

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, September 18, 2017  
Manor Middle School – Board Room

**WORKSHOP**

**5:30**

Twitter and Social Media

**EXECUTIVE SESSION**

**6:15**

Student Matter (special education)

**6:35**

Personnel (Review of items 3B-Resignations, 3C-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, October 2, 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 a student matter and personnel as detailed above.

ROLL CALL:

APPROVAL OF MINUTES:

September 5, 2017

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

STUDENT REPORT:

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

INTRODUCTION OF NEW TEACHERS: Dr. Shaffer and Dr. Egan

**Item 1.**  
(7:30 – 7:45)

**Recognition of Honor Roll of School Board Service**

*Explanation: Dr. Frerichs is being recognized by the Pennsylvania School Boards Association (PSBA) for 20 years of service as a school board director. Mr. Straub and Mr. Lyon are being recognized by PSBA for 8 years of service as a school board director in Penn Manor.*

**Information Only**

**Item 2.**  
(7:45 - 8:00)

**Fiber WAN RFP with Intermediate Unit #13 - Mr. Reisinger**

*Explanation: Mr. Reisinger will discuss a possible network proposal with IU13.*

**Information Only**

**Item 3.**  
(8:00 – 8:15)

**Preliminary Audit Report – Mr. Johnston**

*Explanation: Mr. Johnston will review preliminary numbers from the 2016-2017 audit and discuss fund balance implications and proposed transfers to the capital reserve fund.*

**Information Only**

**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, September 18, 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, October 2, 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 a student matter and personnel as detailed on the Committee of the Whole agenda.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES:                      September 5, 2017  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT:                      August 2017

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

General Fund	\$	4,073,601.72
Food Service Fund	\$	2,862.23
PMSD Capital Reserve Fund	\$	1,007,046.97
PSDLAF Cap Reserve Fund	\$	3,574.71
Student Activity Fund	\$	15,786.21

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

**Item 2.**      **Consent Agenda for Administrative Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

- A.    Tax Exoneration (see page 4)
- B.    Job Description – District Food Service Cashier (see pages 5-6)
- C.    Contract Approval - Elaine Torres, Spanish speaking psychologist, for 30 hours at \$75.00 per hour to conduct special education evaluations
- D.    Kelly Services Direct Hire Agreement as per the attached (see page 7)

*Explanation: Kelly Services will assist in hiring open Technology Department positions.*

- E.    AHERA Re-Inspection and Management Plan Update Services

*Explanation: Agreement with EHC Associates to provide environmental services for all district owned buildings.*

- F.    Change Orders - Conestoga Elementary School

Change Order 2 – Add \$4,321.34 Myco Mechanical, Inc.

- PCO #005R - \$4,321.34

Change Order 6 - Add \$174,760.45 Perrotto Builders LTD.

- PCO #005R - \$14,914.61
- PCO #012 - \$978.30
- PCO #013R - \$15,217.99
- PCO #014B - \$35,076.42
- PCO #016R - \$6,673.02
- PCO #044R - \$1,099.05
- PCO #049 - \$1,482.47
- PCO #061 - \$2,166.47
- PCO #062 - \$11,616.67
- PCO #065 - \$529.07
- PCO #075 - \$2,570.40
- PCO #080 - \$5,761.98
- PCO #081R - \$60,618.60
- PCO #082A - \$361.87
- PCO #085 - \$425.72
- PCO #093 - \$15,267.81

- G.    CAFCO Bids Vendors for 2017-2018

- Feeser's      \$ 256,312.00
- US Foods      \$ 384,468.00

- H. Memorandum of Understanding with Millersville University for a five year term beginning August 31, 2017 (see pages 8-10)

*Explanation: Agreement for Penn Manor students to enroll in an off-campus course as a non-degree student at Millersville University.*

- I. Dual Enrollment Agreement with PA College of Health Sciences (see pages 11-14)

**Item 3.      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 15)

- B. Resignation of the individuals listed per the effective date:  
    Lisa Eme, Ready to Learn Aide, Letort, effective 8/23/17  
    Roberto Cruz, Custodian, High School, effective 8/9/17  
    Melissa Telesco, Director, HS Spring Musical, effective 8/28/17

- C. Retirement of the individuals listed per the effective date:  
    Cheryl Dearolf, Food Service Manager at Marticville MS, effective 12/31/2017

- D. Department Coordinators & Stipends for the 2017-2018 school year as listed (see page 16)

*Explanation: This is the yearly approval of coordinators and stipends which occurs the second board meeting of September*

- E. Fall Play Set Design/Construction for the 2017-2018 school year  
    Mark Dennis - \$2,000

*Explanation: To correct an error on the previous board agenda - Mark Dennis will be doing the set design and set construction for the Fall Play.*

- F. Head Varsity Baseball Coach – Streeter Stuart

- G. Dental Hygiene Services provided by Jennifer Yurchak at the rate of \$28.00 per hour, not to exceed 220 hours for the 2017-2018 school year, pending clearances.

