

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, April 22, 2013  
Manor Middle School – Board Room

**DINNER**

(4:45)

**WORKSHOP**

(5:00)

Hambright Construction and Capital Maintenance

*Explanation: The administration will review details regarding the opening of bids from March 26, 2013. Results of preliminary value engineering options will be reviewed. Additionally, information and options regarding a capital maintenance item for the exterior high school auditorium wall will be reviewed.*

**EXECUTIVE SESSION**

(5:45)

Superintendent's Evaluation

(6:15)

Personnel

(6:40)

Student Matter

**COMMITTEE OF THE WHOLE**

(7:00)

CALL TO ORDER:

Mr. Rintz

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on Monday, May 6, 2013 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES:

April 1, 2013

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

STUDENT REPORT:

Sarah Evarts and Jenn Adams

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**Item 1.**  
(7:15 – 7:25)

Lily Wushanley Recognition - Dr. Leichliter

**Item 2.**  
(7:25 – 7:45)

Personnel Update

*Explanation: Dr. Shaffer and Mrs. Hallock will update the board on preliminary plans for staffing buildings for the 2013-2014 school year.*

**Information Only**

**Item 3.**  
(7:45 – 8:00)

Substitute Teacher Service - Mr. Johnston

*Explanation: The administration is recommending contracting for professional staff substitute services and special education paraprofessional services.*

**Approval for Placement on April 22 School Board Meeting Agenda**

**Item 4.**  
(8:00 – 8:15)

2012-2013 Budget Update - Mr. Johnston

*Explanation: A review of expenditures and revenues through the first nine months of the current budget year in comparison with the previous budget year will be shared.*

**Information Only**

**Item 5.**  
(8:15 – 8:30)

Hambright Contracts - Dr. Leichliter and Mr. Johnston

*Explanation: The administration will review details and seek board input regarding the awarding of contracts for the new Hambright.*

**Approval for Placement on April 22 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 22, 2013  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER: Mr. Rintz

MOMENT OF SILENCE: Mr. Rintz

FLAG SALUTE: Mr. Straub

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, May 6, 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: April 1, 2013  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: March 2013

PAYMENT OF BILLS: March 2013  
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$ 3,235,354.49
Cafeteria Fund	\$ 177,319.48
Capital Reserve Fund	\$ 3,087.07
2010 Construction Fund	\$ 120,855.54
Student Activity Fund	\$ 19,257.69

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

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

- A.      German Textbook Purchase (Levels I, II, and III), 150 textbooks and related resources at the approximate cost of \$7,588.26.

*Explanation: The administration requests approval for German course textbooks (Levels I, II, and III) to replace outdated materials purchased in 2000.*

- B.      Elimination of Special Education Para-Professional Positions for reasons of economy effective the end of the 2012-2013 school year. The special education para-professionals whose positions are being eliminated for reasons of economy are shown on the enclosure.

*Explanation: The administration is recommending a contract with Substitute Teacher Service, Inc.*

- C.      Substitute Teaching Services approval of the Agreement with Substitute Teacher Service (STS) to provide the District with substitute teachers beginning with the 2013-14 school year. (see pages 7-11)

*Explanation: Utilizing Substitute Teacher Service, Inc., the district will contract for all substitute teaching services for the 2013-14 and 2014-15 school years.*

- D.      Special Education Para-Professional Services approval of the Agreement with Substitute Teacher Service (STS) to provide the District with special education para-professionals beginning with the 2013-14 school year. (see pages 12-18)

*Explanation: Utilizing Substitute Teacher Service, Inc., the district will contract for all special education para-professional services for the 2013-14 and 2014-15 school years.*

- E.      Bid Award for the Hambright Elementary School Project – The administrative staff is recommending awarding the Hambright Elementary School new construction project (PDE project number 3677) bids to the contractors listed below for the amounts stated. Payment to be made from the 2012 Construction Fund and the 2013 Construction Fund (bond to be issued). (see pages 19-23)

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

- F. Approval of Contracts and Notice to Proceed for the Hambright Elementary School Project  
– The administrative staff is recommending approval and execution of contract agreements, pending final solicitor review and approval, and issuance of a notice to proceed 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). (see pages 19-23)

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

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

- A. Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B. Second Reading of Policies:  
610 – Purchases Subject to Bid/Quotation  
611 – Purchases Budgeted  
822 – Automated External Defibrillator (AED/Cardiopulmonary Resuscitation (CPR))
- C. Calendar Production Contract with Gannett Co., Inc. d/b/a Clipper Magazine for the 2013-2014 school year as per the terms cited in the attached agreement (see pages 24-25)

*Explanation: Through our relationship with Clipper, the district has been able to produce and distribute professional quality calendars to all district households for an average cost of \$0.33 per calendar.*

- D. CCTV Security Upgrades Engineering Services with Moore Engineering Company at the cost of \$21,000 as per the terms cited in the attached proposal (see pages 26-27)

*Explanation: Engineering work needed to upgrade the Closed Circuit security systems at Eshleman Elementary, Letort Elementary, Martic Elementary and Marticville Middle School as part of the Capital Projects plan. Payment will be made from the Capital Reserve Fund.*

- E. Conestoga Fire Alarm System Engineering Services with Moore Engineering Company at the cost of \$7,800 as per the terms cited in the attached proposal (see pages 28-29)

*Explanation: Engineering work needed to replace the fire alarm system at Conestoga Elementary School as part of the Capital Projects plan. Payment will be made from the Capital Reserve Fund.*

- F. PMEF Kids Only Auction district donation of \$3,548.25.

*Explanation: This donation represents the proceeds from the 2013 Kids Only Auction. This year the auction was at Marticville MS on March 17, 2013 and was attended by families from Martic, Pequea and Conestoga. These funds are to be divided equally between the library funds for these three schools.*

- G. PMEF Shootout for Education district donation of \$5,000.00.

*Explanation: This donation represents the proceeds from the 2013 Shoot for Education foul shooting contest held on March 9, 2013. These funds are to be divided equally between the Physical Education programs at all ten schools and used to fund a wellness/fitness initiative in each school.*

- H. Etching Press donation valued at \$1,000.00 from Theresa Kehrer.

*Explanation: Ms. Kehrer of Turning Leaves Studio is donating an Etching Press, stand and press blankets to the High School Art Department.*

- I. High School Library Carpeting Proposal with Spectra Contract Flooring at the cost of \$36,759 as per the terms cited in the attached proposal (see pages 30-31)

*Explanation: To furnish and install carpet tile for the High School Library as per the Capital Projects Plan. Payment will be made from the Capital Reserve Fund.*

- J. Pequea Water Service Design Engineering and Bidding Proposal with Derck & Edson at the cost of \$12,450 as per the terms cited in the attached proposal (see pages 32-34)

*Explanation: To provide design, engineering and bidding services for the Pequea Water System connection project as per the Capital Projects Plan. Payment will be made from the Capital Reserve Fund.*

- K. 2013-2014 School Board Calendar (see page 35)

- L. Hambright Elementary School Project – Plancon Part F, Construction Documents, for the Hambright Elementary School new construction project (PDE project number 3677) as approved by the Pennsylvania Department of Education. (see pages 36-45)

*Explanation: The submitted materials have been reviewed and approved as meeting the requirements of the State Board of education. This approval authorizes the proper bidding of the project and constitutes approval for entering into contracts.*

- M. Tuition Free Senior:  
Collin Koser

**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 2013- 2014 school year (see page 46)
- B. Leaves to the individuals according to the terms listed:

Professional Employees:

Employee B51, Family Medical, May 21, 2013 – end of the 2012-2013 school year  
Employee B52, Designated Family Medical, January 29, 2013 – April 1, 2013  
Employee B53, Intermittent Family Medical, April 2, 2013 – April 1, 2014  
Employee B54, Designated Family Medical, January 22, 2013 – April 15, 2013

Classified Employees:

Employee B55, Intermittent Family Medical, April 3, 2013 – April 2, 2014  
Employee B56, Designated Family Medical, January 29, 2013 – March 14, 2013  
Employee B57, Designated Family Medical, January 29, 2013 – March 31, 2013  
(full-days) / April 1, 2013 – April 12, 2013 (half-days)  
Employee B58, Intermittent Family Medical, March 26, 2013 – March 25, 2014  
Employee B59, Designated Family Medical, March 7, 2013 – March 24, 2013  
Employee B60, Designated Family Medical, February 20, 2013 – April 7, 2013  
Employee B61, Designated Family Medical, February 22, 2013 – April 1, 2013  
Employee B62, Designated Family Medical, March 11, 2013 – April 7, 2013

- C. 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.

Debra S. Beighley  
Alex P. Perez

- D. Revised Winter Coaches

James Cowen	Varsity Assistant	\$3,836
Liz Kelly	Assistant	\$3,515
Jaime Gehres	Head Jr. High Coach	\$3,500
Heidi Brandt	8th Grade Coach	\$2,300
Erika Martin	7th Grade Coach	\$2,100

*Explanation: Revised stipends for Girls Basketball were not included on initial agenda item from November 5, 2012. The total amount for Girls Basketball is identical to the previous agenda item. Changes were in individual breakdowns.*

## ADJOURNMENT

### SCHEDULING AN APPEARANCE ON THE AGENDA

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

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

SUBSTITUTE TEACHER SERVICE  
849 N. PROVIDENCE ROAD  
MEDIA, PA 19063

#### AGREEMENT

This Agreement is made this 22nd day of April, 2013 by and between SUBSTITUTE TEACHER SERVICE (hereafter "STS"), a duly registered Pennsylvania corporation with a place of business at 849 N. Providence Road, Media, Pennsylvania, and the PENN MANOR SCHOOL DISTRICT (hereafter the "District"), a school district organized pursuant to the laws of the Commonwealth of Pennsylvania and having its administrative office at 2950 Charlestown Road, Lancaster, PA 17603.

WHEREAS, at various times the District requires the services of temporary employees to serve as substitute teachers in various schools in the District;

WHEREAS, STS is in the business of supplying temporary employees including, but not limited to, substitute teachers to schools; and

WHEREAS, STS and the District wish to enter into an agreement under which STS will supply substitute teachers to the District.

