

Agenda – Committee of the Whole
Penn Manor School District
Monday, April 1, 2013
Manor Middle School – Board Room

DINNER

(4:30)

EXECUTIVE SESSION

(4:45)

Superintendent's Evaluation

(5:15)

Personnel

(5:20)

Student Matter

WORKSHOP

(5:30 – 6:00)

Special Education Programming

COMMITTEE OF THE WHOLE

(6:00)

CALL TO ORDER:

Mr. Long

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on Monday, April 22, 2013 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES:

March 18, 2013

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

CITIZEN'S COMMENTS:

Name and Address

Item 1.

(6:00 – 6:45)

Review of Hambright Elementary Bid Opening

Explanation: Representatives from Crabtree, Rohrbaugh and Associates Architects will review details regarding the opening of bids from March 26, 2013 and make recommendations.

Approval for Placement on April 1 School Board Meeting Agenda

(6:45 – 7:00)

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS

Item 2.

(7:00 – 7:30)

Overview of Elementary Literacy Coaching – Mrs. Hallock

Explanation: Mrs. Hallock will review the program for literacy coaching currently practiced in the elementary division. Mrs. Barb Kamen and Mr. John Berry will join the discussion to share their particular experiences with the program.

Information Only

Item 3.

(7:30 – 7:50)

Middle School Spanish – Dr. Shaffer, Ms. Santaniello, Mr. Edwards

Explanation: Middle school principals will discuss upcoming schedule and curriculum modifications for Spanish and Reading necessitated by a review of PVAAS data as well as implementation of the Keystone exams.

Information Only

Item 4.

(7:50 – 8:00)

New German Textbooks – Dr. Shaffer

Explanation: Dr. Shaffer will request input from school board textbook liaisons for the recommendation of high school foreign language materials purchase of new German textbooks.

Approval for Placement on April 22 School Board Meeting Agenda

Item 5.

(8:00 – 8:10)

First Reading of Board Policies – Dr. Leichliter
(previously distributed)

- #610 – Purchases Subject to Bid/Quotation
- #611 – Purchases Budgeted
- #822 – Automated External Defibrillator (AED)/
Cardiopulmonary Resuscitation (CPR)

Explanation: Dr. Leichliter will review proposed changes to district policy.

Approval for Placement on April 1 School Board Meeting Agenda

Item 6.

(8:10 – 8:25)

2013-2014 IU Budget Proposal – Dr. Frerichs
(previously distributed)

Approval for Placement on April 1 School Board Meeting Agenda

Item 7.
(8:25 - 8:35)

1:1 Laptop Program for Penn Manor High School – Mr. Reisinger

Explanation: Mr. Reisinger will review the 2013-2014 1:1 student laptop proposal for Penn Manor High School.

Previously Approved for Placement on April 1 School Board Meeting Agenda at March 18, 2013 Committee of the Whole

Item 8.
(8:35 - 8:45)

Data Specialist Job Description – Mr. Reisinger

Explanation: Mr. Reisinger will review the position description for the new Data Specialist position proposed for 2013-2014.

Approval for Placement on April 1 School Board Meeting 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, April 1, 2013
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER: Mr. Long

MOMENT OF SILENCE Mr. Long

FLAG SALUTE: Mr. Schlotzhauer

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, April 18, 2013 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: March 18, 2013
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

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. First Reading of Policies:
 610 – Purchases Subject to Bid/Quotation
 611 – Purchases Budgeted
 822 – Automated External Defibrillator (AED/Cardiopulmonary Resuscitation (CPR))

- B. Revised Job Descriptions (previously distributed):
 Athletic Director Secretary
 Elementary Counselor
 Secondary Counselor
 Custodian
 Head Custodian
 Custodian / Central Receiving
 Buildings and Custodial Maintenance Supervisor
 Elementary Principal
 Field Manager/Comet Field
 Certified School Nurse
 Wastewater Treatment/Domestic Well Water Specialist
- C. The Intermediate Unit 13 Core Program of Services and Instructional Media Services Budgets for the 2013-2014 school year as presented.
- D. 1:1 Student Laptop Project for Penn Manor High School to begin during the 2013-2014 school year. Estimated costs are \$578,000, to be paid from the Technology Capital Reserve Fund.
- E. Position Description for Data Specialist (see pages 6 – 7).

