

Agenda – Committee of the Whole
Penn Manor School District
Tuesday, February 19, 2013
Manor Middle School – Board Room

EXECUTIVE SESSION

6:30 Personnel

COMMITTEE OF THE WHOLE

(7:00)

CALL TO ORDER: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, March 4, 2013 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: February 4, 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. Morgan Flood Recognition – Dr. Leichliter
(7:15 – 7:25)

Item 2. Data Initiatives and State Requirements – Mr. Reisinger and Mr. Beard
(7:25 – 7:45)

Explanation: Aesop, PIMS and other district data reporting requirements will be reviewed and discussed.

Information Only

Item 3.
(7:45 – 8:00)

State Budget Update – Mr. Johnston

Explanation: The Governor has released his proposed budget. Highlights of the proposed budget and a broad discussion of the implications will be presented.

Information Only

Item 4.
(8:00 – 8:15)

Lancaster-Lebanon Public Schools Joint Purchasing Board – Mr. Johnston
(see 4)

Explanation: The Joint Purchasing Task Force is recommending the termination of the existing agreement to facilitate a more flexible and innovative approach to cooperative purchasing arrangements through the LLIU13. See attached fact sheet for details.

**Approval for Placement on February 19 School Board Meeting
Agenda**

Item 5.
(8:15 – 8:30)

Update on Academic Initiatives – Dr. Leichliter, Dr. Shaffer,
and Mrs. Hallock

Explanation: The team will update the school board on Open Campus PA, the Flipped Classroom pilot, and curriculum rewriting.

Information Only

Item 6.
(8:30 – 8:45)

Update on New Hambright Groundbreaking – Mrs. Rhoades

Explanation: Mrs. Rhoades will provide information for the new Hambright Elementary School ground breaking.

Information Only

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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

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

Joint Purchasing Task Force Fact Sheet

Purpose

In response to the changing reality of cooperative purchasing and the need for districts to have additional procurement options in a budget restrictive environment, the Joint Purchasing Task Force was created in November of 2011.

The Task Force consists of the following individuals:

Keith Ramsey-Chief of Finance and Operation, Eastern Lancaster County SD

Chris Johnston-Business Manager, Penn Manor SD

Terry Sweigart- Business Manager, Lampeter-Strasburg SD

Sherri Stull- Business Manager, Cocalico SD

Dave Zerbe- Business Manager, Warwick SD

Ilene Schenkel- Purchasing Manager, School District of Lancaster

Phyllis Heverly Flescher-Assistant Business Manager, Cornwall-Lebanon SD

Gina Brillhart-Chief Financial Officer, Lancaster-Lebanon IU 13 (IU 13)

Steve Frey-Collaborative and Purchasing Services Manager, IU 13

History

The Task Force has held numerous meetings over the past year assessing the current public procurement environment and purchasing issues faced by a diverse (enrollment, spend, commodities, etc.) range of districts. Additionally, The Task Force conducted extensive research on current marketplace programs followed by extended periods of brainstorming to explore options that would provide a more flexible and innovative approach to local cooperative purchasing efforts. By December 2012, the Task Force had completed this work and made several recommendations to the Joint Purchasing Board.

Recommendations:

1. Change the structure of the current Lancaster-Lebanon Public School Joint Purchasing Program (LLPSJPP):
 - Eliminate the Joint Purchasing Board.
 - Allow IU 13 to continue the facilitation of bids and contracts, but under the auspices of IU 13 Collaborative Services.
 - All bids and contracts would be awarded by the IU 13 Board and districts would be allowed to procure from those contracts.
 - Districts will now pick and choose the contracts / bids they want to utilize.
2. Create language to allow for piggybacking of bids and contracts.
3. Allow additional entities, both governmental and other to participate in the program. These entities could be located locally, statewide, or nationally.
4. IU 13 to create an ecommerce site which will:
 - Centralize contract and bid information and allow for online procurement.
 - Offer enhanced benchmarking and price comparison tools.
 - Offer links to additional cooperative purchasing programs.
5. Eliminate current joint purchasing program fees.
6. Utilize IU 13 Collaborative Services fee structure to support program options.
7. Standardize product offerings to leverage pricing and increase cost savings.
8. The existing Joint Purchasing Task Force will continue to operate as the IU 13 Collaborative Services Advisory Team.