*Explanation: Mrs. Yurchak will provide dental instruction and services to district students and coordinate free dental services.*

ADJOURNMENT

**PENN MANOR SCHOOL DISTRICT - SEPTEMBER 18, 2017**

**2017-18 REAL ESTATE TAX EXONERATION**

<u>BILL NO.</u>	<u>NAME</u>	<u>TAX PARCEL</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
<b>MANOR TOWNSHIP</b>					
41017-3-3237	HOMEFIELDS	4106153600000	TAXABLE TO EXEMPT	\$ 32,200.00	\$ 645.93
41017-3-1281	COSENTINO M JAMES	4105844100000	ACT 319 ENROLL/ACREAGE CHANGE	\$ 76,000.00	\$ 1,524.56
<b>CONESTOGA TOWNSHIP</b>					
12017-3-1071	MORRISON DAVID A & CYNTHIA A	1207916600000	ACREAGE CHANGE	\$ 12,000.00	\$ 240.72

## PENN MANOR SCHOOL DISTRICT

**TITLE:** District Food Service Cashier (High School) **DATE:** August 22, 2017

**REPORTS TO:** Café Manager **APPROVED BY:**

**JOB SUMMARY:** Oversee the collection of monies from students for school lunches and accurately complete records and deposits.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Receiving and maintain records of a large volume of cash and checks.
2. Trains all school level cashiers and anyone performing cashier duties.
3. Reconcile daily sales report, cash register tape, and deposit ticket for each cash register and prepare cafeteria deposit for all School District cafeterias on a daily basis.
4. Maintain sufficient supplies on hand for all cashiers and sends stock to cashiers, as requested.
5. Performs reconciliation of cash register and prepares daily sales report when cashiering.
6. Back up for cashier (High School) during lunch periods, as required.
7. Perform other duties as assigned by the Café Manager or Food Service Consultant.

**QUALIFICATIONS:** Two (2) years experience in cashiering/bookkeeping in a commercial food service establishment, preferably in school lunch  
Must be willing and able to be bonded in an amount as determined by the District.  
High school diploma or equivalent  
Represents Food Service Department with appropriate professionalism and knowledge  
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 stand, walk and sit during their scheduled hours  
Ability to use calculator, must have knowledge and experience using Microsoft Office  
Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Ability to use both hands for repetitive motion  
Ability to bend, twist and kneel  
Ability to stand or walk for an extended period of time

**SENSORY ABILITIES:** Visual acuity  
Auditory acuity

**WORK ENVIRONMENT:** Subject to inside environmental conditions

**TEMPERAMENT:** Must be cooperative, congenial, and service-oriented

**COGNITIVE ABILITY:** Ability to follow written and verbal directions  
Ability to communicate effectively  
Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess math skills  
Must possess computer skills  
Ability to operate calculator, telephone and photocopier

*(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.)*





## DIRECT HIRE AGREEMENT

Penn Manor School District (Company) and Kelly Services, Inc. (Kelly) agree that in return for Company's payment to Kelly of the Fee, in order to place one or more candidates into direct employment with Company, Kelly will:

- Recruit qualified candidates using its proprietary selection processes;
- Assess candidates in accordance with agreed upon requirements;
- Protect the confidentiality of Company information;
- Interview each candidate and verify his/her interest in the opportunity before forwarding candidate information to the Company; and
- Conduct a post-hiring review with Company and any placed candidate.

**(1) Positions Covered.** This agreement applies to:

- ☐ All referrals requested by Company, until the agreement is replaced or amended
- ☒ Only referrals requested for the following position(s):  
Technology Support Specialist

**(2) Fee:**

- ☐ \$ .
- ☒ 20 % of the candidate's annualized salary

Company will pay this Fee for each candidate that Company or its affiliate employs in any capacity\* within three hundred and sixty (360) days after Kelly refers candidate to Company. Kelly will invoice Company for the placement of the candidate on the first day of candidate's employment. Payment is due upon receipt of invoice.