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

- A. Holiday Schedule for the 2013-2014 school year as listed (see pages 8 – 9).
- B. Tuition free senior:
 Bobby Bustamante
 Shadrack Kiprop
- C. Resolution authorizing Superintendent of Schools to electronically sign documents with the Pennsylvania Department of Education (see pages 10 -- 11).

Explanation: The Pennsylvania Department of Education recently announced that they are piloting electronic signatures (e-signatures) for school districts as part of planned upgrades to the department's e-Grant system. For the 2013-14 fiscal year the department will be allowing e-signatures for Consolidated Application Agreements of the Division of Federal Programs. In subsequent years, the use of e-signatures will be extended to other grant programs. School districts wishing to use e-signatures must have their board adopt this resolution developed by PDE in order to participate.

- D. Appoint Cindy Rhoades as Assistant Secretary for the Board of School Directors (see page 12).

Explanation: Upon review with the Solicitor, the a resolution must be passed by the Board of School Directors officially appointing an individual to serve in absence of the Board Secretary.

- E. Pequea Intercom Replacement Project with Sage Technology Solutions for \$29,539 as per the attached proposal. (see pages 13 – 20).

Explanation: To furnish and install an intercom system at Pequea Elementary School. The system will be adaptable to any proposed future renovation project at the building. The project was approved as part of the 2012-13 Capital Projects Plan and will be run through the Capital Reserve Budget.

- F. Manor Middle School Intercom Replacement Project with Sage Technology Solutions for \$27,086 as per the attached proposal. (see pages 13 – 20).

Explanation: To furnish and install an intercom system at Manor Middle School. The system will be adaptable to any proposed future renovation project at the building. The project was approved as part of the 2012-13 Capital Projects Plan and will be run through the Capital Reserve Budget.

- G. PPL Right of Way Agreement for Millersville Road (see pages 21 – 23).

Explanation: Right of way agreement needed to run electrical to the new Elizabeth Martin Elementary School building project.

- H. Hambright Elementary School Project – Notice of Intent to Award Bids to the contractors listed below for the amounts stated for the Hambright Elementary School new construction project (PDE project number 3677). Payment to be made from the 2012 Construction Fund and the 2013 Construction Fund (bond to be issued). (Bid tabulations will be distributed).

General Construction

MCA Construction
\$11,373,000.00 base bid

HVAC

Frey Lutz
\$2,765,000.00 base bid

Electrical

Hirneisen Electric Inc.
\$1,728,700.00 base bid

Plumbing

Vision Mechanical Inc.
\$796,000.00 base bid

Fire Protection

S. A. Comunale Inc.
\$508,000 .00 base bid

- I. Hambricht Elementary School Project – Plancon Part F, Attachment C Post-Bid Opening Notification, for the Hambricht Elementary School new construction project (PDE project number 3677). The administrative staff is further recommending submission of same to the Pennsylvania Department of Education.

Explanation: Following bid opening and the decision by the Board to award and/or reject bids but prior to the district entering into construction contracts, Attachment C, Post-Bid Opening Certification, with information on bids received, alternates accepted and other pertinent information, must be submitted before final processing of PlanCon Part F can take place. PlanCon Part F approval by PDE for a project will not be issued until this certification is received, all bidding has been completed and board decisions have been made.

- J. Hambricht Elementary School Project – Plancon Part G (Project Accounting Based on Bids) to the Pennsylvania Department of Education for the Hambricht Elementary School new construction/renovation project (PDE project number 3677). The administrative staff is further recommending submission of same to the Pennsylvania Department of Education.

Explanation: Part G, Project Accounting Based on Bids, is concerned with actual construction bids. A project's eligibility for reimbursement is ultimately determined at PlanCon Part G. The district must receive PDE approval for Part G prior to entering into contracts and starting construction.

- K. Hambricht Elementary School Project – Notice of Intent to Award Bid Technology/Data Project with Sage Technology Solutions for \$575,146.

Explanation: To furnish and install the Intercommunications, Clock, Sound and Classroom AV systems and structured cabling system for the new Hambricht Elementary School Project. This turnkey design system proposal utilizes COSTARS and PEPPM contracts with all products available at or below published discounts.