Board Resolution

The first step in implementing these recommendations is to have two thirds of the participating districts approve a resolution dissolving the LLPSJPP Agreement. The attached resolution should be used for this purpose. The process and resolution have been reviewed and approved by the IU 13 legal firm of Hartman, Underhill, and Brubaker.

Agenda – School Board Meeting
Penn Manor School District
Tuesday, February 19, 2013
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER: Mr. Long

MOMENT OF SILENCE Mr. Long

FLAG SALUTE: Dr. Leichliter

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, March 4, 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: February 4, 2013
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: January 2013

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

General Fund	\$	3,777,011.73
Cafeteria Fund	\$	167,801.34
Capital Reserve Fund	\$	200.37
Technology Capital Reserve	\$	1,720.00
2010 Construction Fund	\$	64,794.56
Student Activity Fund	\$	36,084.70

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

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

- A. Penn Manor School District Motto
 A Better Community...One Student at a Time
- B. Resolution to Terminate the Joint Purchasing Agreement and terminate the Lancaster-Lebanon Public Schools Joint Purchasing Board, effective upon the approval of such termination by the governing bodies of two-thirds (2/3) of all current Participants (see page 5).

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

- A. Tax Exoneration as cited (see page 6).
- B. Budget Transfers listed on Penn Manor's web page (<http://www.pennmanor.net/tr/>).
- C. Electricity Demand Response Program Agreement – to extend the current Curtailment Services Agreement with ClearChoice Energy through May 31, 2016.

Explanation: the electricity demand response program is a conservation program that enables electricity consumers to receive cash payments for reducing their electric consumption in response to high prices or during an emergency on the electricity grid. The agreement would extend participation for an additional three years. Revenue from this program is estimated at \$119,665 over the next three years.

- D. Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 7).

Explanation: Unpaid Real Estate Tax balances are turned over to Lancaster County Tax Claim bureau for collection by the 15th of January.

- E. Capital Projects Budget for 2013-14 (see pages 8 – 9).

Explanation: With revisions from the preliminary budget that was presented in January, the additions include expansion of data wiring for wireless access points in four elementary schools.

- F. Venture Grants (see pages 10 – 12).

- G. Building Automation System Service Contract for annual software and service contract with NRG Building Services for Martic Elementary and Marticville Middle School for \$22,250 as per

the attached proposal. Also, the addition of the Repair Labor and Materials Option for an additional \$7,000 (see pages 13 – 24).

Explanation: This service agreement provides for the maintenance of the Schneider Electric DDC Control system that is controlling the heating, ventilating and air conditioning equipment in the Martic Elementary School and Marticville Middle School. The repair option includes all necessary parts and unscheduled labor required to restore the covered equipment to normal operation during normal working hours.

- H. Local Phone Customer Service Agreements with Windstream Communications to provide dial tone and long distance service for multiple district buildings for a period of 36 months (see Board Docs on Moodle).

Explanation: Windstream Communications will provide local dial tone, long distance and phone service to multiple district buildings. Proposals were received as part of an RFP in order to satisfy E-rate requirements for Priority One services. E-rate is a federal program that provides approximately 51% reimbursement for telecommunication and internet services. Proposals were received from 3 service providers.