NOW, THEREFORE, for good and valuable consideration and with the intention of being legally bound, the parties to this Agreement hereby agree as follows:

1. STS shall provide the District with substitute teachers to fill absences among the District's regular teaching faculty during the school year. To lessen the administrative impact on the District of such absences, STS shall provide the substitute teachers from a pool of individuals who are certified as teachers by the Commonwealth of Pennsylvania and who additionally maintain any and all other certifications required by the Commonwealth for teachers. STS shall be responsible for: 1) interviewing all candidates for this pool and ensuring that they have the requisite qualifications including current Pennsylvania State Police and FBI criminal background statements, and current child abuse clearance statements and valid teaching certifications mandated by law; 2) maintaining all records (including payroll) for the substitute teachers in the pool.

2. As the employer of the substitute teachers in the pool, STS shall maintain all requisite payroll services, FICA insurance, unemployment compensation insurance and workers' compensation insurance for substitute teachers. STS shall further provide liability insurance against malpractice or improper actions taken by its substitute teachers. STS shall also take actions to ensure the compliance of its substitute teachers with all state, federal or local tax requirements.

STS agrees to abide by all state and federal laws and regulations applicable to the employment of substitute teachers. STS shall indemnify and hold harmless the District for any and all employer income taxes, financial penalties under the Patient Protection and Affordable Care Act or other employer liabilities stemming from substitute teachers working in the District pursuant to this Agreement.

3. STS agrees that if it is considered a "large employer" under the Patient Protection and Affordable Care Act, Public Law 111-148 of 2010 (the "Act") and the Regulations promulgated thereunder, it will offer to all full-time employees working 30 or more hours per week and their dependents healthcare benefits as required under the Act and the Regulations promulgated thereunder. STS agrees to indemnify and hold harmless the District for any taxes, penalties or liabilities incurred by the District for STS's failure to comply with this paragraph, the Act and the Regulations.

4. STS agrees that the substitute teachers who will be provided to the District pursuant to this Agreement shall neither accrue seniority in the District nor length of service credit for the purpose of tenure under the Public School Code of 1949, as amended, for all periods that they are employees of STS and are not on the District's payroll. The substitute teachers further shall not obtain the status of a participant in any District pension program including, but not limited to, the Public School Employees Retirement Fund.

5. STS agrees that the District reserves the right to reject any substitute teacher provided to cover an absence if the substitute teacher does not adequately perform the duties required of the District teacher who is absent or if it is not in the best interest of the District to have that particular substitute teacher working in a school in the District. STS shall, however, retain the right to hire and fire STS employees in its discretion, and shall retain the right to place STS substitute teachers in any position for which they are properly certified, subject only to the District's right of rejection as provided in this paragraph.

6. The District agrees that STS shall be the sole and exclusive provider of per diem substitute teachers for the term of this Agreement. The District accordingly agrees that for the term of this Agreement, the District may not and shall not obtain or use any per diem substitute teachers except for those provided by STS. District has the right to contract per-diem substitutes in the event STS fails to provide adequate coverage for the District, or engages in a breach of terms of this Agreement.

6a. The District reserves the right to hire and employ its own long-term substitute teachers. When the District hires its own long-term substitute teachers, STS shall not provide or charge for the substitute and shall not be responsible for paying for liability, workers' compensation, unemployment or FICA insurance, and shall not be responsible for paying any state

or federal employer's taxes or any other costs associated with the employment of that substitute so long as he or she is on the District's payroll.

7. The District agrees that for every substitute teacher who is provided by STS pursuant to this Agreement the following rates will apply.

Substitute Teacher Level	District Billed	
	Full Day	Half Day
Professional Substitute	\$133.25	\$66.63

8. A half day is the minimum amount due unless the substitute teacher is rejected by the District. STS shall invoice the District twice a month. Payment shall be wired to STS by the Friday following invoice delivery. If payment is not received by the tenth (10<sup>th</sup>) day after the latest week ending invoice date, a 1% late fee will be assessed on all outstanding invoices and service will be interrupted.

9. The amount to be paid for each substitute pursuant to this Agreement includes STS's cost of state-mandated employer taxes, unemployment taxes and workers' compensation insurance, which costs are respectively 7.65%, 10.65% and 2.0% of each substitute's gross wages. Should the aforementioned taxes, unemployment compensation, workers' compensation or other insurance costs increase, and STS accordingly seeks to increase the amount charged for substitute teachers under this Agreement, the District shall have the option of terminating this Agreement by providing thirty (30) days written notice to STS. Any said increase in applicable charges shall not be effective until fourteen (14) days after STS provides notification of this increase to the District.

10. STS shall supply an Overall Efficiency Rating report to the District by the tenth (10th) day of each month starting in October 1, 2013. Overall Efficiency Rating is defined as the percentage of vacancies that is filled by substitute teachers supplied by STS. Said Rating shall be calculated from September 1, 2013 through the last complete week of each month for the term of this Agreement, except that it shall not include days on which the county in which the District is located is affected by a flood, blizzard, related natural disaster, or on which the District is involved in a job action or strike. If job action or strike would occur, District shall have the right to contract substitutes provided by STS.

If STS fails to achieve on Overall Efficiency Rating from September 1, 2013 through June 30, 2014 of at least eighty-five (85%) percent, the District may terminate this Agreement within fourteen (14) days of receiving the final Overall Efficiency Rating report from STS. Any such termination shall become effective within thirty (30) days of its receipt by STS.

11. The District retains the right to terminate this Agreement immediately if the District determines that STS is failing to comply with any federal, state or local law, rule or regulation.

12. Any notice (which does not include invoices) required to be given pursuant to this Agreement shall be in writing and shall be sent by facsimile, electronic communication, or by an overnight delivery service, to the appropriate party at the following addresses or any different address if written notice of such a change has been delivered to the other party:

STS:                                 SUBSTITUTE TEACHER SERVICE  
Jay G. Godwin  
P.O. Box 37  
Media, PA 19063  
Facsimile number: (610) 566-8857  
E-mail address: j.godwin@thesubservice.com

District:                            PENN MANOR SCHOOL DISTRICT  
Christopher Johnston, Business Manager  
2950 Charlestown Road  
Lancaster, PA 17601  
Facsimile number: (717) 872-9505  
E-mail address: chrisj@pennmanor.net

13. The execution of this Agreement shall revoke and render null and void any prior agreements entered into between the parties for the provision of substitute teachers and additionally render null and void any provisions of any prior agreements, written or oral, between the parties inconsistent with this Agreement.

14. This Agreement shall be governed and interpreted by the laws of the Commonwealth of Pennsylvania.

15. This Agreement constitutes the entire agreement between the parties and shall not be modified by any oral or written representations, documents or agreements express or implied. Only a writing executed jointly by the parties to this Agreement may modify this Agreement.

16. If any provision of this Agreement is held to be invalid, this shall not affect any other provisions, which shall continue in full force and effect.

17. This Agreement may not be assigned.

18. This Agreement is effective from July 1, 2013 through June 30, 2015. This Agreement shall be binding upon the parties hereto, their personal representatives, heirs, assigns and successors. This Agreement may be extended for an additional one-year period, provided both

parties agree in writing to do so. Any extension shall be at the same terms and conditions, plus any approved changes.

19. By executing this Agreement, each party acknowledges receipt of a duly executed copy.

IN WITNESS WHEREOF, the parties hereto, with the intention of being legally bound, have set their hand and seal on the day and date first set forth above.

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
SUBSTITUTE TEACHER SERVICE, INC.

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
PENN MANOR SCHOOL DISTRICT

SUBSTITUTE TEACHER SERVICE  
849 N. PROVIDENCE ROAD  
MEDIA, PA 19063

## AGREEMENT

This Agreement is made this 22nd day of April, 2013 by and between SUBSTITUTE TEACHER SERVICE (hereafter "STS"), a duly registered Pennsylvania corporation with a place of business at 849 N. Providence Road, Media, Pennsylvania, and the PENN MANOR SCHOOL DISTRICT (hereafter the "District"), a school district organized pursuant to the laws of the Commonwealth of Pennsylvania and having its administrative office at 2950 Charlestown Road, Lancaster, PA 17603.

WHEREAS, the District requires the services of Special Education Aides (hereafter "Aides") during the school year in various schools in the District;

WHEREAS, STS is in the business of supplying temporary employees including, but not limited to, everyday and substitute Aides to schools; and

WHEREAS, STS and the District wish to enter into an agreement under which STS will supply everyday and substitute Aides to the District during the school year.

NOW, THEREFORE, for good and valuable consideration and with the intention of being legally bound, the parties to this Agreement hereby agree as follows:

1. Definitions: For purposes of this Agreement, the terms identified below shall have the following meanings:

a) "Aide" shall mean an individual regularly or temporarily assigned to assist in one or more teacher's classrooms during the school year while student instruction is taking place, or an individual assigned to assist a student while attending school during the school year. This definition includes a paraprofessional, as that term is defined by 22 Pa. Code § 403.5.

b) "School Year" shall mean the period of time between the opening of the District's schools in the fall of one year and the closing of the District's schools in the spring of the following year.

c) "Student instructional days" shall mean those dates during the school year when District students attend school.

2. Provision of Aides: STS shall provide the District with the everyday and substitute Aides required by the District during the school years identified in this Agreement. The District shall provide STS each school year with the name and address of each District school requiring Aides; identify the particular Aide services required by each District school; identify the name of the teacher(s) and classroom(s) where Aides are required in each District school; identify any student requiring a one-on-one Aide; and any other information that the District believes to be relevant to fulfill the purposes of this Agreement. STS shall provide the District each school year the name, assignment and responsibilities of each everyday and substitute Aide assigned to work in the District's schools.

On a mutually agreed date prior to the end of the school year, STS and the District shall meet to discuss the District's anticipated needs for Aides in its schools for the subsequent school year. The parties shall make a good faith effort to finalize this need assessment to the extent possible 30 days prior to the start of the school year.