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 2012-2013 school year (see page 24).

- B. Substitute Teachers within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list (*pending receipt of required paperwork).

Christine M. Bauer
Lauren McCartney Cusick

- C. Retirements of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.
Bonnie Gambler, elementary teacher, effective the end of the 2012-2013 school year
Mike Kaufhold, secondary teacher, effective the end of the 2012-2013 school year
Paul Milot, secondary teacher, effective the end of the 2012-2013 school year
Judith Ruth, secondary teacher, effective the end of the 2012-2013 school year
Leslie Schmucker, elementary teacher, effective the end of the 2012-2013 school year
Angie Stiklaitis, secondary teacher, effective the end of the 2012-2013 school year
Vickie Usciak, elementary teacher, effective the end of the 2012-2013 school year
- D. Head Cheerleading Coach for the 2013-2014 school year.
Brenda Spicer
- E. Volunteer Junior High Track Coach
Doug Kramer
- F. Resignation of the individuals listed below per the effective date cited.
Susan J. Miller, ERA – LTS, effective March 22, 2013
Ismat Batool, ERS – LTS, effective February 25, 2013
- G. Co-curricular Position
ETPM Tech Position – Edward Weber, \$315 for the 2012-2013 school year

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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Data Specialist

Department: Technology Services
Location: District
Salary: Classified - SRI 24
Status: Salaried Position – 12 Month, Year Round
Reports To: Technology Director

Purpose and Scope of Responsibilities

Under the leadership of the Technology Director, the Data Specialist serves as the primary coordinator and support person for district data coordination, management and reporting. Support includes the accurate preparation and integration of data between systems, development of reports and dashboards for district staff, preparing data for required state reports, and troubleshooting software systems in a mixed platform, multivendor environment.

Essential Functions

This position interfaces with staff and faculty on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

1. Gather data from various district sources (Sapphire, DIBLES, PSSA, Benchmarks, SAT etc.) and compile into a useable format to analyze and present results to district faculty and administration. Designs reports and data dashboards for personnel based on specific instructional and department needs.
2. Ensure district data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into student and business system while conforming to state and district standards.
3. Coordinate creation, management and reporting of student accounts and scores in ALEKS, DRC, CDT, keystones, Study Island, benchmarks and other assessment or instructional systems.
4. Maintains procedural knowledge of state and federal guidelines for data reporting as well as technical knowledge of the systems used. Assists with accurate and timely PDE PIMS and federal report creation, validation and submissions; notifies staff of timelines, needs and requirements.
5. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.
6. Manages data loading and maintenance in Sapphire Assessment Tracker; manages Sapphire Analysis Reporting tools and prepares accurate reports for staff.
7. Provides professional development and training for staff to achieve and maintain quality data systems with consistent data collection in compliance with district and state standards.
8. Assists with coordination and troubleshooting of database and software systems, including the student

management system and business system.

9. Provides and facilitates data mining, decision-support services and reporting for instructional and operational personnel. Prepare third-party data requests as required.

10. Develops and manages internal data-integrity, system designs, business-logic rules and procedures for district instructional, operational and business data.

11. Remains current in the IT field by participating in workshops, seminars and certification programs.

12. Collaborates with the Technology Team in a professional manner to provide customer focused IT solutions for district students, teachers and staff. Assists with technology support, troubleshooting and training.

13. Performs other duties as assigned by the Technology Director or district Leadership Team.

Marginal Functions

Marginal functions will vary with the specific assignment and depend on the particular function for which the personal is responsible.

Knowledge and Skill Requirements

Education Required: Associates or Bachelors degree in a related field

Certifications Desired: Related database, data reporting software and/or programming certifications.

Experience Required: 2 - 3 years broad technical experience in a mixed platform environment. Demonstrated fluency in common data reporting and manipulation tools such as Crystal Reports, Cognos, and Excel. The ideal candidate will have data warehouse, SQL and programming knowledge and experience.

Other Qualifications: Good oral and written communication skills and the ability to present information effectively. Exceptional attention to detail. Excellent technical problem solving skills. Maturity and integrity when handling confidential data. Flexibility and capability to manage multiple tasks. Ability to prioritize and work both independently and within a team.