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

- A. Temporary Title I Aide – to approve Betty Nissley for a temporary Title I aide position effective February 4, 2013 through April 26, 2013 at the rate of \$15.00 per hour.
- B. Substitute Teachers within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list.
 - Amber L. Gilbert
 - Alicia A. Glassmyer
 - Kristen J. Graver
 - Stephanie M. Jensen
 - Danette L. Witmer
 - Eric S. Yeager
- C. Substitute Health Room Tech – the following individual to work on an as needed basis at the prevailing board approved sub rate effective February 19, 2013.
 - Phyllis Pullan
- D. Leaves to the individuals according to the terms listed:
 - Professional Employees:
 - B42 – January 7-22, 2013, Designated Family Medical
 - B43 – April 2, 2013 – end of the 2012-2013 school year, Family Medical
 - B44 – May 7, 2013 – end of the 2012-2013 school year, Family Medical

- E. Tenure for the individual listed as she has completed the requirement of three years of satisfactory teaching performance with the school district.
Nikole R. Seeger

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

- F. Spring 2012-2013 Athletic Coaches as listed (see page 25).

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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Resolution

WHEREAS, Penn Manor School District (the "School District") is a party along with a number of other public school districts and the Lancaster-Lebanon Intermediate Unit 13 (the "Participants") to the 1973 Lancaster-Lebanon Public Schools Joint Purchasing Agreement (the "Agreement"). The Agreement established the Lancaster-Lebanon Public Schools Joint Purchasing Board (the "Joint Purchasing Board") to administer joint purchasing among the Participants;

WHEREAS, the Agreement has remained in effect, without interruption, since it became effective upon the vote of the Participants;

WHEREAS, the Agreement may be terminated by the affirmative vote of the governing bodies of two-thirds (2/3) of all of the current Participants; and

WHEREAS, the School District desires to terminate the Agreement and the Joint Purchasing Board so as to facilitate a more flexible and innovative approach to cooperative purchasing arrangements in which the School District could participate.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The School District hereby approves termination of the Agreement and termination of the Lancaster-Lebanon Public Schools Joint Purchasing Board, effective upon the approval of such termination by the governing bodies of two-thirds (2/3) of all current Participants.

2. If the foregoing approval by two-thirds of the Participants is not obtained by May 31, 2013, this Resolution shall be deemed rescinded.

CERTIFICATION:

The undersigned hereby certifies that the foregoing resolution was duly adopted by the Board of School Directors of _____ School District on _____, 2013.

Date: _____, 2013

Secretary/Assistant Secretary

(SEAL)

PENN MANOR SCHOOL DISTRICT - February 19, 2013
2012 INTERIM REAL ESTATE TAX EXONERATION

<u>BILL NO.</u>	<u>NAME</u>	<u>PARCEL ID</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
MANOR TOWNSHIP					
41012-4-8001	SPROUT JAMES A	4104373500000	APPEAL	\$ 10,600.00	\$ 179.88

**PENN MANOR SCHOOL DISTRICT
2012-13 DELINQUENT REAL ESTATE TAXES
TURNED OVER TO TAX CLAIM ON JANUARY 15, 2013**

Listed below is the total of the Real Estate and Interim Taxes for each township:

<u>REAL ESTATE</u>	<u>BASE</u>	<u>PENALTY</u>	#Parcels
CONESTOGA	\$ 96,917.68	\$ 106,609.54	76
MANOR	\$ 336,970.76	\$ 370,667.91	210
MARTIC	\$ 124,102.27	\$ 136,512.61	90
MILLERSVILLE	\$ 51,629.67	\$ 56,792.66	35
PEQUEA	\$ 103,377.73	\$ 113,715.53	52
TOTAL	\$712,998.11	\$784,298.25	463
<u>INTERIMS</u>	<u>BASE</u>	<u>PENALTY</u>	
CONESTOGA	\$ -	\$ -	0
MANOR	\$ 7,953.44	\$ 8,748.79	6
MARTIC	\$ 1,459.55	\$ 1,605.51	4
MILLERSVILLE	\$ -	\$ -	0
PEQUEA	\$ -	\$ -	0
TOTAL	\$9,412.99	\$ 10,354.30	10
GRAND TOTAL	\$722,411.10	\$794,652.55	473