**(3) Replacement Guarantee.** If Company fully pays for the candidate's placement within twenty one (21) days after the candidate's start date and the placed candidate's employment with Company is terminated within a guarantee period of the first 90 calendar days, for reasons other than layoff, lack of work, change in work scope, cancellation of project, or change in the Company's location, Kelly will elect either to replace the candidate without additional charge or to refund a percentage of the paid fee to account for the unworked percentage of the guarantee period. Kelly will not be directly or indirectly liable for the acts or omissions of candidates referred to Company.

**(4) Company's Talent Database.** Company and Kelly acknowledge the challenges of creating and maintaining a pool of qualified, engaged candidates is essential to the hiring process. Company hereby warrants that, when engaging Kelly in a request for candidates for an open position, candidates recorded within Company's database who have no documented activity in a hiring process associated with Company for a period one (1) year or more are fee eligible when represented by Kelly to Company.

**(5) Non-Solicit of Kelly Employees.** Company acknowledges that Kelly employees are essential to Kelly's core business of providing recruitment services and are familiar with Kelly's operating procedures and other sensitive, confidential and proprietary Kelly information. Therefore, Company hereby warrants and agrees that Company, during the term of this Agreement and for a period of one (1) year after termination of this Agreement, will not, directly or indirectly, solicit for employment any existing Kelly employee who shall have contracted and/or worked with Company providing recruitment services pursuant to this agreement.

Penn Manor School District

KELLY SERVICES, INC.

Printed name of Company

KELLY SERVICES, INC.

Signature

Signature

Taryn Blydenburgh

Signer's printed name

Signer's printed name

District Manager

Title

Title

09/06/2017

Date signed

Date signed

\*"Employ in any capacity" includes, without limitation: employing the candidate directly; purchasing the candidate's services as a temporary, payrolled, or leased employee of an organization other than Kelly; obtaining the candidate's services through any independent contractor, agency, facility staffing, or consulting relationship; or arranging, suggesting, endorsing, facilitating, or acquiescing in the candidate's employment or recruitment by another organization with legal or operational ties to Company.

## MEMORANDUM OF UNDERSTANDING

**THIS AGREEMENT** is entered into this 31<sup>st</sup> day of August 2017, by and between Millersville University of Pennsylvania hereinafter referred to as “the University” and The Penn Manor School District, hereinafter referred to as “the District,” a public school district under the laws of the Commonwealth of Pennsylvania.

### **WITNESSETH:**

**WHEREAS**, the University is a unit of higher learning of the State System of Higher Education of Pennsylvania; and

**WHEREAS**, the Legislature has determined by *Act 188 of 1982* that the primary mission of the State System of Higher Education of Pennsylvania is to provide high quality education at the lowest possible cost; and

**WHEREAS**, the mission of the State System of Higher Education is to provide undergraduate instruction, and opportunities for personal growth consistent with the legislated mission of the System; and

**WHEREAS**, certain students in the District may benefit from the opportunity to take classes offered by the University; and

**WHEREAS**, the University wishes to develop a High School Scholars program to recruit outstanding students to the University student body, and

**WHEREAS**, the District wishes to make certain undergraduate courses offered by the University available to the students of the District; and

**WHEREAS**, the University wishes to offer certain classes at off-campus sites within the District; and

**WHEREAS**, the District and the University desire to describe the features, purposes and mechanisms of the relationship by which the parties will establish a partnership in a collaborative arrangement; and

**WHEREAS**, this Agreement is intended to function as a collaborative agreement in accordance with said Board of Governors Policy 1999-02.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants contained herein, the parties hereto mutually agree and contract as follows:

1. **Term.** This Agreement shall be effective upon the review and approval of all the necessary Commonwealth officials. The term of this agreement shall be for a total of five years commencing upon the review and approval of all necessary Commonwealth officials. At the conclusion of the agreement’s fifth year, the parties, at their mutual option, may contract for another subsequent period of time not to exceed five years.
2. **Academic Suitability.** The suitability of any course for an off-campus offering at the District will be determined by agreement between the District and the University on a course-by-course basis. The District will also determine, on a student-by-student basis, the suitability of a course for each of the District’s students who wish to enroll in the course.
3. **Enrollment.** Students selected by the District for enrollment in an off-campus course will be enrolled as non-degree students at the University. In order to aid the enrollment of the District’s students, the District will provide the documentation necessary to the enrollment without cost. This will include a high school transcript and a letter from a guidance counselor attesting to the suitability of each course. Each student will have to apply (once) for non-degree status.