Physical/Mental/Environment Requirements

Sit: 75%

Walk/stand: 25%

Lifting: Up to 50 pounds (Computers, printers and technology equipment)

Vision: Must concentrate at close vision for extended periods of time.

Environment: Normal office and school building environment

Mental: Ability to interpret, analyze, and problem solve detailed written and verbal communications.

The position requires a valid Pennsylvania driver's license and access to personal transportation.

**Office of the Superintendent
Penn Manor School District**

TO: Carol Alexander, Diana Alston, Valerie Bosso, Sharlotte Dammerman, Sharon Knighton,
Doris Long, Phyllis Martin, Jill Musser, Beth Shenenberger, Stacy Riffert, and Maria Ross
FROM: Mike Lechliter
RE: Holiday Schedule 2013-2014
DATE: April 1, 2013

Following are the dates officially scheduled as "holidays" for the 2012-2013 school year: There will be no deviations from the schedule. All 12-month secretaries must work 8 ½ hours per day, including a ½ hour lunch break year round.

July 4	-	July 4, 2013 (Thursday)
Labor Day	-	September 2, 2013 (Monday)
Thanksgiving	-	November 28, 2013 (Thursday)
	-	November 29, 2013 (Friday)
Christmas	-	December 24, 2013 (Tuesday)
	-	December 25, 2013 (Wednesday)
New Year's	-	January 1, 2014 (Wednesday)
Presidents' Day	-	February 17, 2014 (Monday)
Good Friday	-	April 18, 2014 (Friday)
Memorial Day	-	May 26, 2014 (Monday)

As a reminder it was previously communicated that in an effort to maintain equity with other support staff personnel, the summer hours system will be phased out through attrition. To clarify the pre-July 1, 2008 system:

- 12 month secretaries work an 8 hour day throughout the year, but are eligible for additional paid time off as designated by the administration. This paid time off is calculated each year by the payroll department and days off are determined by the administration.

Beginning July 1, 2008, anyone hired as a 12 month secretary will no longer receive the benefits associated with summer hours. Existing employees will be grandfathered into the system, but no new staff will receive such benefits. To clarify the post-July 1, 2008 system:

- 12 month secretaries hired to a position previous to June 30, 2008 will work an 8 hour day throughout the year, but are eligible for additional paid time off as designated by the administration. This paid time off will be calculated each year by the payroll department and days off will be determined by the administration.
- 12 month secretaries hired to a position after June 30, 2008 will work an 8 hour day throughout the year. They will not be eligible for the additional time off.

Calculation for the summer of 2013:

Days between school years:	55 days
Elimination of summer hours (daily):	.75 hours
Summer hours calculated:	41.25 hours
Summer hours benefit (rounded to nearest half day):	5 days

For this year, the following days are designated as vacation:

December 23, 26, 27, 30, 31, 2013

RESOLUTION

BE IT RESOLVED, by authority of the **Board of Directors** of the **Penn Manor School District**, and it is hereby resolved by authority of the same, that Dr. Michael G. Leichliter, who is the **Superintendent** of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **Penn Manor School District** to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not to contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST

President

Secretary

Kenneth Long, Board President

Cindy Rhoades, Assistant Board Secretary

I, _____, Assistant Secretary, of _____. Do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the _____, held the ____ day of _____, 20__.

Dated: _____

Signature

Cindy Rhoades, Assistant Board Secretary

TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: _____

Signature

Dr. Michael G. Lechliter, Superintendent

Resolution

Section 434 of the Pennsylvania Public School Code authorizes the School Board to “appoint an assistant secretary who shall, in the absence or disability of the secretary, perform the duties and exercises the power of the secretary.” 24 P.S. § 4-434. Pursuant to such authority, the Board of School Directors for the Penn Manor School District wishes to appoint an assistant secretary.

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

1. Cindy Rhoades is appointed Assistant Secretary for the Board of School Directors, beginning April 1, 2013 through June 30, 2013.
2. The Board of School Directors direct the Superintendent of Schools to arrange for the Assistant Secretary to be bonded, as required by Section 434 of the Public School Code.

Duly adopted on this 1st day of April, 2013, by a majority vote of the Board of School Directors for the Penn Manor School District.

