
e. PlanCon-J-Add't Costs, Total					
A-1 to A-7 - Subtotal		\$3,285,680	\$8,004,579	\$11,290,259	
8. Construction Insurance					
a. Owner Controlled Insurance Program on Structure Costs (Exclude asbestos abatement, building purchase and other structure costs not covered by the program)					
b. Builder's Risk Insurance (if not included in primes)		\$2,091	\$6,271	\$8,362	
c. Construction Insurance - Total		\$2,091	\$6,271	\$8,362	
9. TOTAL-Structure Costs (A-1 to A-7-Subtotal plus A-8-c)		3,287,771	8,010,850	11,298,621	
B. ARCHITECT'S FEE					
1. Architect's/Engineer's Fee on Structure		\$277,287	\$562,978	\$840,265	
2. EPA-Certified Project Designer's Fee on Asbestos Abatement		X X X X X X X X X X X X			
3. TOTAL - Architect's Fee		\$277,287	\$562,978	\$840,265	
C. MOVABLE FIXTURES AND EQUIPMENT					
1. Movable Fixtures and Equipment		\$116,631	\$236,797	\$353,428	
2. Architect's Fee					
3. TOTAL - Movable Fixtures & Equipment		\$116,631	\$236,797	\$353,428	
D. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES AND EQUIPMENT - TOTAL (A-9 plus B-3 and C-3)		\$3,681,689	\$8,810,625	\$12,492,314	
E. SITE COSTS					
1. Sanitary Sewage Disposal					
2. Sanitary Sewage Disposal Tap-In Fee and/or Capacity Charges					
3. Owner Controlled Insurance Program/Builder's Risk Insurance on Sanitary Sewage Disposal					
4. Architect/Engineer's Fee for Sanitary Sewage Disposal					
5. Site Acquisition Costs			X X X X X X		
a. Gross Amount Due from Settlement Statement or Just Compensation			X X X X X X		
b. Real Estate Appraisal Fees			X X X X X X		
c. Other Related Site Acquisition Costs			X X X X X X		
d. Site Acquisition Costs - Total			X X X X X X		
6. TOTAL - Site Costs					
F. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES & EQUIPMENT, AND SITE COSTS - TOTAL (D plus E-6)		\$3,681,689	\$8,810,625	\$12,492,314	

* - Type "No Fee" beside each item for which no design fee is charged.