3. Employer of Aides: The parties intend for STS to be the sole and exclusive employer of all everyday and substitute Aides retained for purposes of this Agreement. As the employer of everyday and substitute Aides, STS reserves for itself the following rights and responsibilities under this Agreement:

- a) Screening, interviewing and hiring individuals to serve as Aides;
- b) Reviewing the criminal background checks and child abuse clearance statements of individuals working as Aides to comply with the Public School Code and Child Protective Services Law;
- c) Determining the starting compensation and fringe benefits of individuals hired as Aides, and any subsequent modifications of the same;
- d) Determining the qualification, school assignments and work schedules of Aides;
- e) The evaluation of Aides' work performance and the imposition of employee discipline (including dismissal from employment);
- f) Ensuring that Aides comply with any applicable state and federal laws or regulations that require credentials, certifications or training for Aides to work in the District's schools;

- g) Payment of wages owed and fringe benefits offered to Aides, and obtaining unemployment compensation and workers' compensation insurance as mandated by law; and
- h) Withholding applicable local, state and federal taxes and maintaining payroll records for Aides.

4. STS Responsibilities: As the employer of the everyday and substitute Aides, STS shall maintain all requisite payroll services, FICA insurance, unemployment compensation insurance and workers' compensation insurance. STS shall further provide liability insurance against malpractice or improper actions taken by its everyday and substitute Aides. STS shall also take actions to ensure the compliance of all its Aides with all state, federal or local tax requirements. STS agrees to abide by all state and federal laws and regulations applicable to the employment of everyday and substitute Aides. STS shall indemnify and hold harmless the District for any and all employer-owned taxes for Aides or other employer liabilities that stem from this Agreement.

5. Aides Not District Employees: STS agrees that the everyday and substitute Aides who will be provided to the District pursuant to this Agreement shall neither accrue seniority in the District nor length of service credit for the purpose of tenure under the Public School Code of 1949, as amended, for all periods that they are employees of STS and are not on the District's payroll. The everyday and substitute Aides further shall not obtain the status of a participant in any retirement program in which the District participates including, but not limited to, the Public School Employees Retirement System.

6. District's Reservation of Rights: STS agrees that the District reserves the right to reject any everyday or substitute Aide provided for an everyday position or to cover an absence if the individual does not adequately perform the duties required of the Aide in accordance with the District's reasonable expectations or if it is not in the best interest of the District to have that particular individual working in a school in the District.

7. Exclusive Agreement: The District agrees that STS shall be its sole and exclusive provider of everyday and substitute Aides for the term of this Agreement. The District accordingly agrees that for the term of this Agreement, the District may not and shall not obtain or use any everyday and substitute Aides except for those provided by STS. District has the right to contract aide substitutes in the event STS fails to provide adequate coverage for the District, or STS is in material breach of the terms of this Agreement.

8. Payments: The District agrees that for each everyday and substitute Aide who is provided by STS pursuant to this Agreement the following rates will apply.

Permanent and Substitute Aides	District Billed
Permanent Aide based on current hourly rate structure	28%
Substitute Aide	28%

9. Aide Overtime and Invoicing: Everyday and substitute Aides will be paid only for hours worked, not including breaks and/or lunch consistent with District guidelines and the Fair Labor Standards Act. Overtime shall not be accumulated or paid unless approved in writing by a District official or District supervising authority seeking additional work time for an Aide. STS shall invoice the District twice a month for amounts owed under this Agreement. Payment shall be wired to STS by the Friday following invoice delivery. If payment is not received by the tenth (10<sup>th</sup>) day after the latest week ending invoice date, a 1% late fee will be assessed on all outstanding invoices and service will be interrupted.

10. Fee Increases: The amount to be paid for each Aide pursuant to this Agreement includes STS's cost of state-mandated employer taxes, unemployment taxes and workers' compensation insurance, which costs are respectively 7.65%, 10.65% and 2.0% of each substitute's gross wages. Should the aforementioned taxes, unemployment compensation, workers' compensation or other insurance costs increase, and as a result STS accordingly increases the amount due under this Agreement, the District has the option of terminating this Agreement within fourteen (14) days after its receipt of the notification of the fee increase. If the District elects to terminate this Agreement under this paragraph, said notification shall be effective within 30 days of its delivery date.

11. Confidentiality of Student Records: STS acknowledges that its Aides may have access to confidential student information or education records maintained by the District. STS understands and agrees that its Aides are obligated to maintain the confidentiality of such information and records in compliance with the federal Family Education Rights to Privacy Act ("FERPA") and its implementing regulations. STS and its Aides agree to not disclose to any other person except the District such information or records, unless otherwise compelled by law to do so. STS and its Aides shall return any student information or education records provided to her by the District, when such information or records is no longer necessary for the provision of services to a student or at the expiration or termination of this Agreement.

12. PPACA: STS agrees that if it is considered an "applicable large employer" under the Patient Protection and Affordable Care Act, Public Law 111-148 of 2010 (the "Act") and the

Regulations promulgated thereunder, it will offer to all full-time employees working 30 or more hours per week and their dependents healthcare benefits as required under the Act and the Regulations promulgated thereunder. STS agrees to indemnify and hold harmless the District for any taxes, penalties or liabilities incurred by the District for STS's failure to comply with this paragraph, the Act and the Regulations.

13. Breach of Contract: If either party believes that the other party is not fulfilling its obligations as contemplated by this Agreement, that party shall notify the other in writing of such alleged noncompliance and the proposed course of action to rectify any such noncompliance. The other party shall respond in writing to any "non-compliance" letter within ten (10) days and specifically advise what steps, if any, were, or are being, taken in response to that letter. In the event that the alleged noncompliance is not resolved satisfactorily, each party reserves their respective rights to terminate this Agreement with thirty (30) days' advance written notice being given to other party of such termination, and pro-rated accounting shall occur of any monies that may be owed to, or refunded by, parties under the Agreement.

In addition, the District retains the right to terminate this Agreement immediately if the District determines that STS has failed to comply with any federal, state or local law, rule or regulation while providing services under this Agreement.

14. Relationship of the Parties: STS and the District are separate and distinct entities and the relationship created by this Agreement is not intended to create a joint venture or common enterprise. STS and its employee, contractors or agents performing services contemplated by this Agreement are not employees or agents of the District. STS will not hold itself out as, nor claim to be, an officer or employee of the District as a result of this Agreement, nor will STS make any claim of right, privilege or benefit which would accrue to a District employee under law.

15. Notices: Any notice (which does not include invoices) required to be given pursuant to this Agreement shall be in writing and shall be sent by facsimile, electronic communication, or by an overnight delivery service, to the appropriate party at the following addresses or any different address if written notice of such a change has been delivered to the other party:

STS: SUBSTITUTE TEACHER SERVICE  
Jay G. Godwin

P.O. Box 37  
Media, PA 19063  
Facsimile number: (610) 566-8857  
E-mail address: j.godwin@thesubservice.com

District: PENN MANOR SCHOOL DISTRICT  
Christopher Johnston, Business Manager  
2950 Charlestown Road  
Lancaster, PA 17603  
Facsimile number: (717) 872-9505  
E-mail address: chrisj@pennmanor.net

16. Prior Agreements: The execution of this Agreement shall revoke and render null and void any prior agreements entered into between the parties for the provision of substitute teachers and additionally render null and void any provisions of any prior agreements, written or oral, between the parties inconsistent with this Agreement.

17. Governing Law: This Agreement shall be governed and interpreted by the laws of the Commonwealth of Pennsylvania.

18. Entire Agreement: This Agreement constitutes the entire agreement between the parties and shall not be modified by any oral or written representations, documents or agreements express or implied. Only a writing executed jointly by the parties to this Agreement may modify this Agreement.

19. Severability: If any provision of this Agreement is held to be invalid, this shall not affect any other provisions, which shall continue in full force and effect.

20. No Assignment: This Agreement may not be assigned.

21. Term: This Agreement is effective from July 1, 2013 through June 30, 2015. This Agreement shall be binding upon the parties hereto, their personal representatives, heirs, assigns and successors. This Agreement may be extended for an additional one-year period, provided both parties agree in writing to do so. Any extension shall be at the same terms and conditions, plus any approved changes.

22. By executing this Agreement, each party acknowledges receipt of a duly executed copy.

IN WITNESS WHEREOF, the parties hereto, with the intention of being legally bound, have set their hand and seal on the day and date first set forth above.

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
SUBSTITUTE TEACHER SERVICE, INC.

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

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
PENN MANOR SCHOOL DISTRICT

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

**New Hambright Elementary School  
Penn Manor School District**

**BID TABULATION OF March 26, 2013**

**Crabtree Rohrbaugh & Associates-Architects, Mechanicsburg, PA**

**2443 GENERAL CONSTRUCTION**

	BASE BID	ATTACHMENTS							Received Addenda Nos. 1, 2, 3, 4, 5, 6	Signatures
		00550 Bid Bond	00450 School Code Agreement	Non- 00429 Collusion Affidavit	00460 Non-Discrimination	00520 Workmen's Comp Affidavit	00420 Qualification Statement			
Caldwell, Heckles & Egan, Inc.	\$11,970,000	X	X	X	X	X	X	X	X	X
E.R. Stuebner, Inc.	\$12,071,000	X	X	X	X	X	X	X	X	X
eciConstruction	\$11,975,000	X	X	X	X	X	X	X	X	X
Lobar, Inc.	\$11,756,000	X	X	X	X	X	X	X	X	X
MCA Construction	\$11,373,000	X	X	X	X	X	X	X	X	X
Miller Bros. Construction	\$12,163,000	X	X	X	X	X	X	X	X	X
Perrotto Builders	\$11,849,000	X	X	X	X	X	X	X	X	X





**New Hambright Elementary School  
Penn Manor School District**

**Crabtree Rohrbaugh & Associates-Architects, Mechanicsburg, PA**

**2443 ELECTRICAL CONSTRUCTION**

	BASE BID	ATTACHMENTS							
		00550 Bid Bond	00450 School Code Agreement	00429 Non-Collision Affidavit	00460 Non-Discrimination	00520 Workmen's Comp Affidavit	00420 Qualification Statement	Received Addenda Nos. 1, 2, 3, 4, 5, 6	Signatures
Gooseworks, Inc.	\$ 1,908,000	X	X	X	X	X	X	X	X
H.B. Frazer Company									
Hirneisen Electric, Inc.	\$ 1,728,700	X	X	X	X	X	X	X	X
John E. Fullerton, Inc.	\$ 1,835,595	X	X	X	X	X	X	X	X
Lobar, Inc.	\$ 1,996,800	X	X	X	X	X	X	X	X
McCarty & Son, Inc.	\$ 1,894,912	X	X	X	X	X	X	X	X
Pagoda Electrical Inc.	\$ 1,956,000	X	X	X	X	X	X	X	X
Phillips Brothers Electrical	\$ 2,045,777	X	X	X	X	X	X	X	X
Orbit Technologies Incorporated	\$ 2,600,000	X	X	X	X	X	X	X	X



## CALENDAR DESIGN AND PRODUCTION AGREEMENT

This Calendar Design and Production Agreement is made this 17th day of April 2013, by and between **PENN MANOR SCHOOL DISTRICT** (hereinafter "Penn Manor") and **GANNETT CO., INC. d/b/a CLIPPER MAGAZINE**, a corporation (hereinafter "Clipper").