J. Kenneth Long
School Board President

Carlton L. Rintz
School Board Vice-President

Penn Manor School District

Pequea Elementary School
Manor Middle School
Intercom System
Replacements

Attn: Denny Coleman



Dennis Coleman
Building and Grounds Director
Penn Manor School District
2950 Charlestown Road
Lancaster, PA 17603

Dear Mr. Coleman,

Sage Technology Solutions is pleased to respond to your request with the following proposal. We propose to furnish and install Rauland-Borg Intercommunications systems at the Pequea Elementary School and the Manor Middle School. The proposed systems shall be complete new head-end equipment installs with additional speakers provided in certain areas of the Manor Middle School and a complete speaker replacement at Pequea Elementary School with new speaker locations as well. We believe this proposal exceeds the functional requirements outlined, provides beneficial and unique system features, offers flexibility in configuration and ease of use, and ensures the strategic long-term protection of your investment.


We propose to unite products from manufacturers with the most reputable, proven and widely installed offerings. The depth of our knowledge and experience with these and other communications technologies is unmatched in Central Pennsylvania.

We will provide you with a single, local source responsible for implementation, training, support, service and maintenance of this integrated system. Sage will provide user interfaces that are fast and simple to use.

Sage will use the PEPPM state contract as a purchasing vehicle to provide the new systems.

Thank you for considering Sage Technology Solutions, Inc. as a technology partner and turnkey communications systems integrator for this project. We appreciate the opportunity to submit this proposal and for your time in reviewing it. We believe this proposal is in accordance with your outlined requirements, and we hope it meets with your approval. Your business is very important to us. Should you have any questions regarding this information or to obtain reference account contact information, please do not hesitate to contact me.

Sincerely,


J. Charles Mowrer IV, CTS
SAGE TECHNOLOGY SOLUTIONS, INC.

CONTENTS

1. Intercommunications System
2. Pricing Summary
3. Warranty, Service, Technical Support & Training
4. Terms & Conditions
5. Notice to Proceed

1. INTERCOMMUNICATIONS SYSTEMS

Pequea Elementary School

Sage will provide a new intercommunications system head-end to replace the existing Telecor system. New intercom speakers will be provided at existing locations and existing wiring will be reused. Sage will provide new speakers in the hallways. All new cabling will be provided to all new speaker locations.

Sage will provide connection to the customer's telephone system to allow use of the telephone system to make systems pages.

The intercommunications system will serve as a dedicated lifeline to the office for all the staff in the building. This system will provide two-way communication and paging and enhance the ability for administration and staff to communicate with each other from any phone in the building. This system will extend the paging functionality of your phone system and provide additional features, such as building-wide paging (inside and out), time signals and customizable zones. It will also be configured for students to easily contribute to morning announcements and it will allow the addition of pre-recorded content as needed to your presentation.

Sage proposes to furnish and install a Rauland ICS system with the Rauland Telcenter U page module. Rauland is the nation's leader in microprocessor-based school intercom and paging systems. This equipment will allow for individual two-way intercom into all classrooms and staff areas. Zone Paging will also be available to page specific sections of the building (outdoors, hallways, the multipurpose room or groups of areas) for announcements or emergency paging. The system controller may be used for class-change signals. The telephone system will be cross-connected to provide extended intercom control and paging access. This system is equipped with an AM/FM tuner, a CD/MP3 changer and a console microphone with simple toggle-switch selection for distributing announcements or music to all internal building speakers and will be installed in the main equipment rack. It shall be installed at the existing intercom head-end location

Benefits of the intercom system include:

- Each classroom can be individually addressed
- The ability to handle up to eight building zones' independent bell schedules without additional cabling
- Customizable zone paging (with correct dial sequence) from any phone in the building

Equipment

- (1) Rauland-Borg Intercom System w/TCU module
- (1) AM/FM Tuner/ CD Player/ MP3 player
- (44) Existing Speaker locations (To be replaced with new speakers using existing cable)
- (18) New Speaker locations with new wiring
- (2) New Paging horns with new wiring

Manor Middle School

Sage will provide a new intercommunications system head-end to replace the existing Rauland system. Existing speaker locations will remain. New intercom speakers will be provided at locations as shown on the drawings. All new cabling will be provided to all new speaker locations. Sage will provide connection to the customer's telephone system to allow use of the telephone system to make systems pages.