PROJECT ACCOUNTING BASED ON FINAL COSTS (2 of 2)				
FOR THE PERIOD 05/2015 TO 02/2017				
District/CTC: Penn Manor		Project Name: Pequea Elementary School		Project #: 3810
ROUND FIGURES TO NEAREST DOLLAR				
PROJECT COSTS (CONT.)				TOTAL
G. ADDITIONAL CONSTRUCTION-RELATED COSTS Clerk of Works				
1. Project Supervision (inc. Asbestos Abatement Project Supervision)				\$15,000
2. Construction Manager Fee and Related Costs				
3. Total Demolition of Entire Existing Structures & Related Asbestos Removal to Prepare Project Site for Construction of New Building and Related AHERA Clearance Air Monitoring and EPA-Certified Project Designer's Fee on Asbestos Abatement (Exclude costs for partial demolition.)				
4. Architectural Printing				
5. Test Borings				
6. Site Surveys				
7. Other (Attach PlanCon-J-Add't Costs page if needed.)				
a. _____				
b. _____				
c. Plan-J-Add't Costs, Total				\$403,390
8. TOTAL - Additional Construction-Related Costs				\$418,390
H. FINANCING COSTS	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	X X X X X X
FOR THIS PROJECT ONLY	SERIES OF 2012	SERIES OF 2014	SERIES OF 2015	X X X X X X
(EXCLUDE ACCRUED INTEREST)				
1. Underwriter Fees	\$273	\$4,110	\$102,214	\$106,597
2. Legal Fees	\$103	\$985	\$20,603	\$21,691
3. Financial Advisor				
4. Bond Insurance				
5. Paying Agent/Trustee Fees and Expenses	\$2	\$28	\$411	\$441
6. Capitalized Interest				
7. Printing	\$30	\$492	\$7,196	\$7,718
8. CUSIP & Rating Fees	\$30	\$532	\$10,419	\$10,981
9. Other				
a. Sinking Fund	\$12			\$12
b. Disclosure Council			\$3,084	\$3,084
10. TOTAL-Financing Costs	\$450	\$6,147	\$143,927	\$150,524
I. TOTAL PROJECT COSTS (F plus G-8 plus H-10)				\$13,061,228
REVENUE SOURCES	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	
(EXCLUDE ACCRUED INTEREST)	SERIES OF 2012	SERIES OF 2014	SERIES OF 2015	TOTAL
J. AMOUNT FINANCED FOR THIS PROJECT ONLY	\$31,207	\$469,693	\$11,681,639	\$12,182,539
K. ORIGINAL ISSUE DISCOUNT/ PREMIUM FOR THIS PROJECT ONLY	\$1,290	\$43,480	\$797,705	\$842,475
L. INTEREST EARNINGS FOR THIS PROJECT ONLY	\$29	\$213	\$20,972	\$21,214
M. BUILDING INSURANCE RECEIVED				
N. PROCEEDS FROM SALE OF BUILDING OR LAND				
O. LOCAL FUNDS - CASH (SEE INSTRUCTIONS)				\$15,000
P. OTHER FUNDS (PROVIDE DESCRIPTION ON SEPARATE SHEET)				
Q. TOTAL REVENUE SOURCES				\$13,061,228

ADDITIONAL PROJECT COSTS					
District/CTC: Penn Manor		Project Name: Pequea Elementary School		Project #: 3810	
J02 - A. STRUCTURE COSTS (incl. site dev.) -ONLY LIST PRIME CONTRACTS; REPORT OTHER COSTS UNDER J03, LINE G		NEW	EXISTING	TOTAL	
TOTAL - STRUCTURE COSTS					
*- Type "No Fee" beside each item listed above for which no design fee is charged.					
J03 - G. ADDITIONAL CONSTRUCTION-RELATED COSTS				TOTAL	
Advertising				\$3,633	
Asbestos - Abatement and Testing Bristol, EHC, Aether Assoc.				\$48,805	
Construction Services Abel, Diller, PPL, Pequea TWP., Blevins/Oakwood & Egge				\$34,018	
Disposal				\$2,018	
Engineering				\$1,262	
Engineering Fees				\$4,375	
Fees				\$443	
Geotech Investigation				\$20,285	
Lab Testing				\$809	
Land Development Fees				\$300	
Permits and Fees				\$2,359	
Roofing				\$2,852	
Sheathing				\$205	
Storage				\$7,709	
Supplies				\$1,446	
Testing				\$243,518	
Truck rental				\$509	
Technology - additional - Gettle				\$2,400	
Code inspections				\$26,444	
TOTAL - OTHER CONSTRUCTION-RELATED COSTS				\$403,390	