4. **On-Campus Enrollment.** Students selected by the District may enroll in on-campus courses under this agreement during both the academic year and the summer as non-degree students on a space available basis. The provisions of paragraphs 3 and 5 through 9 would also apply to those students.
5. **Regular Admission.** Should a student from the district wish to become a fully matriculated undergraduate student upon graduation from high school, they must follow the normal application process. Although successful completion of university level courses is generally viewed as a good indicator of success in college and a strong positive factor in the admission decision, nothing in this document serves to guarantee to a participating student admission to a regular status or to any major.
6. **Transcription of Courses.** Courses offered in the District facilities under this agreement will be transcript in the same manner as other courses offered by the university, including other off-campus courses. No distinction will be made between these course and other regularly offered courses. Students may obtain transcripts of their coursework from the Registrar in the normal manner.
7. **Fiscal Issues.**
  - a. The University will provide the District's students with a reduced tuition rate for both off-campus and on-campus enrollment. The student will be responsible for the balance of the tuition and fees. Fees for on-campus courses are defined on the University web site. Fees for off-campus courses are the academic enhancement fee, the technology fee, and the registration/transcript fee.
  - b. The reduced tuition rate for on-campus courses will be 50% of the regular in-state tuition (on a space available basis) and for off-campus courses will be 50% of the regular in-state tuition (with guaranteed enrollments to ensure revenue covers expenses).
  - c. The reduced tuition rate will apply only to students of the District (or students covered under an agreement with another school district).
  - d. The University's normal refund policy will apply in case of withdrawals.
  - e. The District will waive fees normally charged for room usage for off-campus courses taught in the District's facilities as part of this agreement.
8. **Class Size.** Certain minimum class sizes may apply to the off-campus courses. The District may make arrangement with neighboring school districts to increase the number of students in a class. Millersville University courses delivered off-campus will be in accordance with applicable APSCUF collective bargaining agreements.
9. **Rights, Privileges and Responsibilities.** Students registered as non-degree students at Millersville University under this agreement will have the same rights, privileges and responsibilities as other non-degree students including the right to a student ID, use of the library and other academic resources. All Millersville University policies and procedures, including but not limited to, academic policies and student discipline policies shall apply.
10. **Indemnification.** Neither of the parties shall assume any liabilities to each other. As to liability each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defense, which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education, or the University.
11. **Insurance.** As an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims

Self-Insurance program administered by the Bureau of Risk Management of the Pennsylvania Department of General Services.

12. **Amendment.** This Agreement may be amended at any time upon the mutual written agreement of the parties hereto, with said amendments to be executed by the duly authorized representatives of the parties and with the same formality as this agreement.
13. **Termination.** This Agreement may be terminated by either party upon 120 days written notice. Said notice to the University shall be sent to the President. Said notice to the District shall be sent to the Superintendent of the District.
14. **Choice of Law.** This Agreement is executed pursuant to and shall be construed under the laws of the Commonwealth of Pennsylvania.
15. **Entire Agreement.** This is the entire Agreement between the parties hereto and supersedes all prior negotiations and oral understandings between the parties hereto.

**IN WITNESS WHEREOF**, the President of the University and the Superintendent of the District by their signatures do hereby put this agreement in force.

\_\_\_\_\_  
President, Millersville University of  
Pennsylvania

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, \_\_\_\_\_  
Penn Manor School District

\_\_\_\_\_  
Date



## Dual Enrollment Agreement

This Agreement is entered into on 31st day of Aug 2017 by and between Penn Manor High School (hereinafter referred to as the "School District") and Pennsylvania College of Health Sciences (hereinafter referred to as the "College"). This Agreement sets out the terms and conditions of the dual enrollment program (the "Program") offered by these two educational institutions in accordance with Article XVI-B of the Public School Code:

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

### I. Term

The term of this Agreement shall begin on the date first specified above and shall continue for a period of one year. Thereafter, this Agreement shall automatically renew for any number of additional one (1) year terms unless otherwise sooner terminated.