**Background.** Penn Manor has contracted with Clipper to supply the school calendar for the school years 2000-2013. As a result of the success of those projects, Penn Manor would like to engage Clipper to supply Penn Manor's school calendar for the 2013-2014 school year. Clipper is to provide products and services to accomplish the design, production and printing of calendars of similar size and page count as the 2012-2013 school calendar.

IN CONSIDERATION of the mutual covenants contained herein and intending to be legally bound, the parties agree as follows:

1. Clipper shall be responsible for the design, production and printing of Penn Manor's annual school calendar for 2013-2014.
2. Penn Manor shall be responsible for providing Clipper with all of the school-related information that Penn Manor desires to have included in the calendar within the time frames established by Clipper. Penn Manor shall review one or more proofs of the school calendar and shall be solely and fully responsible for determining the accuracy and completeness of all information contained in the school calendar including, without limitation, the dates and locations of school events and reproduction of school policies and procedures. Penn Manor shall designate one representative who shall be responsible for providing all requested information and approvals to Clipper.
3. Clipper shall bear the primary economic risk of designing, producing and printing the school calendar and therefore shall receive a substantial portion of the economic benefit or Revenue from the school calendar. However, Penn Manor shall pay to Clipper \$2,500 upon delivery of the calendars. Further, if Revenue exceeds \$16,500 for any school calendar, Clipper shall pay to Penn Manor ten percent (10%) of the Revenue received over \$16,500. If Revenue is not at least \$10,500 from any school calendar, Penn Manor shall pay to Clipper the difference between \$10,500 and the Revenue received. The word "Revenue" shall mean all proceeds received by Clipper from the sale of advertising in each school calendar and all other proceeds received by Clipper from the inclusion of material in the school calendar or sale of any school calendars.
4. The school calendars will be distributed free of charge to all students, teachers and staff of Penn Manor. Accordingly, Clipper shall print a minimum of 10,000 school calendars or such number as Penn Manor reasonably requests in order to distribute a free calendar to each of the teachers, staff and students as well as a reasonable number of extra copies.

5. Penn Manor has requested that Clipper order enough extra school calendars so that every home in the school district receives one via the mail. Penn Manor hereby engages Clipper to order such additional school calendars and arrange for them to be mailed to every home in the Penn Manor School District. In addition to any other amount that might become due under this Agreement, Penn Manor shall pay to Clipper a fee for printing of calendars in excess of the 10,000 referenced in item 4 (currently expected to be 7,500 additional school calendars). Clipper will notify Penn Manor of the fee at least fifteen (15) days in advance of Clipper ordering the extra school calendars. In addition, Penn Manor shall pay to Clipper the postage and mailing costs for school calendars to be sent to every home in the school district, commonly referred to as ink jet and mail costs by printers. All amounts due under this Section 5 shall be paid within thirty days after Clipper sends an invoice to Penn Manor.

6. Neither party may terminate this Agreement unless there is a material breach of the Agreement by the other party which breach is not cured within sixty (60) days after written notice of the breach is received by the breaching party.

IN WITNESS THEREOF the parties have executed this Calendar Design and Production Agreement under seal on the date first above written.

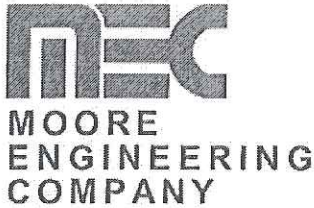
PENN MANOR SCHOOL DISTRICT:

CLIPPER MAGAZINE:

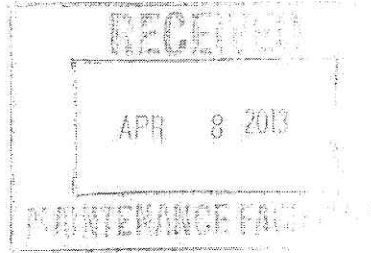
By: \_\_\_\_\_  
Dr. Michael Leichter, Superintendent of Schools

By: \_\_\_\_\_  
Ian G. Ruzow, Publisher

By: \_\_\_\_\_  
J. Kenneth Long, President of Board of School Directors



3637 Columbia Avenue - Lancaster, PA 17603  
Phone 717.285.3141- Fax 717.285.2443  
[www.mooreengineering.com](http://www.mooreengineering.com)



March 26, 2013

Penn Manor School District  
2950 Charlestown Road  
Lancaster PA 17603

Attn: Mr. Denny Coleman

Re: Eshleman Elementary School CCTV System Addition  
Letort Elementary School CCTV System Addition  
Martic Elementary School CCTV System Expansion  
Marticville Middle School CCTV System Expansion

Dear Mr. Coleman:

We are very pleased to provide you with our proposal for electrical engineering services for the CCTV Systems for four District buildings.

The scope of work will include the Electrical Contract Documents, bid coordination and construction phase services as listed below:

1. Delivery of bidding and construction documents for the addition or upgrade of CCTV Systems in four buildings.
2. Analysis of the most feasible means of providing remote viewing for buildings which do not have a Triduum BAS currently available and recommendations.
3. Coordination of all proposed data network connections with the District IT Department.
4. Provision of three sets of contract documents to the successful bidder at no cost to the Contractor.

Our services will include the following:

1. Survey of the areas as required and coordination with your office to verify existing conditions and to determine the design parameters and specific requirements for the work.
2. Review of existing building drawings.
3. Location of new equipment and systems based on input from current codes, design standards and Owner parameters.
4. Preparation of design drawings for the Electrical work using AutoCAD 2013 Software.
5. Preparation of specifications for the Electrical work.
6. Bidding coordination will include attendance at a pre-bid and scope review meeting.
7. Bidding administration provided by your office will include advertising and receipt of formal bids. Bidding coordination provided by Moore Engineering Company under this contract will include

duplication and distribution of contract documents. Contractors will be charged a non-refundable amount for bid document sets equal to the costs of reproduction and distribution.

- 8. Shop drawing review and RFI responses.
- 9. Attendance at up to six site visits as needed during the construction phase for project conferences, the final inspection and preparation of a punch list.

The engineering fee for the above services will be \$21,000.00.

Excluded Services:

- 1. Regulatory Agency submissions and fees.
- 2. Advertising of the project.
- 3. Construction cost estimates.
- 4. Destructive testing.
- 5. Asbestos remediation documents.
- 6. Structural, Civil and Architectural Design.
- 7. Life Cycle Cost Analysis and system comparisons based on contractor offerings of alternate systems design.
- 8. Redesign services if estimated construction cost exceeds project budget.
- 9. Value Engineering

We are prepared to start our work in accordance with your schedule.

Invoices will be submitted monthly based on the percentage of the work completed. Interest will be charged on the past due invoices at a rate of 1½% per month.

Reimbursables for travel, telephone, postage/delivery, and duplication of contract documents are included in this lump sum proposal.

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

If this agreement satisfactorily sets forth your understanding between us, we would appreciate your signing the enclosed copy of this letter in the space provided and return it to us. You may issue a purchase order in lieu of signing a copy of this proposal. Thank you.

Yours very truly,

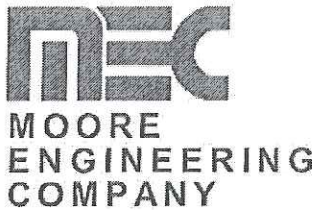


Michael E. Hite

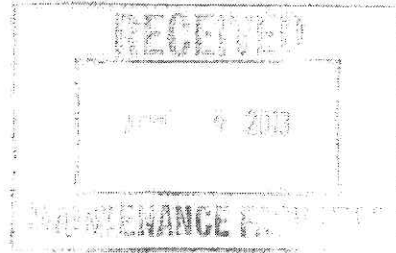
MEH/dlj  
cc: File

Accepted this \_\_\_\_\_ Day of \_\_\_\_\_, 2013

By: \_\_\_\_\_



3637 Columbia Avenue - Lancaster, PA 17603  
Phone 717.285.3141- Fax 717.285.2443  
[www.mooreengineering.com](http://www.mooreengineering.com)



March 26, 2013

Penn Manor School District  
2950 Charlestown Road  
Lancaster PA 17603

Attn: Mr. Denny Coleman

Re: Conestoga Elementary School  
Replace Fire Alarm System

Dear Mr. Coleman:

We are very pleased to provide you with our proposal for electrical engineering services for the replacement of the fire alarm system at Conestoga Elementary School.

The scope of work will include the Electrical Contract Documents, bid coordination and construction phase services as listed below:

1. Delivery of bidding and construction documents for the replacement of a fire alarm system.
2. Contractors will be charged a non-refundable amount for bid document sets equal to the costs of reproduction and delivery.
3. The successful bidder will be provided with three hard copies of the plans and specs and one electronic copy of the plans at not cost to the contractor.

Our services will include the following:

1. Survey of the areas as required and coordination with your office to verify existing conditions and to determine the design parameters and specific requirements for the work.
2. Review of existing building drawings.
3. Location of new equipment and systems based on input from current codes, design standards and Owner parameters.
4. Preparation of design drawings for the Electrical work using AutoCAD 2013 Software.
5. Preparation of specifications for the Electrical work.
6. Bidding coordination will include attendance at a pre-bid and scope review meeting.
7. Bidding administration provided by your office will include advertising and receipt of formal bids. Bidding coordination provided by Moore Engineering Company under this contract will include duplication and distribution of contract documents.
8. Shop drawing review and RFI responses.