CAPITAL PROJECTS PLAN - FIRST DRAFT 1/7/2013

BUILDING	PROJECT	2013-2014	2014-2015	2015-2016	2016-2017	BUILDING TOTAL
Central Manor						
Central Manor						
	TOTAL - CENTRAL MANOR	\$ -	\$ -	\$ -	\$ -	\$ -
Conestoga	REPLACE FIRE ALARM SYSTEM	\$ 75,000.00				
Conestoga	REPLACE WELL CONTROL SYSTEM	\$ 20,000.00				
	EXTEND DATA WIRING FOR WIRELESS ACCESS POINTS	\$ 20,000.00				
	TOTAL - CONESTOGA	\$ 95,000.00	\$ -	\$ -	\$ -	\$ 95,000.00
Eshleman	EXPAND SECURITY SYSTEM	\$ 150,000.00				
Eshleman	EXTEND DATA WIRING FOR WIRELESS ACCESS POINTS	\$ 20,000.00				
	TOTAL - ESHLEMAN	\$ 170,000.00	\$ -	\$ -	\$ -	\$ 170,000.00
Hambright						
Hambright						
	TOTAL - HAMBRIGHT	\$ -	\$ -	\$ -	\$ -	\$ -
Letort	CONNECT TO MUNICIPAL WATER	\$ 135,000.00				
Letort	ENERGY CONSERVATION UPGRADES	\$ 30,000.00				
Letort	EXPAND SECURITY SYSTEM	\$ 100,000.00				
Letort	EXTEND DATA WIRING FOR WIRELESS ACCESS POINTS	\$ 20,000.00				
	TOTAL - LETORT	\$ 285,000.00	\$ -	\$ -	\$ -	\$ 285,000.00
Martic	WASTE WATER TREATMENT PLANT UPGRADES	\$ 50,000.00				
Martic	EXPAND SECURITY SYSTEM	\$ 125,000.00				
	TOTAL - MARTIC	\$ 175,000.00	\$ -	\$ -	\$ -	\$ 175,000.00
Pequea	REPLACE FIRE ALARM SYSTEM	\$ 80,000.00				
Pequea	EXTEND DATA WIRING FOR WIRELESS ACCESS POINTS	\$ 20,000.00				
	TOTAL - PEQUEA	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00
Marticville Middle	WASTE WATER TREATMENT PLANT UPGRADES	\$ 200,000.00				
Marticville Middle	EXPAND SECURITY SYSTEM	\$ 200,000.00				
	TOTAL - MARTICVILLE	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 400,000.00
Manor Middle	NON-PLANCON RENOVATION		\$ 10,000,000.00			
Manor Middle	EXTERIOR					
Manor Middle	PAVE PARKING SURFACES					
Manor Middle	SIDEWALK REPLACEMENT					
Manor Middle	BASKETBALL COURT OVERLAY?					
Manor Middle	TENNIS COURT IMPROVEMENTS?					
Manor Middle	INTERIOR					
Manor Middle	PAINTING					
Manor Middle	VINYL STAIR TREADS					
Manor Middle	SIGNAGE					
Manor Middle	NEW COVE BASE					
Manor Middle	SUSPENDED CEILING TILE REPLACEMENT					
Manor Middle	REPLACE SECOND FLOOR BULLETIN BOARDS					
Manor Middle	REPLACE CAFETERIA FLOORING					
Manor Middle	FOOD SERVICE EQUIPMENT UPGRADES					
Manor Middle	TERRAZZO REPLACEMENT 1ST FLOOR					

