

Agenda – Committee of the Whole
Penn Manor School District
Monday, October 17, 2016
Manor Middle School – Board Room

WORKSHOP

5:45

Alternative Revenue Sources

EXECUTIVE SESSION

6:35

Personnel (3B Leaves, 3C Resignations, 3D Retirements)

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 7, 2016 at 7:00 p.m. in the Board Room of Manor Middle School.

ANNOUNCEMENT:

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

ROLL CALL:

APPROVAL OF MINUTES:

October 3, 2016

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

STUDENT REPORT:

Victoria Martin and Jeff Taylor

CITIZEN'S COMMENTS:

Name and Address

RECOGNITION OF LINDSAY FEGER

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.
(7:15 – 7:35)

Transportation Update – Mrs. Finegan

Explanation: Mrs. Finegan will provide an annual update on transportation services and the opening of school.

Information Only

Item 2.
(7:35 – 7:45)

Flu Shots - Mr. Johnston

Explanation: As discussed at the last board meeting, potential savings may exist by offering flu shots to our employees. Data will be presented and reviewed.

Information Only

Item 3.
(7:45 – 8:00)

2015-2016 Funds Transfer – Mr. Johnston

Explanation: As discussed previously, transferring the unused portion of the expenditure budget has been a traditional method of funding capital reserve projects. The administration is recommending a transfer to the Capital Reserve Fund.

Approval for Placement on the October 17 voting agenda

Item 4.
(8:00 – 8:15)

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 October 17 voting agenda

Item 5.
(8:15 - 8:30)

Annual Athletic Reporting Update – Mr. Johnston

Explanation: Per Act 82, school districts are required to annually submit information to PDE by October 15th of each year regarding Interscholastic Athletic Opportunities and treatment for male and female secondary school students. In addition, this information must be posted on the district's publicly accessible website. This year the report will include information reported by booster organizations.

Information Only

Item 6.
(8:30 - 8:45)

LERTA Resolution – Dr. Leichliter

Explanation: Millersville Borough Council adopted a LERTA ordinance previously discussed with the Board. The resolution will now be presented for consideration by the Penn Manor Board of School Directors.

Approval for Placement on the October 17 voting agenda

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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

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

Agenda – School Board Meeting
Penn Manor School District
Monday, October 17, 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, November 7, 2016 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 Personnel as detailed on the Committee of the Whole agenda.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: October 3, 2016
<http://www.pennmanor.net/boardminutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: September 2016

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

General Fund	\$	7,133,233.91
Food Service Fund	\$	112,450.96
Capital Reserve Fund	\$	363,618.44
2015 Construction Fund	\$	230,538.35
2016 Construction Fund	\$	646,354.09
Student Activity Fund	\$	6,829.90

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. Committed Fund Balance - The Resolution for Commitment of June 30, 2016 Fund Balance (to be distributed.)
- B. 2015-2016 General Fund Transfer - The committee is recommending approval for the transfer of \$ _____ to the Capital Reserve Fund.
- C. Approval to Hire a Speech/Language Specialist for the 2016-2017 school year.
- D. Approval of LERTA Resolution

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

- A. Derck & Edson to provide as-built drawings for \$4,750.00 as per the attached proposal. (see pages 4-5)

Explanation: As-built drawings are required by Lancaster Township to satisfy the closing of the Letter of Credit for the Comet Field Project.

- B. Pequea Elementary Project Change Order - (see page 6)

Change Order 1 - Add \$12,958.37 Lobar Technologies, Inc. (Technology Construction)

Explanation: Change Orders occurred as part of the Pequea Renovation process. Changes are detailed in the attachments.

- C. Pequea Elementary Project Change Order - (see page 7)

Change Order 4 - Add \$61,037.80 Lobar, Inc. (General Construction)

Explanation: Change Orders occurred as part of the Pequea Renovation process. Changes are detailed in the attachments.

- D. High School Track Repair Proposal for \$9,500.00 from Nagle Athletic Surfaces. (see pages 8-9)

Explanation: While a major renovation of the High School track is scheduled for next summer, approximately 25-30 areas need immediate attention for the coming season. Work is expected to be completed in the coming weeks.

