

Agenda – Committee of the Whole
Penn Manor School District
Monday, April 4, 2011
Manor Middle School – Board Room

Dinner
(4:45)

BOARD WORKSHOP
(5:00 – 6:00)

AYP Update Status – Dr. Iovino and Mr. Gale

EXECUTIVE SESSION
(6:00 – 6:45)

Superintendent’s Evaluation

Personnel

Student Matter

COMMITTEE OF THE WHOLE
7:00

CALL TO ORDER: Dr. Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, April 18, 2011 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS: Name and Address

APPROVAL OF MINUTES: March 22, 2011
<http://www.pennmanor.net/boardminutes/>

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.
(7:15 – 7:20)

Entrepreneurship – Juniors, Beth Dengler and Kierstin McDonald

Explanation: Two members of the Entrepreneurship class at Penn Manor High School have asked to address the board regarding an upcoming class event.

Item 2.
(7:20 – 7:40)

2011-2012 IU Budget Proposal – Dr. Burkhardt and Dr. Frerichs

Approval for Placement on April 18 School Board Meeting Agenda

Explanation: Dr. Burkhardt will review the proposed IU 13 budget for the 2011-2012 school year.

Item 3.
(7:40 – 7:45)

New Tennis Coach, Vickie Miller – Mr. Roth

Explanation: Mr. Roth will introduce the new high school varsity tennis coach to the board.

Item 4.
(7:45 – 8:05)

First Reading of Revised Policies – Dr. Leichliter
(see packet)

Approval for Placement on April 4 School Board Meeting Agenda

Explanation: A number of PSBA suggested policy revisions will be presented for a first reading.

Item 5.
(8:05 – 8:20)

Scheduling June Board Retreat – Dr. Frerichs & Dr. Leichliter

Information Only

Explanation: Dr. Frerichs and Dr. Leichliter will discuss the yearly board retreat. Possible dates and locations will be discussed.

Item 6.
(8:20 – 8:30)

Virtual Partnership with IU 13 – Dr. Leichliter
(see enclosures)

Approval for Placement on April 4 School Board Meeting Agenda

Explanation: Dr. Leichliter will ask for placement of the formal two-year contract with IU13 regarding a cyber-partnership discussed by the board at the February 7, 2011 meeting.

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 President 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 4, 2011
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER:

PRAYER AND FLAG SALUTE: Mr. Hoke

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, April 18, 2011 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 22, 2011
<http://www.pennmanor.net/board/minutes/>

BOARD PRESIDENT ANNOUNCEMENT: An Executive Meeting was held on March 31, 2011 at 5:00 in the Board Room for a negotiations discussion.

SUPERINTENDENT’S REPORT:

Item 1. **Review of School Board Meeting Agenda** – Dr. Frerichs

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 the following Revised School District Policies:** (see packet)

Section: Local Board Procedures

- #004 – Membership
- #005 – Organization
- #006 – Meetings
- #007 – Policy Manual Access

Section: Programs

- #103 – Nondiscrimination in School and Classroom Practices
- #103.1 – Nondiscrimination – Qualified Students with Disabilities
- #104 – Nondiscrimination in Employment and Contract Practices
- #113.1 – Discipline of Students with Disabilities

Section: Pupils

- #203 – Immunizations and Communicable Diseases
- #227 – Controlled Substances/Paraphernalia
- #210.1 – Possession/Use of Asthma Inhalers Epinephrine Auto-Injectors
- #247 – Hazing
- #248 – Unlawful Harassment
- #249 – Bullying/Cyberbullying

Section: Employees

- #348 – Unlawful Harassment

Section: Finances

- #601 – Fiscal Objectives
- #619 – District Audit

Section: Property

- #718 – Service Animals in Schools

Section: Community

- #904 – Public Attendance at School Events

- B. Virtual Partnership with IU 13 – Two-year agreement with Lancaster-Lebanon IU13 to participate in the Lancaster-Lebanon Virtual Solutions (LLVS). See enclosures.

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

- A. Tuition Free Senior for the Remainder of the 2010-2011 School Year – Samantha Hunter
- B. 50% Tuition Student for the 2011-2012 School Year – Gabrielle Gingrich
- C. Letort Elementary School Sewer Design and Engineering – The agreement for the design, engineering and bid documents for the project to connect Letort Elementary School to the public sanitary sewer system to Derck & Edson Associates, LLP in the amount of \$7,650 plus reimbursable expenses to be paid from the capital reserve fund (see pages 4 – 6).

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

A. Retirements of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.

- Kathleen P. Baxter, secondary teacher, effective the end of the 2010-2011 school year
- Eileen M. Boyle, elementary teacher, effective the end of the 2010-2011 school year
- Patricia Chnupa, elementary teacher, effective the end of the 2010-2011 school year
- Linda J. Deal, elementary teacher, effective the end of the 2010-2011 school year
- Terryl Eckman, secondary teacher, effective the end of the 2010-2011 school year
- Linda Gerhart, school psychologist, effective the end of the 2010-2011 school year
- Susan Hostetter, secondary teacher, effective the end of the 2010-2011 school year
- Mary Lou Ruth, elementary teacher, effective the end of the 2010-2011 school year
- Karen M. Stadden, secondary teacher, effective July 31, 2011
- Patricia G. Sultzbach, elementary teacher, effective the end of the 2010-2011 school year
- Doreen Sweitzer, speech teacher, effective the end of the 2010-2011 school year
- Cheryl J. Youtz, secondary teacher, effective the end of the 2010-2011 school year
- Patricia E. Ziegler, elementary teacher, effective the end of the 2010-2011 school year

B. Volunteer Track and Field Coach.

Morgan Martelle

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.

Dawn N. Gage

Joanne L. Huber

Shethra Jones-Hoopes

Natalie R. Smith

Thomas G. Smith

D. Leaves to the individuals according to the terms listed.

Classified:

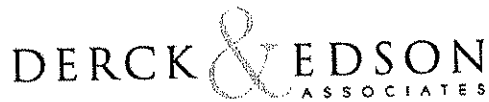
- Employee B1 – Designated Family Medical, February 8, 2011 – March 27, 2011

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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March 11, 2011

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

RE: PROPOSAL - Letort Elementary School - Sewer

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 sanitary sewer main in Letort Road. In so doing, the current Letort Elementary School building will disconnect from the on-site septic system and make connection to the LASA system. We understand this project will be under LASA's regulations and subject to their review, and 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:
 - a. CADD Layout of the Letort Elementary property depicting the new sewer routing and connection points.
 - b. Sewer pipe profiles.
 - c. Opinion of Construction Cost for budget purposes, and the School District's bonding of the project for LASA.
 - d. Pipe, trenching, and connection details in accordance with LASA .
 - e. Areas of pavement and/or lawn restoration.
 - f. Administration of the applications and plan submissions to LASA.

- g. Administration of soil boring by a geo-technical firm to approximate underground rock depth and characteristics.
 - h. Preparation of the technical specifications for the sewer: Excavation, Sewer piping, Erosion and sedimentation control, and Lawn/Grasses
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 LASA as needed.
 4. Sewer as-built drawings required by LASA.

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 or roadway shoulder 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 the Gilbert Architects grading and utility plan from 2001 as a base site plan. We will advise you if the need for survey arises, and upon your approval issue a request for survey services.

Denny Coleman
Penn Manor School District - Letort Elementary Sewer
March 11, 2011
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FEES:

\$7,650.00 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. LASA 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

Approved by:
Penn Manor School District



Name _____

Stephen B. Sproles, RLA

Title _____

Partner

P:\2011\110300 Letort Elementary - Sewer\Project Administration\Contract\Proposal