### II. Dual Enrollment – Institutional Representatives

School District: **PENN MANOR SCHOOL DISTRICT**

Principal: **Philip B. Gale, Ed.D.**

Dean of Education:

Superintendent: **Dr. Michael Lechlitter**

Asst. Superintendent: **Dr. Cheryl Shaffer**

School Counselor:

School Board Member:

Pennsylvania College of Health Sciences

Assistant VP for Admissions and Strategic Marketing Initiatives: **Michelle Meiser**

VP of Academic Affairs, Assistant Professor of Sociology & Humanities: **James Siburt**

VP of Enrollment Management: **Anne Hamill**

### III. Student Eligibility

a. In order to qualify for the Program, a School District student must meet all of the following requirements (the "Student"):

1. The Student is a high school junior or senior

2. The Student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the School District.

The School District will determine satisfactory progress based on the Student's overall GPA (3.0 or higher) and GPA in intended subject area of student (3.0 or higher). The Student must

have completed algebra I, algebra II, biology with lab, and an advanced science with a lab (e.g., chemistry, physics, advanced biology).

3. The Student demonstrates readiness for college-level coursework in the intended subject area of study, as determined by the College. The College will determine readiness based on academic grades in subject area related to the college course of interest (GPA of 3.0 or greater), a counselor recommendation, and standardized test score (ACT, and/or SAT). The Student should have an SAT combined score of 1000 for reading and math, PSAT combined score of 1000, ACT score of 21 or higher or The Plan score of 21 or higher.
- b. In order to remain in the Program, the Student must maintain a secondary school grade point average of B (3.0) in the applicable subject area of study. The Student must also maintain a minimum grade of 2.0 in each Program course in which the Student is enrolled.

#### **IV. Enrollment**

Should the Student from the School District wish to become a fully matriculated undergraduate student at the College upon graduation from high school, the Student must follow the College's normal application process. Although successful completion of college level courses is generally viewed as good indicator of success in college and a strong positive factor in the College's admission decision, nothing in this Agreement serves as a guarantee to future admission to the College.

#### **V. Courses Offered**

- a. The following criteria apply to all courses covered by this Agreement:
  1. The courses are non-remedial.
  2. The courses are in a core academic subject as defined by the No Child Left Behind Act of 2001. Core subjects include English, reading or language arts, mathematics, science, and foreign languages.
  3. The course, as offered to the Student, are identical to those offered when dual enrollment students are not enrolled, including the use of an identical curriculum, assessments and instructional materials.
  4. The courses enforce prerequisite coursework requirements identical to those enforced for the courses when dual enrollment students are not enrolled.
  5. The courses offered are subject to seat availability.

#### **VI. Student Credit**

- a. The Student will not be allowed to enroll in more than seven postsecondary credits through the Program per academic semester. Other courses can be taken at the College but will not be funded through the Program.
- b. In order to successfully complete a course listed in this Agreement, the Student must earn a minimum grade of 2.0.
- c. The school district will award credit for and recognize courses that are successfully completed under this Agreement,
- d. The College will award postsecondary credit to the Student who successfully completes course(s) identified in this Agreement. The College will transcript this credit in a manner similar to other students who take a course at the College. If the Student becomes a regularly enrolled student at the College following graduation from high school, the College shall recognize those Program credits as

applying to the Student's degree requirements, as it would for any regularly enrolled postsecondary student who took the offered courses.

## **VII. Fiscal Issues**

The Student Financial Services Office at the College will bill the Student for the courses they enroll in at 50% of the annual per credit hour tuition rate. Please visit the College website ([www.pacollege.edu](http://www.pacollege.edu)) to view the tuition rates for the current academic year. Additional mandatory college fees are billed at the regular rate, if applicable. Books are not billed by the College and the student is responsible to purchase necessary textbooks per course. The cost of book varies per course and ranges from \$40 to \$300+ (anatomy & physiology). Students are subject to tuition and fees withdrawal and refund policies as outlined in the Student Handbook.

## **VIII. Promotional Material**

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

## **IX. Additional Administrative Responsibilities**

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

- a. **Registration:** The College will enroll the student as they do other students at the College, and the student may meet with an Academic Advisor to select classes. Student must complete the College's Confidentiality Agreement and meet other enrollment requirements as may be necessary. Students can obtain a copy of their class schedule to submit to the School District representative verifying course registration.
- b. **Record Keeping:** The Registrar's office at the College will provide information on the following items:
  1. The number of students enrolled in the Program; and
  2. The number of students in the Program who returned for a second semester.
- c. **Final Grade Report/Transcript:** The Registrar will forward official transcripts to the School District's guidance office at the conclusion of each semester for all paid courses. The Student must submit a signed request to the Registrar's Office authorizing the College to send an official transcript to the high school.

Note: The School District is responsible for submitting a release of information request signed by the Student identifying any other information of the Student to be released to the School District.