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 10)
- B. Leave to the individuals according the terms listed
 Professional:
 Employee F5 - Family Medical - October 5, 2016 – November 1, 2016
 Employee F6 – Family Medical - on or before February 21, 2017 – May 15, 2017
 Employee F7 – Family Medical - September 1, 2016 – September 23, 2016
 Employee F8 – Family Medical – Sept. 9, 2016 – Sept. 16, 2016; Sept. 22, 2106

 Classified:
 Employee F9 – Family Medical – Sept.19, 2016; Sept. 21, 2016 – Sept. 30, 2016
- C. Resignation of the individuals listed per the effective date:
 Leighton Dickenson, Head Custodian, High School - effective 9/8/16
 Patricia Duff, Cafeteria Aide .50, Martic Elementary - effective 10/11/16
 Kimberly Garvey, Lead Elementary Science Coordinator position - effective 10/21/16
 (She will remain in her teaching position)
- D. Retirement of the individual listed per the effective date:
 Robert Campbell, Floating Custodian, Maintenance—effective 10/3/16

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SCHEDULING AN APPEARANCE ON THE AGENDA

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CAMPUSES · DOWNTOWNS · ATHLETICS

October 3, 2016

Chris Johnston
Business Manager
Penn Manor School District
P.O. Box 1001
Millersville, PA 17551

RE: PROPOSAL – Comet Field As-Built for Lancaster Township
Project # 161030

Dear Chris,

Derck & Edson is pleased to present this proposal for producing as-built drawings and engineering calculations in addressing the Lancaster Township comments on the subject project.

PROJECT UNDERSTANDING

Penn Manor School District, in order to be fully released from the financial security posted in connection with the Comet Field project, must satisfy the review comments in the Rettew Engineering letter addressed to Lancaster Township regarding financial security reduction.

SCOPE of WORK

Our services shall include:

1. Site visit to review the built project in light of the Township comments.
2. Survey administration and coordination with Diehm surveyors.
3. Design and Documentation:
 1. Engineering analysis of the as-built storm basin including storm routing calculations as required by Lancaster Township, addressing comment number 6.
 2. As-built plan drawings based on the survey from August 2016, provided by Diehm surveyors, including the storm basin and storm piping.
 3. Recommendations on addressing comments numbered 5 through 8.
 4. Submission of the drawings and storm calculation to Lancaster Township.

Not Included:

1. Construction or bid documents.
2. General NPDES permit or PA DOT permits.

3. Cost estimates
4. Application, permit, or tap-in fees necessitated by the project.
5. Easements, Legal Agreements, or related work.

Additional Services:

1. Additional services will be provided as needed, with client pre-approval.

Assumptions:

1. It is assumed that the survey provided by Diehm covers an area adequate to satisfy Lancaster Township.

FEES:

\$4,750.00 lump sum

Reimbursable Expenses are in addition to the above cost and include actual expenses, which are to be paid by the Owner. Such expenses would include mileage, postage, copying and reproduction of plans.

SCHEDULE:

We can complete the design and documentation within approximately four (4) weeks from Authorization to Proceed.

If this Proposal is acceptable as presented, please return one (1) signed copy of the enclosed agreement to my office and keep the other one for your files. Please give Jim or me a call if there are any questions.

We look forward to continuing our work with the School District.

Sincerely,

DERCK & EDSON ASSOCIATES

enhancing campuses, downtowns, and athletics



Stephen B. Sproles, RLA
Partner

James F. Hocker, RLA
Project Manager



Crabtree, Rohrbaugh & Associates Architects

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

Contractor: Lobar, Inc.

Address: PO Box 50

Address:

City, State, ZIP: Dillsburg, PA 17019

Project : Pequea Elementary School

Address: 802 Millwood Road

Change Order No: 1

Date: 9/14/2016

Architect's Project No: 2724

The contract is changed as follows:

Contract Type: Technology Construction

Contract Date: 6/16/2015

Add	\$12,958.37	Contract Date: 6/16/2015	
Deduct			
ADD \$12,958.37 to the contract amount for the following:			
Contractor P.C.O #	Submittal Exchange C.O #	DESCRIPTION	Final Price
1	86	Wireless access point re-configure	\$12,958.37

Additional Documentation Attached ☒

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

Original Contract Amount	\$	302,000.00
Net Change by previous Change Orders	\$	-
Contract Amount prior to this Change Order	\$	302,000.00
Net Change by this Change Order	\$	12,958.37
Contract Amount after this Change Order	\$	314,958.37

Contract Time adjustment as a result of this Change Order

Days

Date of Substantial Completion as of this Change Order

Architect

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

By: 

Date: 9.15.16

Contractor

Lobar, Inc.
PO Box 50
Dillsburg, PA 17019

By: 

Date: 9-19-16

Owner

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

By: _____

Date: _____



Crabtree, Rohrbaugh & Associates Architects

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

Contractor: Lobar, Inc.