PLANCON-J-ADD'T COSTS

FINANCIAL REPORT FOR THE PERIOD 05/2015 TO 02/2017

District/CTC: Penn Manor		Project Name: Pequea Elementary School		Project #: 3810
	BOND ISSUE/NOTE SERIES OF 2012	BOND ISSUE/NOTE SERIES OF 2014	BOND ISSUE/NOTE SERIES OF 2015	TOTAL
A. TOTAL BOND ISSUE OR NOTE	\$9,200,000	\$8,345,000	\$14,205,000	\$31,750,000
B. ORIGINAL ISSUE DISCOUNT/ ORIGINAL ISSUE PREMIUM	\$380,245	\$772,503	\$970,017	\$2,122,765
C. TOTAL INTEREST EARNINGS ON ALL INVESTMENTS FOR ALL FUNDS (Exclude accrued interest and) capitalized interest)				
1. Construction Fund	\$8,627	\$3,779	\$25,503	\$37,909
2. Authority Fund				
3. Debt Service Fund				
4. Debt Service Reserve Fund				
5. Bond Redemption Fund				
6. Other: _____				
7. Other: _____				
8. TOTAL	\$8,627	\$3,779	\$25,503	\$37,909
D. BUILDING INSURANCE RECEIVED				
E. PROCEEDS FROM SALE OF BUILDING OR LAND				
F. LOCAL FUNDS - CASH				\$15,000
G. OTHER: _____				
H. OTHER: _____				
I. TOTAL REVENUE SOURCES				\$33,925,674
J. TOTAL PROJECT COSTS FOR THIS PLANCON PROJECT (J03, line I)				\$13,061,228
K. FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (I minus J)				\$20,864,446
DISPOSITION OF FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (Indicate the applicable bond issue.)				
Reimbursable Projects:				
<u>Project Building Name</u>	<u>PDE Project #</u>	<u>Amount Financed</u>	<u>Applicable Issue</u>	
Hambright Elementary School	3677	\$17,560,383	2012-2014	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
Nonreimbursable Projects:				
_____	_____	_____	_____	
_____	_____	_____	_____	
Other:				
_____	_____	_____	_____	
_____	_____	_____	_____	

CERTIFICATE OF ARCHITECT

District/CTC: Penn Manor School District County: Lancaster

School Name: Pequea Elementary School Project #: P1516

The bid opening date for the original General Contract was: 5/28/2015

As the architect of record for the above named school district/area vocational-technical school for said project, I certify to the best of my knowledge and belief that all construction work, including change orders and supplemental contracts, has been completed as of 1/3/2017 in an acceptable manner in accordance with the plans and specifications approved by the Pennsylvania Department of Education (and any approved changes thereto) and that all contractors, by virtue of said completion, may be paid all final monies due and owing on this project.



Signature, Architect

Thomas C. Crabtree

Architect's Name, Printed or Typed

Crabtree, Rohrbaugh & Associates

Architectural Firm Name

401 East Winding Hill Road, Mechanicsburg PA 17055

Architect's Address

5/30/2017

Date

For a project constructed and based on an approved school facility design published on the Department's School Design Clearinghouse, I further certify that the project was constructed based on an approved school facility design published on this clearinghouse.

Signature, Architect

Date

FINANCIAL INFORMATION CERTIFICATION

District/CTC: Penn Manor County: Lancaster
 School Name: Pequea Elementary School Project #: 3810

I certify that the financial information on the schedules titled Project Accounting Based on Final Costs (pages J02 and J03), Financial Report (J04), and Final Project Costs - Detail (pages J07 to J12) for the above referenced school construction project is presented based on the following:

Financial information is reported based on the cash basis of accounting.
 If costs were allocated to certain areas or contracts, describe the allocation method below (attach additional pages if needed):

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR 100% CASH PROJECT ONLY

Please provide information, by fiscal year, on the expenditure of project funds for a project fully funded by local funds. Cash projects are those projects for which the District/CTC has not incurred debt.

FY	PROJECT FUNDS ACTUALLY EXPENDED
_____	_____
_____	_____
_____	_____
TOTAL	_____

I certify that the project funds were actually expended in the fiscal years as reported above and I also certify that the District/CTC has not incurred debt to fund this project.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR PROJECT USING LOCAL FUNDS AS FINANCING SOURCE

Please provide information, by fiscal year, on the expenditure of project funds for a project using local funds as a financing source in addition to debt incurred.