The intercommunications system will serve as a dedicated lifeline to the office for all the staff in the building. This system will provide two-way communication and paging and enhance the ability for administration and staff to communicate with each other from any phone in the building. This system will extend the paging functionality of your phone system and provide additional features, such as building-wide paging (inside and out), time signals and customizable zones. It will also be configured for students to easily contribute to morning announcements and it will allow the addition of pre-recorded content as needed to your presentation.

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Equipment

- (1) Rauland-Borg Intercom System w/TCU module
- (1) AM/FM Tuner/ CD Player/ MP3 player
- (43) Existing Speaker locations (Remain in place)
- (6) New Ceiling Speaker locations with new wiring
- (5) New Paging horns locations with new wiring
- (5) New Wall mount speakers with new wiring

2. PRICING SUMMARY

Pequea Elementary - Intercommunications system as defined above is: \$ 29,539.00

Manor Middle - Intercommunications system as defined above is: \$ 27,086.00

*The Rauland-Borg intercommunications system shall be purchased and installed using the PEPPM contract.

4. WARRANTY, SERVICE, TECHNICAL SUPPORT & TRAINING

Our desire at Sage Technology Solutions is to build long-term relationships that testify to our commitment to service and support long after the initial installation. This support extends beyond equipment functionality and service to everyday usage. Our staff trainers will make sure that your personnel are comfortable with the features of their new systems and that they will gain efficiency from their valuable new tools.

Sage Technology Solutions, Inc. will provide a training session for basic system administration for an employee. This employee will learn to maintain the system and assist end-users with everyday operation. Operation and maintenance manuals for all major system components and a one-year on-site warranty on equipment and workmanship will also be provided.

5. TERMS AND CONDITIONS

For jobs involving labor, customer agrees to monthly progress payments as work is completed and materials are delivered as invoiced. If customer cannot accept delivery at job site, customer agrees to pay for materials received and stored at Sage warehouse in Mount Joy, PA. Sage requires a customer purchase order and signed acceptance of this proposal before proceeding with the work.

Sage standard job start-up is 30 days from receipt of purchase order or signed quotation/agreement unless specified otherwise in the proposal. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving additional costs will be executed only upon written orders and will become an additional charge over and above this proposal. All agreements are contingent upon strikes, accidents or delays beyond control of Sage Technology Solutions, Inc. This proposal may be withdrawn by Sage if not accepted within 30 days. Material is FOB origin.

All invoices are Net 30 with approved credit. All labor performed by Sage carries a 1-year warranty after installation. This warranty does not cover theft, misuse, abuse or Acts of God. Manufacturer's warranties on equipment and material are passed through to the Customer. Customer agrees that if payment is not made as specified in the conditions portion of this proposal, customer will pay interest at 1.5% per month plus collection costs and attorney fees, whether suit is filed or not, in order to collect any delinquent amount. If customer is tax exempt, customer must provide a properly executed Tax Exempt Certificate along with this acceptance.

This price does not include sales tax. No invoice will be issued in advance of work performed or material shipped.

6. NOTICE TO PROCEED

If additional information is desired, we will be happy to provide clarification. This proposal is valid for 60 days. If you wish to proceed with the work as outlined, please sign and date the following acceptance and fax it back to me. Thank you for the opportunity to submit this proposal and for your time in reviewing it.

Sincerely,



J. Charles Mowrer IV, CIS
SAGE TECHNOLOGY SOLUTIONS, INC.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Sage is authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Signature

Title

Date

P.O. Number

TOTAL AMOUNT APPROVED



651 Delp Road Lancaster, Pennsylvania 17601-3034

PPL Electric Utilities
Annette M. Cevis
Right of Way Agent
(717) 560-2529

3/19/2013
Date

MILFORDVILLE ROAD
Subject

Dear MR POLKMAN:

Enclosed are documents concerning right-of-way necessary to complete electrical service to the above-captioned property.

Please accomplish the actions indicated below as soon as possible. ***It is important that you verify that these facilities are on your property.***

- Include signatures of all owners of record (as shown on your deed) where indicated by (X).
- Please have one copy notarized.
- Have a witness sign where indicated by (X). (Notary not necessary).
- Return one copy in the enclosed stamped, self-addressed envelope as soon as possible.
- Other: _____

Thanks for your assistance and cooperation in this matter. If you have any questions or concerns, please feel free to contact me at (717) 560-2529.