BUILDING	PROJECT	2013-2014	2014-2015	2015-2016	2016-2017	BUILDING TOTAL
Manor Middle	RESTROOM SINK REPLACEMENT					
Manor Middle	SOME FURNITURE					
Manor Middle	ADMINISTRATION OFFICE RENOVATIONS?					
Manor Middle	INSTRUCTIONAL SPACES					
Manor Middle	INSTALL WHITE BOARDS					
Manor Middle	TACK STRIPS IN CLASSROOMS AND CORRIDORS					
Manor Middle	NEW COUNTERTOPS					
Manor Middle	DUST COLLECTION-TECH ROOM					
Manor Middle	GYM FLOOR SANDING					
Manor Middle	MECHANIZE BLEACHERS					
Manor Middle	BUILDING SYSTEMS					
Manor Middle	HVAC EQUIPMENT UPGRADES/REPLACEMENT					
Manor Middle	LIGHTING UPGRADES					
Manor Middle	COOLING TOWER REPLACEMENT					
Manor Middle	SECURITY SYSTEM UPGRADES					
Manor Middle	DATA UPGRADES					
Manor Middle	SEPARATE HVAC FOR OFFICE SUITES					
	TOTAL - MANOR MIDDLE	\$ -	\$ 10,000,000.00	\$ -	\$ -	\$ 10,000,000.00
High School	PAVING REPAIRS AND REPLACEMENT	\$ 35,000.00				
High School	REPOINT BRICK, CAULK WINDOWS AND EXPANSION JOINTS	\$ 100,000.00				
High School	SIDEWALK REPAIRS	\$ 50,000.00				
High School	RUN ELECTRIC TO 3 POLE LIGHTS BY MODEL AVE	\$ 30,000.00				
High School	CLEAN EXISTING DRYWIT	\$ 25,000.00				
High School	REPAIR BRICK WALL AT AUDITORIUM	\$ 200,000.00				
High School	CARPET REPLACEMENT IN VARIOUS AREAS	\$ 100,000.00				
High School	REPLACE DOOR HARDWARE	\$ 100,000.00				
High School	REMODEL HOLLYWOOD AND VINE RESTROOMS	\$ 150,000.00				
High School	TRACK RESURFACING			\$ 300,000.00		
	TOTAL - HIGH SCHOOL	\$ 790,000.00	\$ -	\$ 300,000.00	\$ -	\$ 1,090,000.00
District	PURCHASE NEW DISTRICT VAN	\$ 30,000.00	\$ 30,000.00			
District	PURCHASE NEW MOWING AND GROUNDS EQUIPMENT	\$ 45,000.00	\$ 45,000.00			
District	PURCHASE NEW DISTRICT MAINTENANCE VEHICLE			\$ 40,000.00	\$ 45,000.00	
	TOTAL - DISTRICT	\$ 75,000.00	\$ 75,000.00	\$ 40,000.00	\$ 45,000.00	\$ 235,000.00
Comet Field						
Comet Field						
	TOTAL - COMET FIELD	\$ -	\$ -	\$ -	\$ -	\$ -
	OVERALL TOTAL	\$ 2,090,000.00	\$ 10,075,000.00	\$ 340,000.00	\$ 45,000.00	\$ 12,550,000.00

Pequea	20 YEAR LIFE CYCLE BUILDING RENOVATION	\$ 9,000,000.00				
Conestoga	20 YEAR LIFE CYCLE BUILDING RENOVATION		\$ 15,000,000.00			
Manor Middle	20 YEAR LIFE CYCLE BUILDING RENOVATION			\$ 17,000,000.00		
High School	20 YEAR LIFE CYCLE BUILDING RENOVATION				\$ 35,000,000.00	
	OVERALL TOTAL	\$ 9,000,000.00	\$ 15,000,000.00	\$ 17,000,000.00	\$ 35,000,000.00	\$ 76,000,000.00

Venture Grants
Penn Manor Education Foundation
February 2013

13-01 *Lego Mindstorm EV3*

Elementary Gifted

Lego Mindstorm EV3 robotics kit will help steer students towards the areas of math, science and technology. The students will be given open-ended problems that require them to examine, brainstorm, plan and execute to solve the problem using the kit.

13-02 *Nexus Tablets*

Penn Manor High School – Biology

The Nexus tablets will be used to remediate students that miss classes or labs. The tablets will also be used to do online dissections that provide resources to enhance student learning.

13-03 *Nexus Tablets*

Hambright Elementary – 3rd Grade, 5th Grade, Learning Support

The Nexus 7 tablets will be used to help increase student engagement in class. Students will also use the tablets to increase reading fluency, practice math skills and do research.