FY	PROJECT FUNDS ACTUALLY EXPENDED
_____	_____
_____	_____
_____	_____
TOTAL	_____

I certify that the project funds were actually expended in the fiscal years as reported above.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date



724 South Atherton St. | Suite C | State College, PA 16801
P. 814.237.2009 | F. 877.427.5191
www.ronangroup.com

INDEPENDENT AUDITOR'S REPORT
FOR THE PERIOD MAY 2015 to FEBRUARY 2017

SCHOOL DISTRICT: Penn Manor School District COUNTY: Lancaster

PROJECT NAME: Pequea Elementary School PROJECT NUMBER: 3810

I have audited the accompanying schedules for Project Accounting Based on Final Costs (pages JO2 and JO3), and Financial Report (JO4) for the above referenced project. These schedules are the responsibility of the management of the above referenced school district.

I conducted the audit in accordance with generally accepted auditing standards. Those standards required that I plan and perform the audit to obtain reasonable assurance about whether the schedules referenced in the first paragraph are free of material misstatements. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the schedules. I believe that the audit provides a reasonable basis for the opinion.

The accompanying schedules were prepared for the purpose of complying with the Pennsylvania Department of Education's rules and regulations used to determine a project's final reimbursement and its permanent reimbursable percentage, and as described on Page JO6 the schedules were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In my opinion, the schedules referred to above present fairly, in all material respects, the cost incurred, revenues collected and available funds arising from cash transactions for the above referenced project on the basis of accounting and cost allocation methodology indicated on Page JO6.

This report is intended solely for the information and use of the board of directors and management of the above referenced school district and the Pennsylvania Department of Education and should not be used for any other purpose.


Signature, CPA

Timothy M. Ronan, CPA The Ronan Group, P.C.
Firm Name

724 S. Atherton St, Ste C, State College, PA 16801
Address


Date



**Crabtree, Rohrbaugh & Associates
Architects**

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

Contractor: The Farfield company

Address: 517 Airport Road

Address: PO Box 387

City, State, ZIP: Lititz, PA 17543

Project : Conestoga ES

Address: Additions and Renovations

Change Order No: 2

Date:

Architect's Project No: 2873

The contract is changed as follows:

Contract Type: HVAC Construction

Contract Date: 6/21/2016

Add
Deduct \$ 26,962

DEDCUT \$26,962.00 from the contract amount for the following:
(\$31,350.00) Unit Price Allowance total adjustment after PCO #3 (\$1,717.00) and PCO #4 (\$2,671.00)
for a deduct balance credit of (\$26,962.00)

Additional Documentation Attached ☒

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

Original Contract Amount	\$ 2,026,000.00
Net Change by previous Change Orders	\$ 4,271.00
Contract Amount prior to this Change Order	\$ 2,030,271.00
Net Change by this Change Order	\$ (26,962.00)
Contract Amount after this Change Order	\$ 2,003,309.00

Contract Time adjustment as a result of this Change Order

0 Days

Date of Substantial Completion as of this Change Order

Architect

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

Contractor

The Farfield company
517 Airport Road
PO Box 387
Lititz, PA 17543

Owner

Penn Manor School District
2950 Charlestown Rd
Lancaster, PA 17603

By: 

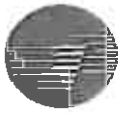
By: 

By: _____

Date: 10.5.17

Date: 10-12-17

Date: _____



TRANE®

Pennsylvania District
3909 TecPort Drive
Harrisburg, PA 17111
Phone # (717) 561-5400

TRANE SERVICE FIELD QUOTATION

Date: 7/18/2017
Project: Condenser Tube Brushing
Customer: Penn Manor School District
Site: High School
Customer Contact: Chip Mathais

Trane is pleased to offer you this proposal for the following services
on your Model # YTE1E3C3CKGS Serial # HHEM000871

Tag# 0

Scope of work to be performed:

Shut down one chiller at a time and drain the condenser. Set up rigging equipment and remove condenser head and brush the tubes. Remount the condenser head, fill condenser, check chiller operation. Repeat for the second chiller.