Sincerely,

Annette M. Cevis
Right of Way Agent

Enclosures



W.O. Number:								
4	2	0	3	5	2	0	1	

RIGHT-OF-WAY AGREEMENT
Corporations

KNOW ALL MEN BY THESE PRESENTS, That Penn Manor School District, a nonprofit corporation of Pennsylvania hereinafter called "GRANTOR", intending to be legally bound, does hereby for itself and its successors and assigns grant unto **PPL ELECTRIC UTILITIES CORPORATION**, hereinafter referred to as "PPL", its successors, assigns, and lessees, the right, privilege and authority to construct, reconstruct, operate and maintain its electric and communication lines consisting of one (1) anchor guy and overhead wires, cables, fixtures and apparatus upon, across, over, under and along the property which said Grantor owns or in which it has any interest located along Millersville Road, situate in the Township of Lancaster, County of Lancaster, Commonwealth of Pennsylvania; and along the public highways adjoining the said property, including the right of ingress and egress to and from the said lines for any of the aforesaid purposes; also the right to cut down any and all trees within fifteen (15) feet each side of centerline of the electric/communication line and the right to trim any and all trees within fifteen (15) feet each side of centerline of the electric/communication line and to remove brush along said lines which in the judgment of said PPL menace the said lines; and also the right to permit the attachment of wires and cables of any other person or company to said poles. The said PPL, its successors, assigns and lessees shall not be limited in its or their enjoyment of the rights hereby granted as may be first constructed, but shall have at all times in the future the right to construct, operate and maintain and from time to time to reconstruct additional electric/communication wires, cables, fixtures and apparatus upon, across, over, under and along subject property. Any poles or facilities erected hereunder along a highway, whether within or outside the highway limits, may be relocated to conform to new or relocated highway limits.

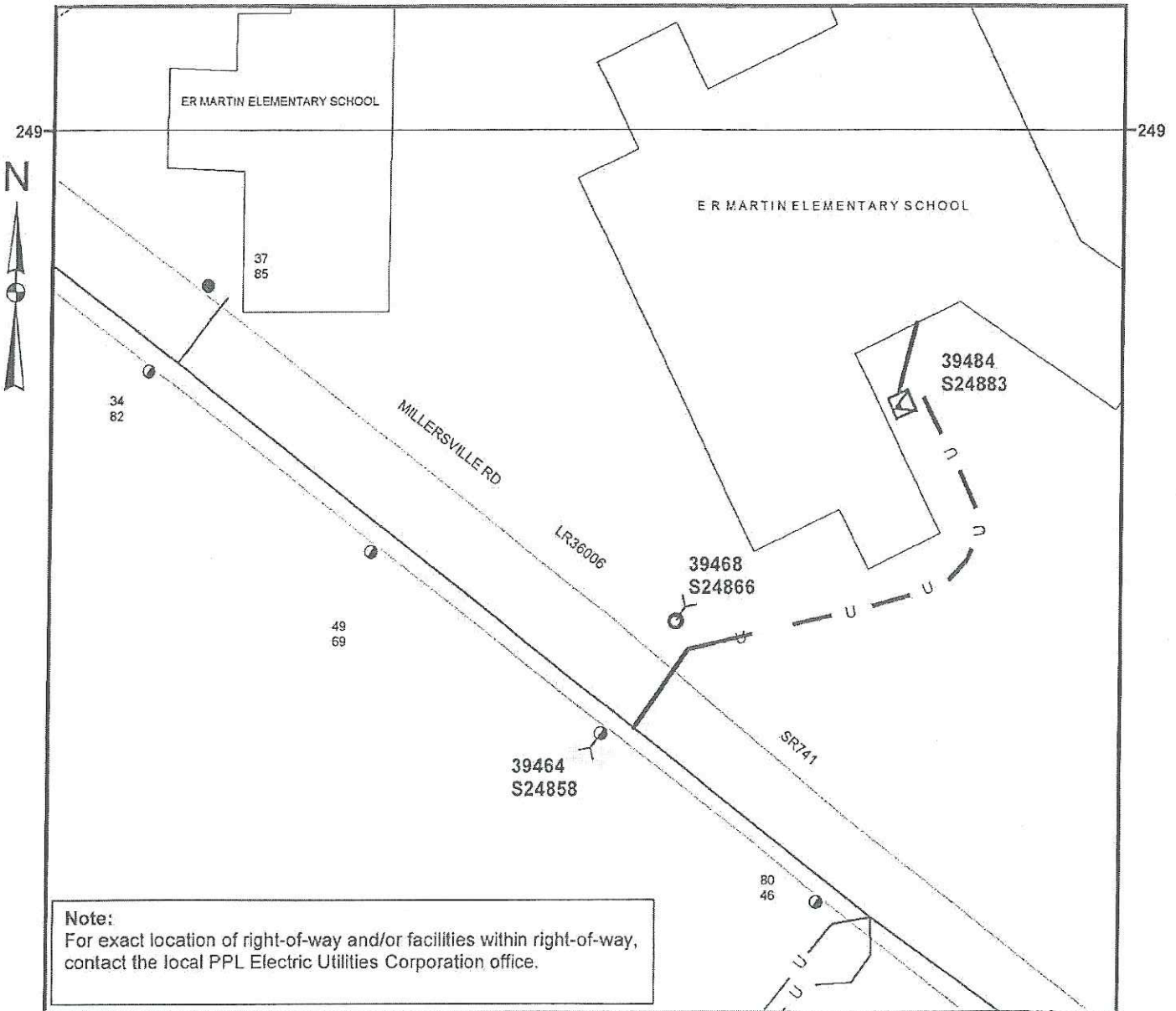
IN WITNESS WHEREOF, Grantor has caused this agreement to be executed in its corporate name by its proper officers, this _____ day of _____, 20__.