- d. The dual enrolled student will follow all of the rules and regulations of the College as they apply to other enrolled students including the Academic Calendars, withdrawal and refund dates and the Family Educational Rights and Privacy Act (FERPA) as well as other items not mentioned.

**X. Miscellaneous**

- a. College and School District agree, in performing the obligations pursuant to this Agreement, not to unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability.
- b. While taking Program courses at the College, the Student must abide by the College's policies and procedures. The College reserves the right to terminate any Student from the Program who violates the College's policies and procedures.

**XI. TERMS OF ACCEPTANCE and SIGNATURE**

- a. I hereby agree and consent to the terms in the Agreement and certify that I have the authority to sign on behalf of the contracting organization. By typing my name, I consent to sign this Agreement by way of electronic signature.

Electronic Signature: \*

Superintendent (Please type your First and Last Name)

Electronic Signature: \*

Principal (Please type your First and Last Name)

Date:

☒ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

Pennsylvania College of Health Sciences

\_\_\_\_\_  
President  
Mary Grace Simcox

\_\_\_\_\_  
Date:



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	
9/27/17	* FREY	HEIDI	FOOD SERVICE	MANOR MS	5.95	180	\$ 13.08	Permanent	5.95	Effective 9/5/17, change in hours per day
9/27/17	* MIRANDA	LEONELA	FOOD SERVICE	HAMBRIGHT	5	180	\$ 9.58	Permanent	5	Effective 9/5/17
9/27/17	* SANDERS	CARLEEN	FOOD SERVICE ASSISTANT	DISTRICT	8	180	\$ 15.10	Permanent	8	Effective 10/2/17
9/27/17	BACHMAN	BREANNA	ENROLLMENT RELATED AIDE - AST	MARTIC	5	180	\$ 9.58	2017-18 school year only	5	Effective 9/5/17
9/27/17	LANDIS	KATHERINE	ENROLLMENT RELATED AIDE	CENTRAL MANOR	5	180	\$ 9.58	2017-18 school year only	5	Effective 9/5/17
9/27/17	* EWE	LISA	CLASSIFIED BUILDING SUBSTITUTE	DISTRICT	As Needed	As Needed	Sub Rate	Permanent	As Needed	Effective 8/24/17
9/27/17	KREIDER	JEANNINE	SUBSTITUTE RN SCHOOL NURSE	DISTRICT	As Needed	180	Sub Rate	Permanent	As Needed	Effective 9/5/17

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

Last Name	First Name	Position	Teachers in the department	2017-18 Base Rate	2017-18 Certification	2017-18 K-12 Resp.	2017-18 7-12 Resp.	2017-18 # in Dept.	2017-18 Load Comp.	2017-18 Total
FELLENBAUM	NEIL	Ag.	3	\$ 2,525	\$400 added for coordinators that have supervisory certificates	\$200 added for coordinators that have K-12 Responsibilities	\$100 added for coordinators that have only secondary responsibilities	\$25 added for every teacher in the department	No Open Blocks - \$300 1 Open Block - \$150 2 Open Blocks - \$0	\$ 2,850
HIMES	JEFF	Art	10	\$ 2,525		\$ 200		\$ 250	\$ 150	\$ 3,125
LETAVIC	WENDY	ESL	3.59	\$ 2,525		\$ 200		\$ 100	\$ 300	\$ 3,125
ROTTMUND	MINDY	FCS	2	\$ 2,525			\$ 100	\$ 50	\$ 150	\$ 2,825
MINTZER	MELISSA	Foreign Language	6.5	\$ 2,525			\$ 100	\$ 175	\$ 150	\$ 2,950
OSTROWSKI	MELISSA	Guidance	12	\$ 2,525	\$ 400	\$ 200		\$ 300	\$ 150	\$ 3,575
REDDIG	SKIP	Music	8	\$ 2,525		\$ 200		\$ 200	\$ 300	\$ 3,225
MAXWELL	SHAWN	P/E	16	\$ 2,525		\$ 200		\$ 400	\$ 150	\$ 3,275
YARNELL	BILL	Science	21.5	\$ 2,525			\$ 100	\$ 550	\$ 150	\$ 3,325
KIRCHNER	JEREMY	Social Studies	20	\$ 2,525			\$ 100	\$ 500	\$ 150	\$ 3,275
EICHELBARGER	PATRICK	Special Education	20	\$ 2,525	\$ 400		\$ 100	\$ 500	\$ 300	\$ 3,825
YOST	JULIE	Special Education	14	\$ 2,525			\$ 100	\$ 350	\$ 300	\$ 3,275
CRAIG	CHRISTA	App Engineering / Business	10	\$ 2,525		\$ 200		\$ 250	\$ 150	\$ 3,125
OPEN		LEAD SCIENCE		\$ 2,525						\$ 2,525
MOYER	JENNA	LEAD SCIENCE		\$ 2,525						\$ 2,525
MILLER	MEGAN	LEAD SOC STUDIES		\$ 2,525						\$ 1,263
TOTALS				\$ 40,400	\$ 800	\$ 1,200	\$ 700	\$ 3,700	\$ 2,550	\$ 48,088