Our Price for this scope of work is..... \$5,766.00

Notes:

1. Work to be performed during normal working hours Monday - Friday 8:00 AM - 4:30 PM exclusive of holidays unless overtime is specified in the above scope of work
2. Any service not listed is not included in this quotation
3. All work performed is in accordance with Trane's Standard Terms & Conditions (copy attached)
4. This quotation is valid for 10 days from above date of quote
5. If this proposal is not accepted by the customer, all diagnostic costs will be invoiced separately.

Submitted by Trane Service Technician: Jon Sherman

Work Authorized and price accepted by Customer Representative: _____

Date of Acceptance: _____

PENN MANOR SCHOOL DISTRICT

TITLE: Maintenance - Generalist

DATE: October 30, 2017

REPORTS TO: Maintenance & Custodial
Supervisor

APPROVED BY:

JOB SUMMARY: Assist in maintaining the district's buildings and equipment, ensuring proper operating condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Inspect buildings and equipment to ensure equipment is operating properly and buildings are maintained properly (pumps, alarms, sprinkler systems).
2. Maintain and repair facilities as instructed, making direct repairs, installations, furniture assembly or movement, and preventative maintenance as needed. Strong electrical experience preferred.
3. Assist in determining which jobs must be performed by outside contractors; recommend supplies and equipment for purchasing; estimate approximate costs for repairs as needed.
4. Assist in snow removal and salting as necessary to provide a free access to all entrances, exits, and walks.
5. Inform the Director of Buildings and Grounds of hazardous conditions and/or repair work that is needed or completed.
6. Complete work order instructions as assigned and report any deviation from them to the Maintenance & Custodial Supervisor.
7. Provide leadership for assigned tasks as directed by the Maintenance & Custodial Supervisor while working with temporary and summer help.
8. Accurately order and account for material and labor in relation to assignments.
9. Maintain compliance with all safety and code requirements/guidelines of state, local, and Board policies.
10. Act as a substitute custodial at any District building, as required.
11. Communicate with local distributors and make inquiries and/or purchases as directed by the Director of Buildings and Grounds.
12. Maintain all assigned tools, vehicles and equipment in a clean and responsible manner.
13. Perform other duties as assigned by the Maintenance & Custodial Supervisor.

QUALIFICATIONS: High school diploma, training in mechanical systems and all building trades
On the job apprenticeship, training or work experience in the following
fields: Electrical, Plumbing, HVAC, Carpentry, and Mechanical

Knowledge of various alternative and efficient methods of diagnosing and
correcting problems in the electrical, plumbing and HVAC system.

Strong electrical experience preferred

Must be able to read and interpret operation and maintenance manuals

Knowledge and understanding of various cleaning chemicals is necessary

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
Some bending and twisting of the body required
Ability to lift and/or carry supplies weighing 80 lbs. or more
Ability to climb, crouch, stoop, kneel, and crawl
Ability to mostly sit with some walking, standing or moving throughout the district

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Subject to inside and outside environmental conditions
Must be able to work in extreme cold and extreme heat
Subject to physical hazards, including conditions that may affect the respiratory system and/or skin.

TEMPERAMENT: Must be able to work in an environment with frequent interruptions
Able to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess basic computer skills
Ability to operate various office equipment
Ability to operate various maintenance equipment and vehicles

LICENSE: Must possess valid Pennsylvania drivers license

(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.)