- 9. Attendance at up to three site visits as needed during the construction phase for project conferences, the final inspection and preparation of a punch list.

The engineering fee for the above services will be \$7,800.00.

Excluded Services:

- 1. Regulatory Agency submissions and fees.
- 2. Advertising of the project.
- 3. Construction cost estimates.
- 4. Destructive testing.
- 5. Asbestos remediation documents.
- 6. Structural, Civil and Architectural Design.
- 7. Life Cycle Cost Analysis and system comparisons based on contractor offerings of alternate systems design.
- 8. Redesign services if estimated construction cost exceeds project budget.
- 9. Value Engineering

We are prepared to start our work in accordance with your schedule.

Invoices will be submitted monthly based on the percentage of the work completed. Interest will be charged on the past due invoices at a rate of 1½% per month.

Reimbursables for travel, telephone, postage/delivery, and duplication of contract documents are included in this lump sum proposal.

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

If this agreement satisfactorily sets forth your understanding between us, we would appreciate your signing the enclosed copy of this letter in the space provided and return it to us. You may issue a purchase order in lieu of signing a copy of this proposal. Thank you.

Yours very truly,



Michael E. Hite

MEH/dlj  
cc: File

Accepted this \_\_\_\_\_ Day of \_\_\_\_\_, 2013

By: \_\_\_\_\_

Shaw Contract Flooring Services, Inc. d/b/a  
 Spectra Contract Flooring - Harrisburg  
 1351 Eisenhower Blvd., Suite 102  
 Harrisburg, PA 17111



Phone: (717) 939-4480  
 Fax: (717) 939-0767

A Berkshire Hathaway Company

<b>Proposal Submitted To</b> Penn Manor School District		<b>Attention</b> Dennis Coleman		<b>Phone</b> (717) 872-2238	<b>Fax</b> (717) 872-9505	<b>Date</b> 04/04/13
				<b>Job Name</b> PENN MANOR - HIGH SCHOOL LIBRARY		<b>Job #</b> 21406
<b>Street</b> 2950 Charlestown Road Millersville				<b>Job Street</b>		<b>Proposal ID</b> 49408
<b>City, State and Zip</b> Millersville, PA 17551	<b>Architect</b>	<b>Date of Plans</b>	<b>Add #</b>	<b>Job City, State and Zip</b> MILLERSVILLE, PA 17551	<b>Customer Job #</b> None	<b>Customer PO</b> None

We hereby submit specifications and estimates for:

Item Description	Price
FURNISH AND INSTALL THE FOLLOWING AS PER SITE VISIT AND PER EMAILED PLANS AS FOLLOWS:	\$36,759.00

STATE CONTRACT (#4400003248):

CARPET TILE – SHAW “EMOTION TILE” – COLOR HARBOURING  
 BASE – ROPPE “VINYL 4” COVE” – COLOR DEEP NAVY

CLARIFICATIONS:

- 1.WE INCLUDE REMOVAL OF EXISTING FLOORING AND BASE.
- 2.WE INCLUDE DISPOSAL OF EXISTING OFF SITE.
- 3.WE INCLUDE MINOR FLOOR PREPARATION.
- 4.CARPET TILE AND BASE TO BE INSTALLED IN VESTIBULE C048, LIBRARY 360, AND INTERACTIVE 358.
- 5.FURNITURE TO BE MOVED BY PENNMANOR EMPLOYEES

STATE CONTACT BREAKDOWN:

CARPET TILE MATERIAL 986.05 SY @ \$23.80 = \$23,468.00  
 CARPET TILE ADHESIVE 13 UNITS @ \$82.70 = \$1,075.00  
 CARPET TILE LABOR 965 SY @ \$5.35 = \$5,163.00  
 CARPET REMOVAL 965 SY @ \$4.20 = \$4,053.00  
 CARPET DISPOSAL 965 SY @ \$1.50 = \$1,448.00  
 VINYL BASE MATERIAL 360 LF @ \$.65 = \$234.00  
 VINYL BASE LABOR 360 LF @ \$1.15 = \$414.00  
 VINYL BASE REMOVAL 280 LF @ \$.30 = \$84.00  
 FLOOR PREPARATION 12 HRS @ \$60.00= \$720.00  
 MISCELLANEOUS SUNDRIES 1 @ \$100.00 = \$100.00

EXCLUSIONS:

1. EXTENSIVE FLOOR PREPARATION
- 2.FINAL CLEANING, FLOOR PROTECTION, OR DUST PROTECTION
- 3.MOISTURE REMEDIATION

**Base Bid Total: \$36,759.00**

Customer: Penn Manor School District

Signed: \_\_\_\_\_

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

Shaw Contract Flooring Services, Inc. d/b/a  
Spectra Contract Flooring - Harrisburg  
1351 Eisenhower Blvd., Suite 102  
Harrisburg, PA 17111  
Proposal ID: 49408

Phone: (717) 939-4480  
Fax: (717) 939-0767



We PROPOSE to perform the work complete in accordance with the specifications and as described above for the SUM of:

Signature: Mitchell Condran Mitchell Condran \$36,759.00  
Email: mitchell.condran@spectracf.com

**Conditions of Proposal:**

1. This proposal may be withdrawn if not accepted within 30 days of its issuance. Spectra will consider reasonable requests to engage in negotiations for revisions to this Proposal, including signing a subcontract that incorporates the terms of this Proposal. A proposal not accepted within 30 days will be subject to price escalation for materials.
2. This proposal is subject to credit review and approval. Payment terms are net 30 days. Past due invoices are subject to service charges of 1.5% per month (18% per annum). In the case of any default, Customer shall pay Spectra's reasonable attorney fees and costs, including those on any appeal, even if no suit or action is filed.
3. All work shall be performed in a workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.
4. Prior to commencement of Spectra's work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per ASTM F-1869 and provide written results to Spectra, including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of Spectra's work, then Customer shall provide Spectra with access to all concrete sub floors for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers' requirements for installation will require correction or the execution of a separate waiver agreement.
5. All work is contingent upon strikes, accidents or delays beyond Spectra's control. Customer shall carry insurance for all hazards, including fire. Spectra's workers are fully covered by Worker's Compensation and Liability Insurance.
6. Customer represents and warrants that: (a) the project site contains no hazardous or other dangerous substances, either exposed or concealed; or (b) Customer has given written notice to Spectra of all such substances and their location(s). To the fullest extent permitted by law, Customer shall indemnify, defend and hold Spectra harmless from any damage, claim, loss, expense and attorney fees related to Spectra's liability, if any, including any federal or state statute related to hazardous or other dangerous substances.
7. Spectra is fully licensed, bonded, and insured. This proposal does not include participation in any OCIP/CCIP or related programs. Requests for Spectra to participate in such programs may result in additional costs.

**ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.**

Customer: Penn Manor School District Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# DERCK & EDSON

CAMPUSES · DOWNTOWNS · ATHLETICS

April 16, 2013

Dennis R. Coleman  
Director of Buildings and Grounds  
Penn Manor School District  
P.O. Box 1001  
Millersville, PA 17551

RE: PROPOSAL - Pequea Elementary School – Water Service  
Project #12102

Dear Denny,

Derck & Edson is pleased to present this proposal for the design, engineering and bid documents for the above project.

## PROJECT UNDERSTANDING

Penn Manor School District is obligated to make connection to the recently installed public water main along the west property line. In so doing, the current Pequea Elementary School building will disconnect from the on-site well system and make connection to the water system operated by the City of Lancaster. We understand this project will be under the City of Lancaster's regulations and subject to their review, and that the project will be publically bid.

## SCOPE of WORK

Our services shall include:

1. Site visit and on-site meeting to review the project.
2. Design and Documentation:
  1. CADD Layout of the Pequea Elementary property depicting the new water line routing and connection points.
  2. Water line profiles.
  3. Opinion of Construction Cost for budget purposes.
  4. Pipe, trenching, meter/vault and connection details in accordance with City of Lancaster.
  5. Areas of pavement and/or lawn restoration.
  6. Administration of the applications and plan submissions to the City of Lancaster.
  7. Preparation of the technical specifications for the water system: Excavation, water piping, meter and vault, backflow preventer, erosion and sedimentation control, and Lawn/Grasses

OFFICES IN PENNSYLVANIA AND COLORADO

WWW.DERCKANDEDSON.COM

33 SOUTH BROAD STREET / LITITZ, PA 17543 / 717.626.2054

3. BIDDING:
  1. Coordination with School District on the Invitation to Bid.
  2. L&I Prevailing wage rate request.
  3. Printing and issuing of documents to Bidders.
  4. Receiving and responding to questions or clarification from contractors as they prepare bids.
  5. Preparation of Addenda if necessary.
  6. Attendance at Pre-Bid Meeting
  
4. CONSTRUCTION ADMINISTRATION:
  1. Attendance at one (1) Pre-construction Meeting
  2. Review of contractor submittals
  3. Coordination with City of Lancaster as needed.

Not Included:

1. Non-technical specifications, such as Invitation to Bid, Instructions to Bidders, General Conditions of contract, bonding, and insurances are not included; they will be provided by the School District to Derck and Edson for incorporation into the Bid package.
2. Registration and tracking of the Bidders; we assume that the bid documents will be issued from the School District's offices.
3. Township Land approvals, General NPDES permit or PA DOT permits are not anticipated due to the limited scope of the project.
4. Off-site improvements are not included.
5. A bid opening meeting is not included. The School District will administer the bid opening.
6. Detailed Costs estimates
7. Application, permit, or tap-in fees necessitated by the project.

Additional Services:

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

Assumptions:

1. It is assumed that a new topographic survey is not necessary; we anticipate using existing base sheet plans originated from the last major renovation project.

**FEES:**

**\$12,450.00 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. City of Lancaster review time is additional time beyond our time for design and documentation.

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 and you.