Addendum  
Agenda – School Board Meeting  
Penn Manor School District  
Monday, September 18, 2017  
Manor Middle School – Board Room

**Item 4.**        **Consent Agenda for Administrative Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

- A.     Infiltration Testing and Test Pits by Earth Engineering Inc. (see pages 2-5)

*Explanation: Earth Engineering will conduct test pit investigation, infiltration testing and preparation of the report for the Tennis Court project at Manor Middle School.*

**Item 5.**        **Consent Agenda for Personnel**– The administrative staff is recommending approval of the following: (ROLL CALL)

- A.     Resignation of the individuals listed per the effective date:  
         Lorie Burkland, Health Room Nurse, effective 9/14/2017



September 11, 2017  
EEI Proposal No. MB2960

Mr. Jim Hocker  
Derck & Edson  
33 South Broad Street  
Lititz, PA 17543

Office: 717.626.2054  
Email: [jhocker@derckandedson.com](mailto:jhocker@derckandedson.com)

**Re: Infiltration Testing and Test Pits  
Manor Middle School  
Manor Township, Lancaster County, Pennsylvania**

Dear Mr. Hocker:

Earth Engineering Incorporated (EEI) appreciates the opportunity to submit the following proposal to perform a stormwater infiltration investigation and testing program for the above referenced project. The purpose of this investigation is to provide infiltration test data and test pit information for design of proposed infiltration facilities.

EEI is composed of a proven staff of qualified engineers and geologists experienced in meeting the needs of our clients on a timely, results oriented, and cost effective basis. Earth Engineering offers its clients consulting services in the diverse areas of both geotechnical engineering and site and structure evaluations. Issues such as cost effectiveness of foundation alternatives are evaluated along with site development issues and geotechnical data to develop recommendations. This approach has enabled EEI to contribute to the successful development of a wide range of projects.

## **PROPOSED SCOPE OF WORK**

The proposed scope of work for this project will include project management and coordination, test pit investigation, infiltration testing, and the preparation of an Infiltration Testing Report for the above referenced project. Specific tasks included within each of these items are as follows.

### **Project Management & Coordination**

EEI will coordinate with the client to obtain project plans and information prior to beginning the field exploration. Additionally, EEI will perform a cursory review of soil/geologic mapping for the area and data from nearby or previous work performed at the site. Initial project management also entails prompt scheduling of the required subcontractors and PA One Call.

## **Infiltration Testing**

In accordance with the Request for Proposal, EEI proposes to perform three (3) exploratory test pit excavations at the locations indicated on the *Geotechnical Locations* plan, prepared by Derck & Edson, received September 8, 2017. Due to the underlying carbonate geology, the test pits will extend to depths of at least 4 feet below the infiltration test depth or bucket refusal, whichever is encountered first. We are assuming that the proposed infiltration test depths will not be greater than 2 feet below existing grades. The purpose of the test pits is to obtain limiting zone information such as the groundwater table, soil mottling and depth to rock at the proposed infiltration areas.

Following the test pits, two (2) Double-Ring Infiltrometer (DRI) tests will be conducted at each of the exploratory test pit locations for a total of six (6) DRI tests. The tests will be performed to determine the infiltration rate of the subgrade soils to facilitate design of the recharge system. The tests will be performed in general accordance with DRI procedures as outlined within the *2006 Pennsylvania Best Management Practices Manual, Appendix C*.

Supervision and monitoring of the test pit operation will be performed by a qualified representative of EEI. EEI representatives will be on-site full time throughout the field operation to efficiently manage the project scope and document field operations. During the soil evaluation, EEI will advise the client of any subsurface conditions, including limiting zones, which are observed to be in conflict with the proposed test elevations and depths. Field adjustments to the test depths may then be directed by the client prior to performing the infiltration tests. EEI will notify the client prior to the field investigation. EEI requests that the client be available to discuss the testing so that appropriate adjustments can be made while still in the field.