Address: One Old Mill Road

Address: PO Box 50

City, State, ZIP: Dillsburg, PA 17019

Project : Pequea Elementary School

Address: 802 Millwood Road

Change Order No: 4

Date: 9/14/2016

Architect's Project No: 2724

The contract is changed as follows:

Contract Type: General Construction

Contract Date: 6/16/2015

Add \$61,037.80
Deduct

ADD \$61,037.80 to the contract amount for the following:

Contractor P.C.O. #	Submittal Exchange C.O. #	DESCRIPTION	Final Price
24	51	Plaster patching areas C and D	\$5,808.00
58	79	Front entrance ADA changes	\$17,329.78
59	80	Additional paving at playground-RFI #C7	\$6,924.22
60	81	Demo media center chases-ASI #16	\$856.68
61	82	Finish column to ceiling in A143	\$525.85
62	83	Metal framing at stage beam for wood panels	\$756.15
63	84	Custom cut sound panels in main lobby due to HVAC grills	\$534.34
65	88	Shoe molding in main lobby at HMFs	\$684.21
67	89	Operable window at D107 A126	\$2,298.82
66	90	Roof repairs to existing roofs to meet warranty standards	\$20,400.00
68	91	Replace 2 projection screen due to conflicts with casework-RFI #113	\$4,919.75

Additional Documentation Attached ☒

Total

\$61,037.80

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

Original Contract Amount	\$	6,198,800.00
Net Change by previous Change Orders	\$	272,063.28
Contract Amount prior to this Change Order	\$	6,470,863.28
Net Change by this Change Order	\$	61,037.80
Contract Amount after this Change Order	\$	6,531,901.08

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

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

Owner

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

By: 

By: 

By: _____

9-15-16

9-19-16

Page 7



6597 Joy Road · East Syracuse, NY 13057
ph (315)622-1313 · fax (315)622-2900
www.nagleathletic.com

Quality. Service. Value. It's what we do.

PROPOSAL



VISIT OUR WEBSITE

Proposal # P-001922-3

Proposal Submitted To:

Jeff Roth

At:

Penn Manor SD

Street:

PO Box 1001

City, State and Zip Code:

Millersville, PA 17551

Phone and Fax Number:

(717) 872-9520/(717) 871 - 9016

Date of Proposal:

10/11/2016

Name of Job:

Penn Manor HS Track

Location of Job:

Penn Manor High School

Furnish all materials, labor and insurance to install the following:

Facility owner is responsible for ensuring athletic surfaces are free and clear of any equipment prior to our arrival on site.

Facility owner is also responsible for ensuring all repaired areas remain protected until the curing process is complete. Cure time can be between 24-72 hours based on weather conditions. Nagle Athletic Surfaces is not responsible for repairs that are damaged prior to curing.

Remove and replace approximately 25-30 areas of synthetic track surface with red polyurethane/rubber mixture. Square yardage determined through visual inspection and not to exceed 30 square yards in total area. Actual square yardage may change as existing track surface is removed. NOTE: Color and texture will not match the existing.

Reinstate lane lines were necessary.

USE TAX ON MATERIALS INCLUDED IN PRICE

We Propose hereby to furnish materials and labor-complete in accordance with the above specifications, for the sum of :

\$9,500.00

Payment to be made as follows:

Proposal submitted by Bryan Mitterling and is valid for 60 days.

Proposal # P-001922-3

Conditions:

Acceptance of our bid and price by Contractor/Owner shall be acceptance of all terms and conditions recited herein which shall supersede any conflicting term in any other contract document. Contractor's/Owner's agreement herewith shall be evidenced by Nagle Athletic Surfaces commencement of work for project.

Nagle Athletic Surfaces, Inc. is not responsible for the layout and establishment of grades as done by others. Nagle Athletic Surfaces, Inc. accepts no responsibility for improper design or engineering.

This proposal is based on the payment of prevailing wage rates if applicable, to Nagle Athletic Surfaces, Inc. personnel. Any union labor required due to the general contractors contractual union agreements, project labor agreements and or specific apprenticeship requirements will be provided at no cost to Nagle Athletic Surfaces, Inc.

The Contractor/Owner will cooperate with Nagle Athletic Surfaces to avoid scheduling conflicts or interference with Nagle Athletic Surfaces' work. The project schedule, and any modification of that schedule, shall allow the Nagle Athletic Surfaces reasonable time, as outlined in the proposal, to complete Nagle Athletic Surfaces' work in an efficient manner. Contractor/Owner will provide Nagle Athletic Surfaces a complete initial project schedule, as well as any subsequent revisions, outlining all phases of work for project.

If there is a change in the project schedule, or if there is any delay not caused by Nagle Athletic Surfaces, Nagle Athletic Surfaces will be entitled to reimbursement for any increased costs of materials and for any increased cost of labor, including overtime. Nagle Athletic Surfaces' entitlement to increased costs is not limited to the amounts that the Contractor may receive from the Owner under the prime contract.