13-04 *Analytical Balance*

Penn Manor High School – Chemistry

An analytical balance will be purchased for use by chemistry students. The balance measures mass accurately up to four decimal places. Most colleges expect students to have prior knowledge of how to use this type of equipment.

13-05 *MimioVote32*

Manor Middle School – 8th Grade English

The MimioVote Assessment System will allow all students to participate in the classroom by registering their answers to questions confidentially. The MimioVote allows students to see real time data for each response they make to specific questions. It will also give the teacher quick and accurate feedback on class comprehension.

13-06 *Nexus Tablets*

Hambright Elementary – 1st Grade

A Nexus tablet will enable the teacher to use the projector more efficiently by allowing her to move around the room with the tablet acting as a computer.

13-07 *Kindles for the Classroom*

Martic Elementary – 6th Grade

The Kindles will be used for classroom use and reading groups. Books by specific authors will be downloaded as well as general fiction.

13-08 School Garden

Central Manor Elementary

The project is to develop a school garden/outdoor classroom. The outdoor classroom will teach the students about soil testing, plant growth, water cycle, friendly garden insects and pollinators. The students will grow different types of lettuce in the spring and squash in the fall.

13-09 Digital Physics Labs

Penn Manor High School – *Physics*

The digital physics lab will include force sensors, photogates, and motion detectors to more accurately demonstrate kinematics, projectile motion, Newton's Laws of Motion, etc. Software for graphing and interpreting real life data, video analysis tools, and cart tracks will give students an opportunity to experience physics concepts in every day situations.

13-10 Ropes Course

Penn Manor High School – *Twilight School*

The Twilight School students will go to the Millersville University ropes course to develop the skills of group cooperation and teamwork, communication and problem solving to successfully maneuver through the high ropes challenge.

13-11 Music Tech Update

Penn Manor High School – *Music*

Funds will be provided to purchase a Mimoview Document Camera. It will allow the teacher to project music scores with appropriate breath marks, dynamics, etc. for all the students to follow. Additionally, music technology equipment will be purchased so that students using Garageband will learn the basics of writing harmonies based on chord function and basic music theory.

13-12 Creative Writing Journals

Penn Manor High School - *English*

Creative writing journals along with the teacher's book and CD will be purchased for creative writing students.

13-13 MimioView Document Camera

Marticville Middle School – *Family & Consumer Science/Cultural Arts*

Funds will be provided to purchase a Mimoview Document Camera. It will allow the teachers to demonstrate intricate techniques to an entire class at one time. FCS demonstrations will include threading a sewing machine, making hand sewing knots, stitching, and slipstitching. The Tech demonstrations will include soldering electronic components and the Art demonstration will include use of clay tools, safety with carving printing blocks, gradation and shading.

13-14 National Academic Quiz Bowl Tournament

Penn Manor High School

The Quiz Bowl team will attend the 2013 NAQT finals in Atlanta, GA. This grant will pay the team's registration fee.

13-15 National High School Model UN

Penn Manor High School

Students will attend the National High School Model UN in New York City. This grant will pay the team's registration fee.

13-16 Steamroller

Central Manor Elementary – *Learning Support*

A Steamroller will be purchased to help students with ADHD, Autism, Sensory Processing Disorder. The student crawls/rolls between the set of rollers. The Steamroller provides deep pressure input and assist with motor planning and processing.

13-17 Magnetic Levitation Track

Manor Middle School – *Technology Education*

Students study magnetic levitation in the existing transportation technology unit. The track will enable students to test the vehicle they design and construct out of styrofoam.

13-18 Electricity Supplies

Pequea Elementary – *5th Grade*

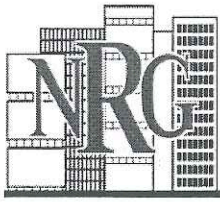
Fifth grade science contains a unit on electricity. This project will provide battery and bulb holders. The students investigate the lighting of the bulb using the scientific process searching for different ways to light the bulb.