Sincerely,

DERCK & EDSON ASSOCIATES, LLP  
*enhancing campuses, downtowns, and athletics*



Stephen B. Sproles, RLA  
Partner



James F. Hocker, RLA  
Project Manager

Approved by:  
Penn Manor School District

Name \_\_\_\_\_

Title \_\_\_\_\_

PENN MANOR SCHOOL DISTRICT  
SCHOOL BOARD MEETINGS  
July 2013 – June 2014

ALL MEETINGS ARE LOCATED IN THE BOARD ROOM AT  
MANOR MIDDLE SCHOOL AND ARE ON MONDAY UNLESS NOTED.

<u>Date</u>	<u>Time</u>
July 15, 2013	7:00 p.m.
August 5, 2013	7:00 p.m.
August 19, 2013	7:00 p.m.
September 3, 2013 (Tuesday)	7:00 p.m.
September 16, 2013	7:00 p.m.
October 7, 2013	7:00 p.m.
(PSBA – October 15-18, 2013)	
October 21, 2013	7:00 p.m.
November 4, 2013	7:00 p.m.
November 18, 2013	7:00 p.m.
December 2, 2013	<b>4:00 p.m.</b>
January 6, 2014	7:00 p.m.
January 21, 2014 (Tuesday)	7:00 p.m.
February 3, 2014	7:00 p.m.
February 18, 2014 (Tuesday)	7:00 p.m.
March 3, 2014	7:00 p.m.
March 17, 2014	7:00 p.m.
April 14, 2014	<b>4:00 p.m.</b>
May 5, 2014	7:00 p.m.
May 19, 2014	7:00 p.m.
June 2, 2014	7:00 p.m.
June 16, 2014	7:00 p.m.

Approved:



April 11, 2013

Ms. Paula E. Howard  
Board Secretary  
Penn Manor School District  
P.O. Box 1001  
Millersville, PA 17551

**RE: PLANCON PART F: CONSTRUCTION DOCUMENTS**

PROJECT NO.: 3677  
PROJECT BUILDING NAME: Hambright Elementary School  
TYPE WORK: New Construction  
COUNTY: Lancaster  
BOARD ACTION: March 4, 2013

Dear Ms. Howard:

The materials for PlanCon Part F, "Construction Documents," have been reviewed and approved as meeting the requirements of the school laws of Pennsylvania and the policies and regulations of the State Board of Education. This approval authorizes the proper bidding of the project and constitutes approval for entering into contracts.

This approval is based on a limited review of the documents submitted. If information reviewed subsequent to this approval violates law, policy, or procedure, the Department reserves the right to rescind any and all approvals materially affected.

In issuing this approval, the Department of Education relies upon the school board's certification that all necessary approvals from local, regional, and state agencies, including compliance with the Prevailing Wage Act, have been or will be obtained prior to entering into construction contracts.

The school district should be aware that Departmental approval of PlanCon Part F for this project does not guarantee reimbursement for this project. This project will be deemed eligible for reimbursement only upon written approval of PlanCon Part G, "Project Accounting Based on Bids."

Calculation of the temporary reimbursable percent for the project's financing occurs at PlanCon Part H, "Project Financing." Microfilm of the drawings and specifications for all contracts, including phased work, asbestos removal, etc., if applicable, must be submitted with Part H documents. The permanent reimbursable percent is calculated at PlanCon Part J, "Project Accounting Based on Final Costs."

Ms. Howard  
Page 2  
April 11, 2013

This approval does not relieve the architect or engineer of record from professional or legal responsibility for the project design. Any deviations from the approved final drawings and specifications (construction documents) that result in any change in space allocation or building structure, the health and safety of the pupils, or any changes that require the approval of another agency shall not be initiated until approved by the Department of Education with the submission of PlanCon Part I, "Interim Reporting."

Reimbursement calculations are based on the rated pupil capacity. The full time equivalent and rated pupil capacity for this project building are as follows:

	Full Time Equivalent Capacity			Rated Pupil Capacity
	<u>New</u>	<u>Existing</u>	<u>Total</u>	
Elementary	641	0	641	878

**Please note the corrections to Pages F03, F04, F05, F11, F12, F13, F14 and F19.**

The maximum reimbursable amount for "rough grading to receive the building" is \$264,508 and for "sanitary sewage" is \$256,400.

Other relevant project statistics, as presented by the school district's architect are:

	<u>New</u>	<u>Existing</u>	<u>Total</u>
Scheduled Area	59,657	0	59,657
Architectural Area	95,740	0	95,740

This document and appended materials should be entered into the minutes of the next board meeting. If you have any questions, please contact James Vogel at 717.787.5480.

Sincerely,



Jeannine J. Weiser, Chief  
Division of Budget

JJW/cmf

Attachments

cc: Crabtree Rohrbaugh & Associates  
Project File - 3677  
Chronological File  
Log



ELEMENTARY ROOM SCHEDULE FOR PROJECT BUILDING (1 OF 2)

District/CTC: Penn Manor School District		Project Name: Hambright Elementary School								Grades: K - 6	
PROJECT PLANNED SPACES - SCHEDULED AREA ONLY											
		EXISTING				NEW				TOTAL	
#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12
NAME OF SPACE	UNIT FTE CAP	UNIT AREA SQ FT	NUMBER OF UNITS	TOTAL AREA SQ FT	TOTAL FTE CAP	UNIT AREA SQ FT	NUMBER OF UNITS	TOTAL AREA SQ FT	TOTAL FTE CAP	TOTAL AREA SQ FT	TOTAL FTE CAP
LIBRARY	XXX				XXXX	3,496	1.0	3,496	XXXX	3,496	XXXXX
HALF-TIME KINDRGRTN	50					1,032	1.0	1,032	50	1,032	50
HALF-TIME KINDRGRTN	50					1,017	1.0	1,017	50	1,017	50
HALF-TIME KINDRGRTN	50										
FULL-TIME KINDRGRTN	25										
FULL-TIME KINDRGRTN	25										
FULL-TIME KINDRGRTN	25										
REG CLSRM 660+ SQ FT	25					810	6.0	4,860	150	4,860	150
REG CLSRM 660+ SQ FT	25					811	12.0	9,732	300	9,732	300
REG CLSRM 660+ SQ FT	25					801	3.0	2,403	75	2,403	75
REG CLSRM 660+ SQ FT	25					834	3.0	2,502	75	2,502	75
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
REG CLSRM 660+ SQ FT	25										
SPECIAL ED ROOMS	XXX	SEE PAGE F11				SEE PAGE F11				XXXXXX	XXXXX
SMALL GROUP <850 SQ FT	XXX				XXXX	376	1.0	376	XXXX	376	XXXXX
SMALL GROUP <850 SQ FT	XXX				XXXX	377	1.0	377	XXXX	377	XXXXX
LARGE GROUP INS 850+ SQ FT	XXX				XXXX	1,950	2.0	3,900	XXXX	3,900	XXXXXX
LARGE GROUP INS 850+ SQ FT	XXX				XXXX	1,951	1.0	1,951	XXXX	1,951	XXXXXX
ALTERNATIVE ED ROOM	XXX				XXXX				XXXX		XXXXXX
OTHER: Small Group	/					480	1.0	480		480	
OTHER: Small Group	/					459	1.0	459		459	
OTHER: Small Group	/					344	1.0	344		344	
OTHER: Small Group	/					354	1.0	354		354	
OTHER: ESL	/					414	1	414		414	
OTHER:											
OTHER:											
PAGE F04 SUBTOTAL	XXX	XXXXX	XXXXX			XXXXX	XXXXX	35,263	1,700	35,263	1,700

ELEMENTARY ROOM SCHEDULE FOR PROJECT BUILDING (2 OF 2)

District/CTC: \_\_\_\_\_ Project Name: \_\_\_\_\_ Grades: \_\_\_\_\_

PROJECT PLANNED SPACES - SCHEDULED AREA ONLY											
		EXISTING				NEW				TOTAL	
#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12
NAME OF SPACE	UNIT FTE CAP	UNIT AREA SQ FT	NUMBER OF UNITS	TOTAL AREA SQ FT	TOTAL FTE CAP	UNIT AREA SQ FT	NUMBER OF UNITS	TOTAL AREA SQ FT	TOTAL FTE CAP	TOTAL AREA SQ FT	TOTAL FTE CAP
COMPUTER ROOM	XXX				XXXX				XXXX		XXXXXX
COMPUTER ROOM	XXX				XXXX				XXXX		XXXXXX
COMPUTER ROOM	XXX				XXXX				XXXX		XXXXXX
ART ROOM	XXX				XXXX	1093	1	1093	XXXX	1093	XXXXXX
ART ROOM	XXX				XXXX				XXXX		XXXXXX
ART ROOM	XXX				XXXX				XXXX		XXXXXX
MUSIC ROOM	XXX				XXXX	1205	1	1205	XXXX	1205	XXXXXX
MUSIC ROOM	XXX				XXXX				XXXX		XXXXXX
MUSIC ROOM	XXX				XXXX				XXXX		XXXXXX
OTHER: _____	XXX				XXXX				XXXX		XXXXXX
OTHER: _____	XXX				XXXX				XXXX		XXXXXX
MULTI-PURPOSE RM	XXX				XXXX	6956	1	6956	XXXX	6956	XXXXXX
STAGE/PLATFORM	XXX				XXXX	1196	1	1196	XXXX	1196	XXXXXX
LOCKER ROOM, DRYING & SHOWER RM - BOYS	XXX				XXXX				XXXX		XXXXXX
LOCKER ROOM, DRYING & SHOWER RM - GIRLS	XXX				XXXX				XXXX		XXXXXX
NAIATORIUM	XXX	SEE PAGE F12				SEE PAGE F12				XXXXX	XXXXXX
KITCHEN & STORAGE	XXX				XXXX				XXXX		XXXXXX
# OF SERVINGS: _____	XXX				XXXX				XXXX		XXXXXX
MEALS PREPARED PER SERVING: _____	XXX				XXXX	2830	1	2830	XXXX	2830	XXXXXX
CAFETERIA TO SEAT: _____	XXX				XXXX	6568	1	6568	XXXX	6568	XXXXXX
FACULTY DINING ROOM	XXX				XXXX				XXXX		XXXXXX
FACULTY ROOM	XXX				XXXX	872	1	872	XXXX	872	XXXXXX
HEALTH SUITE(NURSE)	XXX				XXXX	801	1	801	XXXX	801	XXXXXX
BLDG ADMIN/GUIDANCE TOTAL STAFF: _____	XXX				XXXX	2043	1	2043	XXXX	2043	XXXXXX
OTHER: _____	XXX				XXXX				XXXX		XXXXXX
OTHER: <u>GUIDANCE</u>	XXX				XXXX	187	1	187	XXXX	187	XXXXXX
OTHER: <u>TECH OFFICE</u>	XXX				XXXX	164	1	164	XXXX	164	XXXXXX
OTHER: _____	XXX				XXXX				XXXX		XXXXXX
OTHER: _____	XXX				XXXX				XXXX		XXXXXX
OTHER: _____	XXX				XXXX				XXXX		XXXXXX
PAGE F05 SUBTOTAL	XXX	XXXXX	XXXXX		XXXX	XXXXX	XXXXX	23915	XXXX	23915	XXXXXX
PAGE F04 SUBTOTAL	XXX	XXXXX	XXXXX			XXXXX	XXXXX	32697	700	32697	700
BUILDING TOTAL	XXX	XXXXX	XXXXX			XXXXX	XXXXX	57612	700	57612	700