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	Effective
11/6/17	* REINHART	RENEE	HEAD CUSTODIAN	ESHLEMAN	8	260	\$ 14.32	Permanent	8	Effective 11/7/17
11/6/17	BAILEY	MEGHAN	LEAD CUSTODIAN - 2ND SHIFT	HIGH SCHOOL	8	260	\$ 13.07	Permanent	8	Effective 10/26/17
11/6/17	GBSON	CAITLIN	TECHNOLOGY SUPPORT SPECIALIST	MANOR MIDDLE/ESHLEMAN	8	260	\$ 23.32	Permanent	8	Effective 10/16/17
11/6/17	RIVERA	JENNIFER	HEALTH ROOM ASSISTANT - LPN	PEQUEA	6.5	108	\$ 13.39	Permanent	6.5	Effective 10/25/17, Mondays, Thursdays, Fridays
11/6/17	AMEDUME	YVONNE	ENROLLMENT RELATED - ACADEMIC SUPPORT - AIDE	CONESTOGA	5	180	\$ 9.58	2017-18 school year only	5	Effective 10/23/17
11/6/17	LAVENSKI	ANDREW	FOOD SERVICE SUBSTITUTE	DISTRICT	As Needed	180	Sub Rate	Permanent	As Needed	Effective 11/7/17
11/6/17	LAVENSKI	ANDREW	CAFETERIA MANAGER	MARTICVILLE MIDDLE	7	180	\$ 13.80	Permanent	7	Effective 12/4/17
11/6/17	JONIEC	HEATHER	FOOD SERVICE CASHIER	DISTRICT	5	180	\$ 12.25	Permanent	5	Effective 10/23/17
11/6/17	RIVERA	JENNIFER	HEALTH ROOM SUBSTITUTE - LPN	DISTRICT	As Needed	180	Sub Rate	Permanent	As Needed	Effective 10/30/17

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

WINTER 2017-2018 ATHLETIC COACHING CONTRACTS

Sport	Coach	Title	Salary Schedule	Actual Salary	Variance
Boys Basketball	Larry Bellew	Head Varsity Coach	7,070	6,700	(370)
	Bob Graybill	Varsity Assistant	4,110	3,600	(510)
	Bill Southward	Assistant	3,630	3,600	(30)
	Kenn Gerber	Freshman	3,630	3,600	(30)
	Mat Harris	8th Grade Coach	3,630	3,100	(530)
	Don Martin	7th Grade Coach	1,630	3,100	1,470
	Rusty McCollum - V & V	Volunteer			
	Mike Curtin	Volunteer			
	Erik Polaski	Volunteer			
	Dan Elliot	Volunteer			
	Eric Hine	Volunteer			
Total for Boys Basketball			23,700	23,700	-
Girls Basketball	Megan Collins	Head Varsity Coach	7,070	7,070	-
	Matt Jones	Varsity Assistant	4,110	4,100	(10)
	Karen Devenburg	Assistant	3,630	3,640	10
	Kara Breitbach	Head Jr. High Coach	3,630	3,610	(20)
	Julie Yost	8th Grade Coach	3,630	3,590	(40)
	Mary Beth Adams	7th Grade Coach	1,630	1,690	60
	Liz Kelly	Volunteer			
Total for Girls Basketball			23,700	23,700	-
Wrestling	Mike Fowler	Head Varsity Coach	7,070	7,070	-
	Brandon Vernalli	Varsity Assistant	4,110	3,700	(410)
	Tom Barley	Assistant	3,630	3,100	(530)
	Wes Mendez	JH Head Coach	3,630	4,300	670
	Dave Ohi	JH Assistant Coach	3,630	800	(2,830)
	John Reynolds	JH Assistant	-	3,100	3,100
	Bobby Rehm	Volunteer			
	Sean Kincade	Volunteer			
	John Ambbs	Volunteer			
	Sean Simmonds	Vounteer			
Total for Wrestling			22,070	22,070	-
Swimming	Eric Urban	Head Varsity Coach	6,450	6,450	-
	Brandy Basile	Varsity Assistant	4,220	4,220	-
Total for Swimming			10,670	10,670	-
Bowling	Chris Vital	Head Varsity Coach	4,610	4,610	-
	Mark Smith, Sr.	Volunteer			
	Alan Wakefield	Volunteer			
	Jordan Wakefield	Volunteer			
Total for Bowling			4,610	4,610	-
Total For Winter Sports 2017-2018			84,750	84,750	-