2950 Charlestown Road, Lancaster, PA 17603
P.O. Address

Penn Manor School District
By: _____

Witness

Director of Buildings and Grounds



Legend	
	Underground Cables, Proposed
	Underground Cables, Existing
	Overhead Wires, Proposed
	Overhead Wires, Existing
	PM Transformer-3 Ph, Proposed
	OH Transformer, Existing
	Foreign Owned Pole, Existing
	Pole, Proposed
	Pole, Existing
	Anchor Guy, Proposed

Not for Construction

E.R.: SPECIFIC	PLAN SHOWING FACILITIES ON PROPERTY OF:	
W.O.: 42035201		
DESIGN: 17430	LANCASTER TWP	LANCASTER COUNTY
SCALE: NONE	PPL Electric Utilities Corporation ALLENTOWN, PENNA.	
DATE: 3/9/2013	APPROVAL:	DATE:
ENGR.: Miller, Cody A.	SIGNATURE:	
	DWG. NO.: 42035201/17430-RW-0	

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	Notes
4/1/2013	* STAUFFER	AMOS	CUSTODIAN	PEQUEA	8.00	261	\$ 11.84	Permanent	8.00	Effective 4/1/2013 Transfer
4/1/2013	* KILBY	RICHARD	CUSTODIAN	MARTICVILLE MIDDLE	8.00	261	\$ 12.35	Permanent	8.00	Effective 4/1/2013 Transfer
4/1/2013	* TORBERT	DENISE	FOOD SERVICE	PEQUEA	1.00	180	\$ 9.02	Permanent	5.75	Effective 3/11/2013 Transfer
4/1/2013	* WARFEL	JENNA	FOOD SERVICE	HAMBRIGHT		180	\$ 9.26	Permanent	5.75	Effective 3/11/2013 Transfer
4/1/2013	HANKLE	AMY	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 4/1/2013
4/1/2013	* HAGELGANS	HEATHER	ERA-LST	PEQUEA	1.00	181	\$ 10.17	For the 2012-13 School Year Only	6.60	Effective 9/7/2012 Enrollment Related - 2012-13 School Year
4/1/2013	MAINS	JESSICA	ERA-LST	HAMBRIGHT	1.00	181	\$ 9.90	For the 2012-13 School Year Only	1.00	Effective 3/25/2013 Enrollment Related - 2012-13 School Year

NOTE: All new hires and transfers must successfully complete a 60 working day probationary period

* signifies a change in status