Nagle Athletic Surfaces will not be required to commence or continue work until the project site is in an adequate condition, as outlined in the proposal and/or as outlined in the architectural specifications, for this work to begin. If the project site is not in an adequate condition for Nagle Athletic Surfaces to start work, that is a delay under the terms of this contract. Any and all resulting liquidated damages and claims against Nagle Athletic Surfaces shall be waived for said delays.

Nagle Athletic Surfaces' completion of its scope of work is dependent of weather conditions. Nagle Athletic Surfaces will suspend work on the project if any of the following weather conditions exist: 1) rain, 2) Temperatures below manufacturer's specifications or 3) high winds. The schedule shall be extended by the exact duration of any and all weather related suspensions of work. Any and all liquidated damages or claims shall be waived due to any delays caused by weather related suspensions of work.

The Contractor/Owner may make no claim for liquidated or actual damages caused by Nagle Athletic Surfaces' delay beyond the money which the Contractor /Owner has to pay for that delay under the terms of the contract.

Any indemnification or hold harmless obligation of Nagle Athletic Surfaces to the Contractor/Owner will extend only to claims relating to property damage or bodily injury, and only to the extent that the property damage or bodily injury was caused by the negligence or intentional act of Nagle Athletic Surfaces, its employees, or its subcontractors.

No back charge by the Contractor/Owner will be valid unless Nagle Athletic Surfaces has been given written notice of the Contractor's/Owner's claim, has been allowed reasonable time to correct any deficiency, and has failed to do so. Further, any back charge will not exceed an amount reasonably calculated to cover the cost of the anticipated liability or claim. All remaining amounts due Nagle Athletic Surfaces will be promptly paid.

The Contractor/Owner is liable to Nagle Athletic Surfaces for any expenses incurred by Nagle Athletic Surfaces in enforcing the terms of this addendum, including, but not limited to, reasonable interest and attorney fees.

Nagle Athletic Surfaces, Inc. agrees to procure and maintain the following insurance coverage:

- (a) Commercial general Liability insurance, blanket endorsed to additional insureds as required per contract, with limits not less than \$1,000,000 per occurrence, \$1,000,000 Products/Completed Operations, \$1,000,000 Personal/Advertising,
- (b) Commercial auto insuring all vehicles used by Nagle Athletic Surfaces, Inc. (including all owned, hired and non-owned vehicles), and
- (c) Worker's compensation with statutory limits and a waiver of subrogation in favor of owner/contractor, and Employer's Liability with limits not less than \$500,000 each accident and \$5,000,000 Disease - Each Employee.
- (d) Umbrella coverage, blanket endorsed to additional insureds as required per contract, with limits not less than \$5,000,000 per occurrence, \$5,000,000 Products/Completed Operations, having \$10,000 self-insured retention

Evidence of such coverage, in the form of a Certificate of Insurance and providing for thirty (30) days notice prior to cancellation. Pricing includes blanket endorsement for additional insureds. Additional fees will apply if endorsement specifically listing additional insureds by name is required.

ACCEPTANCE OF PROPOSAL- *The above prices, specifications and conditions enclosed herein are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as enclosed herein.*

Signature _____ Date of Acceptance _____

This proposal may be withdrawn by us if not accepted within 60 days

Support Staff Personnel Action Items

Board	Last	First	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	Notes
Action	Name	Name								
10/17/2016	SHUFFELBOTTOM	WANLEE	BUILDING SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	PERMANENT	As Needed	Effective 10/7/16. For the 2016-2017 school year
10/17/2016	GREINER	MARISSA	ENROLLMENT RELATED AIDE	CENTRAL MANOR	5.00	180	\$9.28	For the 2016-2017 school year only	As Needed	Effective 9/29/16. For the 2016-2017 school year
10/17/2016	BEANS	JOY	ENROLLMENT RELATED AIDE	CENTRAL MANOR	2.50	180	\$9.73	TEMPORARY	5.00	Effective 9/26/16. For the 2016-2017 school year. Temporary, not past Oct. 2016 for additional assistance w/ student
10/17/2016	HIGHTOWER	IRENA	ENROLLMENT RELATED AIDE	ESHELMAN	2.00	180	\$9.44	For the 2016-2017 school year only	4.00	Effective 9/26/16. For the 2016-2017 school year. 2 hours as a Ready to Learn Aide; 2 hours as an ERA
10/17/2016	DUFF	PATRICIA	LIBRARY ASSISTANT	MARTIC	5.50	183	\$16.71	PERMANENT	5.50	Effective 10/11/16. For the 2016-2017 school year. Resigning from .50 Cafeteria Aide position (2.50 hrs per week)

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