## **Analysis and Report**

A letter report with the results of the infiltration testing will be prepared which will include the following:

- Description of Subsurface Conditions  
(Including soil description and testing methods, field soil classification.)
- Testing Location Plan
- Test Pit Logs
- Infiltration Testing Logs
- Groundwater Depths and Conditions
- Limiting Zones
- Infiltration Rates

The report will be prepared under the supervision of a Professional Engineer registered in the Commonwealth of Pennsylvania.

### **COST ESTIMATE**

<b>Project Management &amp; Coordination</b>				\$	200.00
<b>Field Investigation</b>					
Mobilization/Demobilization				\$	300.00
Backhoe & Operator	1 day @	\$	950.00 /day	\$	950.00
EEI Soil Scientist/Geologist	1 day @	\$	650.00 /day	\$	650.00
<b>Report Preparation</b>				\$	950.00
<b>TOTAL:</b>					<b>\$ 3,050.00</b>

### **Assumptions:**

The above cost estimate assumes the use of nonunion, non-prevailing wage excavation contractors. EEI can provide a cost estimate should union or prevailing wage contractors be required to perform the investigation at the site.

The scope of work proposed herein has been developed as directed by the Client and is in general accordance with the guidelines established in the Pennsylvania Best Management Practices (PA BMP) Manual, 2006. Requirements established in local stormwater ordinances such as, but not limited to, the need for a municipal representative to witness the testing, frequency and coverage of infiltration testing or, other geophysical investigation requirements, may differ from the guidelines established in the PA BMP manual. Therefore, it is the responsibility of the Client to verify that the proposed scope of work is in compliance with local ordinance and to coordinate the field activities with the municipal authority where required.

EEI will contact the Pennsylvania One Call System, Incorporated a minimum of three (3) days prior to initiating the field investigation for location of public utilities. **This proposal assumes the identification and location of existing private underground on-site utilities is the responsibility of the owner/client and should be completed prior to the scheduled start date of the subsurface investigation. If required, the price for a private underground utility location service is \$900.00/ half day.**

This proposal assumes that access to the site will be granted and that the site is accessible to the excavation equipment. This proposal does not include additional work caused by unexpected subsurface conditions or by site conditions out of the control of Earth Engineering Incorporated. In addition, it is understood that excavated soils will be used to backfill test pits. No further restoration is included in this proposal.

The Client will be notified prior to the beginning of the field investigation and will be continually updated on work progress and any unexpected conditions encountered. EEI will remain available to discuss the findings of the investigation and details of the report after it is submitted to the client. If requested, the time required for supplemental reports, evaluations, review/preparation of specifications, or meetings will be billed at the following hourly rates.



**Additional services provided only at the request of the client**

Principal Professional Engineer	\$ 200.00/hr.
Senior Professional Engineer	\$ 185.00/hr.
Professional Engineer	\$ 150.00/hr.
Engineer II	\$ 90.00/hr.
Engineer I	\$ 80.00/hr.
Professional Geologist	\$ 150.00/hr.
Senior Geologist/Scientist II	\$ 100.00/hr.
Senior Geologist/Scientist I	\$ 80.00/hr.
Geologist/Scientist II	\$ 75.00/hr.
Geologist/Scientist I	\$ 65.00/hr.

This proposal is based on an agreement to payment upon receipt of the Earth Engineering Incorporated invoice. EEI will be due interest of 1.5 percent per month for all unpaid balances beyond 30 days of the invoice date. This proposal is valid for 90 days.

Earth Engineering Incorporated appreciates the opportunity to prepare and submit this proposal. If you have any questions regarding this project, please call our office.

Sincerely,

**EARTH ENGINEERING INCORPORATED**



Jennifer A. Potter, P.G.  
Director – Central Pennsylvania Division

**Stormwater Infiltration Investigation:**      **\$ 3,050.00**      \_\_\_\_\_

**Utility Locator, 1/2 day @ \$900.00:**      **\$ 900.00**      \_\_\_\_\_

*Please indicate services to be provided by initialing above. Provide acceptance of the foregoing terms and conditions by affixing your signature in the space provided below and returning the original to our office.*

**ACCEPTED BY:** \_\_\_\_\_  
(Sign Name Here)

\_\_\_\_\_  
(Print Name & Title Here)

**DATE:** \_\_\_\_\_