**ROOM SCHEDULE ADJUSTMENTS**

District/CTC: Penn Manor School District      Project Name: Hambright Elementary School      Grades:   K  -  6  

		PROJECT PLANNED SPACES - SCHEDULED AREA ONLY									
		EXISTING				NEW				TOTAL	
#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12
NAME OF SPACE	UNIT FTE CAP	UNIT AREA SQ FT	NUMBER OF UNITS	TOTAL AREA SQ FT	TOTAL FTE CAP	UNIT AREA SQ FT	NUMBER OF UNITS	TOTAL AREA SQ FT	TOTAL FTE CAP	TOTAL AREA SQ FT	TOTAL FTE CAP
ELEMENTARY	XXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXXX	XXXXXX
PROJECT ELEM CAP	XXX	XXXXX	XXXXX			XXXXX	XXXXX	56,847	700	56,847	700
KINDERGARTEN DEDUCT FOR HALF-TIME PRGM	-25	XXXXX		XXXXX		XXXXX	2.0	XXXXX	-50	XXXXXX	-50
ADJUSTED ELEM CAP	XXX	XXXXX	XXXXX	XXXXX		XXXXX	XXXXX	XXXXX	650	XXXXXX	650
ENR/CAP ADJ FACTOR	XXX	XXXXX	XXXXX	XXXXX	0.9094	XXXXX	XXXXX	XXXXX	0.9094	XXXXXX	0.9094
JUSTIFIED ELEM	XXX	XXXXX	XXXXX	XXXXX		XXXXX	XXXXX	XXXXX	591	XXXXXX	591
REG PRE-SCHOOL 660+ *	25										
SP ED PRE-SCHOOL 660+	25										
SP ED 660+ SQ FT	25					811	2.0	1,622	50	1,622	50
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED RESOURCE ROOM > 400 SQ FT	**					414	1.0	414	25	414	25
SP ED RESOURCE ROOM > 400 SQ FT	XXX				XXXX				XXXX		(MAX=25)
SP ED < 401 SQ FT	XXX				XXXX	177	1.0	177	XXXX	177	XXXXXX
SP ED < 401 SQ FT	XXX				XXXX	246	1.0	246	XXXX	246	XXXXXX
ADJUSTED ELEMENTARY	XXX	XXXXX	XXXXX			XXXXX	XXXXX	58,906	666	58,305	666/41
MIDDLE/SECONDARY	XXX	XXXXX	XXXXX	XXXXX	XXXX	XXXXX	XXXXX	XXXXX	XXXX	XXXXXX	XXXXXX
PROJECT MS/SEC UTIL	XXX	XXXXX	XXXXX			XXXXX	XXXXX	XXXXX	59657		
ENR/CAP ADJ FACTOR	XXX	XXXXX	XXXXX	XXXXX	0.9094	XXXXX	XXXXX	XXXXX	0.9094	XXXXXX	0.9094
JUSTIFIED MS/SEC	XXX	XXXXX	XXXXX	XXXXX		XXXXX	XXXXX	XXXXX		XXXXXX	
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED 660+ SQ FT	25										
SP ED RESOURCE ROOM > 400 SQ FT	**										(MAX=25)
SP ED RESOURCE ROOM > 400 SQ FT	XXX				XXXX				XXXX		XXXXXX
SP ED < 401 SQ FT	XXX				XXXX				XXXX		XXXXXX
SP ED < 401 SQ FT	XXX				XXXX				XXXX		XXXXXX
ADJUSTED MS/SEC	XXX	XXXXX	XXXXX			XXXXX	XXXXX				

\* Regular and Special Education Pre-School rooms must meet the requirements addressed in the Part A instructions. Verification that the requirements will be met must be submitted with Part A or Part F.

\*\* Justified Elementary or Middle/Secondary Capacity (Col. 12) divided by 25. The maximum capacity that may be reported in column #12 is 25. See Part A instructions for a more detailed explanation.

PROJECT FULL TIME EQUIVALENTS

District/CTC: Penn Manor School District  
 Project Name: Hambright Elementary School  
 Grades: K - 6

PROJECT PLANNED SPACES - SCHEDULED AREA ONLY											
		EXISTING				NEW				TOTAL	
#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12
NAME OF SPACE	UNIT FTE CAP	UNIT AREA SQ FT	NUMBER OF UNITS	TOTAL AREA SQ FT	TOTAL FTE CAP	UNIT AREA SQ FT	NUMBER OF UNITS	TOTAL AREA SQ FT	TOTAL FTE CAP	TOTAL AREA SQ FT	TOTAL FTE CAP
ADJUSTED ELEMENTARY	XXX	XXXXX	XXXXX			XXXXX	XXXXX	-59,306	641,605	59,306	606,641
ADJUSTED MS/SEC	XXX	XXXXX	XXXXX			XXXXX	XXXXX		59,657		
NATATORIUM *		XXXXX	XXXXX			XXXXX	XXXXX				
NATATORIUM LOCKER ROOM, DRYING & SHOWER RM - BOYS	XXX XXX	XXXXX XXXXX	XXXXX XXXXX		XXXXX	XXXXX XXXXX	XXXXX XXXXX		XXXXX XXXXX		XXXXXX XXXXXX
NATATORIUM LOCKER ROOM, DRYING & SHOWER RM - GIRLS	XXX XXX	XXXXX XXXXX	XXXXX XXXXX		XXXXX	XXXXX XXXXX	XXXXX XXXXX		XXXXX XXXXX		XXXXXX XXXXXX
DIST ADMIN OFFICE	XXX	XXXXX	XXXXX			XXXXX	XXXXX				
VOCATIONAL	XXX	XXXXX	XXXXX			XXXXX	XXXXX				
PRJT BUILDING TOTAL	XXX	XXXXX	XXXXX		XXXXX	XXXXX	XXXXX	59,306	XX,XXX	59,306	XXXXXX

\* REFER TO THE PART A INSTRUCTIONS TO DETERMINE IF CAPACITY SHOULD BE ASSIGNED.

PLANNED ARCHITECTURAL AREA FOR TOTAL BUILDING

For the purpose of determining square footage for a construction project in applying for a referendum exception under Special Session Act 1 of 2006, Section 333 (f) (2) (iii) (C), academic secondary square footage includes secondary and vocational architectural area. For academic buildings housing both elementary and secondary grades, assign architectural area for the entire academic building based on the room schedule(s) completed for this project.

If a room schedule includes spaces for both elementary and secondary, then the architectural area must be prorated based on the number of elementary and secondary grades. For example, for a middle school housing sixth, seventh and eighth grades, one-third of the architectural area for the entire academic building would be reported as elementary and two-thirds as secondary. For a K-12 building with elementary (K-5) and middle/secondary (6-12) room schedules completed, the architectural area for all of the spaces on the elementary room schedule plus the prorated architectural area for sixth grade included on the middle/secondary room schedule would be reported as elementary.

If there any questions, contact the Division of School Facilities for further direction.

PLANNED ARCHITECTURAL AREA (NEW PLUS EXISTING)

ELEMENTARY	95740	sq. ft.	
SECONDARY (INCLUDING VOCATIONAL)		sq. ft.	
NATATORIUM		sq. ft.	
DISTRICT ADMINISTRATION OFFICE		sq. ft.	PRJT BLDG TOTAL
DAY CARE/PRE-SCHOOL (NONACADEMIC)		sq. ft.	MUST EQUAL
NON-DISTRICT USE (HEALTH CLINIC, PUBLIC LIBRARY, ETC.)		sq. ft.	F13, LINE E-3
PROJECT BUILDING TOTAL (MUST EQUAL F13, LINE E-3)	95740	sq. ft.	CHECK ARCH AREAS

COMPARATIVE DESIGN ANALYSIS

District/CIC: Penn Manor School District	Project Name: Hambright Elementary School	GRAGES: K - 8
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SCHEDULED AREA

A. Planned Scheduled Area - Total	<u>59,306</u> <u>59,657</u> +		= <u>59,306</u> sq. ft.
	<small>(F12, ADJ ELEM)</small>	<small>(F12, ADJ MS/SEC)</small>	
B. Recommended Scheduled Area			<u>59,657</u>
1. Adjusted FTE - Total	<u>666</u> <u>641</u>		
	<small>(F12, ADJ ELEM)</small>	<small>(F12, ADJ MS/SEC)</small>	
2. Recommended Square Feet per student	58	78	
3. Recommended Scheduled Area (B-1 times B-2)	<u>38,828</u> <u>37,178</u> +		= <u>37,178</u> sq. ft.
C. Difference between Planned and Recommended Scheduled Areas (A minus B-3)			<u>22,479</u> sq. ft.
D. Difference as a Percent of Recommended Scheduled Area (C divided by B-3 times 100)		PROVIDE JUSTIFICATION	<u>60.46</u> % <small>(CARRY TO 2 DEC PL)</small>

If Line D is greater than minus 10%, refer to instructions for the Comparative Design Analysis Adjustment calculation on F14 form. If Line D is greater than plus 10%, justification for the excess scheduled area must be provided. Check the following if applicable.

- LARGER THAN NORMAL SCHEDULED AREAS REQUIRED TO ACCOMMODATE EDUCATIONAL PROGRAMS AND COMMUNITY NEEDS
- LARGER THAN NORMAL SCHEDULED AREAS DUE TO EXISTING BUILDING CONDITIONS
- RELATIVELY LOW ENROLLMENT TO CAPACITY ADJUSTMENT FACTOR (F03, Line F)
- OTHER (DESCRIBE): Internalized large mechanical mezzanine space

ARCHITECTURAL TO SCHEDULED AREA

E. Planned Architectural Area for Total Building			
1. Existing	<u>          </u> sq. ft.		THIS PROJECT MUST COMPLY WITH ACT 34 OF 1973
2. New/Addition	<u>85,740</u> sq. ft.		
3. Total			<u>95,740</u> sq. ft.
F. Planned Scheduled Area for Total Building			<u>59,657</u> <u>59,306</u> sq. ft.
G. Planned Architectural Area divided by Planned Scheduled Area (E-3 divided by F)		PROVIDE JUSTIFICATION	<u>1.614</u> <u>1.605</u> % <small>(CARRY TO 3 DEC PL)</small>

If the above ratio of architectural area to scheduled area for this building is greater than 1.58, justification for excess architectural area must be provided. Check the following if applicable:

- LARGER THAN NORMAL LOBBIES AND ENTRANCE AREAS
- SINGLE-LOADED COORIDORS
- LARGER THAN NORMAL STORAGE AREAS
- LARGER THAN NORMAL STAIRWAYS
- OTHER (DESCRIBE): Large academic commons spaces and mechanical space

FULL TIME EQUIVALENTS CONVERTED TO RATED PUPIL CAPACITY

District/AVTE:	Project Name:	Grades:
COMPARATIVE DESIGN ANALYSIS ADJUSTMENT - ONLY COMPLETE THIS SECTION IF F13, LINE D IS LESS THAN -10%		
I. DIFFERENCE AS PERCENT OF RECOMMENDED SCHEDULED AREA (only enter F13, line D if value is less than -10%)		_____
II. MINIMUM VARIANCE (F13)		-10.00%
III. DIFFERENCE		_____
ELEMENTARY		
		EXISTING      NEW      TOTAL
A. ADJUSTED ELEMENTARY FTE (F12, ADJ ELEM)	_____	866 641
B. MIDDLE/SECONDARY SCHOOL ELEMENTARY FTE (Use this section for schools with both elementary and secondary grades on the Middle/Secondary Room Schedule)		
1. Number of Elementary Grades (K-5) on the Middle/Secondary Room Schedule (Pages F06-F08)	_____	
2. Total Number of Grades (K-12) on the Middle/Secondary Room Schedule (Pages F06-F08)	_____	
3. Elementary Grades Divided By Total Number of Grades (B-1 divided by B-2) <small>(ROUND TO 4 DEC PL)</small>	_____	
4. Adjusted MS/SEC FTE (F12, ADJ MS/SEC)	_____ + _____	
5. MS Elementary FTE (B-3 times B-4; round to whole number)	_____	
C-1. Total Elementary FTE (A plus B-5)	_____ + _____	866 641
2. Elementary FTE Reduction (if III < 0%, III times C-1; else 0)	_____	
3. Total Elementary FTE based on Comparative Design Analysis	_____ + _____	866 641 (FTE)
4. Rated Pupil Capacity Factor		1.0078 1.3701
5. Elementary Rated Pupil Capacity (C-3 times C-4)		866 641 (RPC)
SECONDARY		
D. ADJUSTED MIDDLE/SECONDARY FTE (F12, ADJ MS/SEC)	_____	
E. LESS: MS Elementary FTE (B-5)	_____	
F-1. TOTAL MIDDLE/SECONDARY FTE (D minus E)	_____ + _____	
2. Middle/Secondary FTE Reduction (if III < 0%, III times F-1; else 0)	_____	
3. Total Middle/Secondary FTE based on Comparative Design Analysis	_____ + _____	
4. Rated Pupil Capacity Factor		_____ (FTE)
5. Middle/Secondary Rated Pupil Capacity (F-3 times F-4)		_____ (RPC)
G-1. NATATORIUM FTE (F12, NAT)	_____ + _____	
2. Natatorium Rated Pupil Capacity (G-1 times 1.11)		_____ (RPC)
H-1. CENTRAL DISTRICT ADMIN OFFICE FTE (F12, DAO)	_____ + _____	
2. DAO Rated Pupil Capacity (H-1 times 1.11)		_____ (RPC)
I. TOTAL SECONDARY (F-5 plus G-2 and H-2)	_____ (FTE)	_____ (RPC)
VOCATIONAL		
J. VOCATIONAL	_____ (FTE, VOC FTE) X _____ (RPC FACTOR)	_____ (RPC)

**SANITARY SEWAGE DISPOSAL**

<b>District/CRC:</b> Penn Manor School District	<b>Project Name:</b> Hambricht Elementary School	<b>Project #:</b> 3677
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Briefly describe the work involved in providing the project building with sanitary sewage disposal, defined as a sewage treatment plant or system required by the Pennsylvania Department of Environmental Protection (DEP), or an extension of the sanitary sewer lines from 5 feet outside the project building to connect to a DEP-approved municipal sewage system.

Reimbursement may be requested for: (1.) a sewage system or plant or the waste line extension from the building to connect to a local sewer authority to serve a new school building; or (2.) the modification or replacement of an existing system or plant or on-site line extension, as required by the Pennsylvania Department of Environmental Protection. Only the district's prorated share of the costs to extend a sewer line or to construct a new treatment plant should be requested for reimbursement.

The following is not eligible for reimbursement: (1.) rock excavation; (2.) interior waste disposal lines or excessive exterior lines; (3.) grease, chemical or oil receptors; and (4.) system, plant or line costs for capacity charges beyond this project building's requirements, such as additional capacity for other school buildings or future community capacity needs (costs to be shared by the school district and other current or future property owners are to be prorated).

Provide actual documentation, including the cost in dollars, from the sewer authority to support any claims for tap-in fees or reserve capacity charges.

The New Hambricht elementary will extend forced main sewer line from the building across the site and tie into the existing sewage lift station located on the corner of Iron Stone Ridge and Charlestown Road, adjacent to the school property. This has been reviewed with Lancaster Sewer Authority (LASA) and tap in fee was paid by PMSD in the amount of \$20,250. No down stream work is expected after entering the lift station. No upgrades to the pumps of the lift station will be required as reviewed during the design process.

**COMPLETE THIS SECTION ONLY IF REQUESTING AN EXCEPTION TO THE MAXIMUM ALLOWANCE FOR SANITARY SEWAGE DISPOSAL**

The maximum allowance for sanitary sewage disposal is limited to the project building's FTE-New unless an exception to use the New and Existing FTE is requested and approved in writing. Provide a justification if requesting an exception.

**MAXIMUM REIMBURSABLE COSTS**

*ok JV 3/13/13*

**A. REQUIREMENTS FOR SANITARY SEWAGE DISPOSAL**

CHARGES FOR TAP-IN TO MUNICIPAL SEWER AUTHORITY	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	PROVIDE SEWER AUTHORITY LETTER
RESERVE CAPACITY CHARGES REQUIRED BY LOCAL SEWER AUTHORITY	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	AUTHORITY
ON-SITE SEWER LINE EXTENSION			LETTER
LINEAL FEET - <u>280</u>	NUMBER OF MANHOLES - <u>1</u>		
OFF-SITE SEWER LINE EXTENSION			
LINEAL FEET - <u>n/a</u>	NUMBER OF MANHOLES - <u>n/a</u>		
OTHER:			

**B. MAXIMUM ALLOWABLE COSTS**

EXCEPTION REQUESTED: YES  NO  YES OR NO

1. BUILDING FTE - NEW (F12, Adjusted Elem, Adjusted MS/Sec, Natatorium, Dist Admin Office, or Vocational FTE-NEW unless an exception to use the total FTE is granted)	\$ <u>66,641</u>
2. REIMBURSEMENT FACTOR	\$ <u>400</u>
3. MAXIMUM ALLOWABLE COSTS (line B-1 times B-2)	\$ <u>266,400</u>

PENN MANOR SCHOOL DISTRICT

April 22, 2013 Board Agenda

Change in status [\*] for the 2013-2014 school year:

Cox, Krista L., Ed.D.\* – professional administrative employee, 10 month, 210 days, full-time, permanent position, effective August 5, 2013, Administrative Act 93 Level, \$83,834, [change from 11 month, 225 days, High School Assistant Principal and Acting Principal stipend/Eshleman Elementary School].  
Assignment: Principal/Eshleman Elementary School

*Dr. Cox is a graduate of Penn Manor High School and has been employed with the district since July 2009. Krista was an assistant principal at the high school for three years and has served students at Eshleman Elementary School as acting principal during the 2012-2013 school year.*

Martin, Wayne D.\* – elementary professional employee, full-time, permanent position [change from Grade 6 Teacher/Martic Elementary School]. Assignment: Grade 5 Teacher/Conestoga Elementary School

*Mr. Martin began his career with the district as a 6<sup>th</sup> grade teacher at Hambright Elementary School. Since 2000 he has served students in grades 4, 5, and 6 at Martic Elementary School.*

Sugra, Jennifer L.\* – professional administrative employee, 10 month, 210 days, full-time, permanent position, effective August 5, 2013, Administrative Act 93 Level, [change from Principal/Eshleman Elementary School]. Assignment: Principal/Martic Elementary School

*Mrs. Sugra is a graduate of Penn Manor High School and has been employed with the district since August 1994. Jen began her career with the district as a 5<sup>th</sup> grade teacher at Central Manor Elementary School. Since 2000 she has served as an elementary principal at Pequea and Eshleman schools. Jen has been on sabbatical during the 2012-2013 school year working toward her doctorate in instructional leadership at Drexel University.*