13-19 TIME for Kids

Central Manor Elementary – *5th Grade*

The magazine Time for Kids will be used as a weekly supplement to support the science and social studies curriculum. Each issues is filled with current events and topics that are relevant to their lives as they relate to the world.

Total funds awarded for Spring 2013 Venture Grants - \$25,591.03



Proposal # PMSD-NRG-1

MAINTENANCE SERVICES AGREEMENT between

Penn Manor
School District
P.O. Box 1001
Millersville, PA 17551

&

NRG Building Services, Inc.
48 South Harrisburg St.
Harrisburg, PA 17113

NRG Building Services, Inc. agrees to provide the services described in the attached schedules in accordance with the following terms and conditions:

Scope of Service

Facility

Building Automation System

Software Subscription

Martic Elementary School
Marticville Middle School

Automatic Temperature Controls

Terms / Automatic Renewal

This Service Agreement shall begin on the **1st day of April 2013**, and shall continue for a period of (1) year(s) and from year to year thereafter until terminated. After the initial term, either party may terminate this agreement upon thirty (30) days written notice prior to the anniversary date of the agreement.

The contract price shall be subject to adjustment yearly to recognize any changes in costs. Notice of proposed adjustments to the annual price will be provided at least thirty days prior to agreement renewal date.

Price and Payment Terms

NRG Building Services, Inc. agrees to furnish the services as described in this agreement for the **Annual sum of: \$22,250.00**. (Twenty Two Thousand Two Hundred Fifty _____00/100). Invoices will be issued **Quarterly** in the amount of **\$5,562.50** as agreed. Payment will be made within 30 days of invoice date. These invoices will be sent in advance of services that we are to provide.

This proposal, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by NRG Building Services, Inc. This agreement supersedes all prior presentations and agreements not incorporated herein. This Proposal is valid through May 31, 2013.

Signatures

Submitted for
NRG Building Services, Inc.

By: Kevin Miller

Title: Sales Engineer

Signature: Kevin Miller

Date: February 11, 2013

This agreement is accepted for
Penn Manor School District

By: Denny Coleman

Title: Director of Buildings and
Grounds

Signature: _____

Date: _____

Summary of Agreement Coverage

Optional Coverage Acceptance

Agreement # PMSD-NRG-1

This service agreement provides for the maintenance of the Schneider Electric DDC Control system that is controlling the heating, ventilating and air conditioning equipment in the Martic Elementary School and Marticville Middle School. It is intended to insure that the controls receive the calibration, adjustment and maintenance that is required to insure the proper, efficient operation of the equipment and minimize the inconvenience and cost associated with emergency repair service. This agreement provides for scheduled maintenance service only. Equipment and labor required for the repair of the system is *not* included and will be billed at the current Preferred Contract Customer rates as detailed on Attachment "A" unless the option below for Repair Labor and Material is accepted. All service will be performed during normal working hours unless the Emergency Support option is accepted as outlined below.

I. SCHEDULED MAINTENANCE

Basic Agreement Coverage

1. Specially trained technicians and engineers will conduct the required tasks to ensure that your equipment is properly maintained. The technicians and engineers who service the facility shall have a minimum of ten years experience in the HVAC controls industry and at least five years experience specifically with the Invensys Building System as is installed at the customer site.
2. Each piece of covered equipment will receive a thorough preventive maintenance routine as outlined in the attached schedules for each specific type of equipment. Each piece of equipment will have it's own check off sheet showing what tasks were completed, when they were completed and who performed the work.
3. Each scheduled call has a specific set of tasks detailing exactly what needs to be performed and what special skills, tools or instruments are required to keep the equipment operating at peak level. A programmed maintenance schedule will be developed during the first year detailing what equipment is to be inspected and calibrated during each monthly inspection.
4. A service report will be completed after each call and will be provided to the customer. A duplicate record will be maintained by NRG Building Services to update the history of work performed.
6. A listing of typical service procedures is given in the attachments which follow.

II. REPAIR LABOR AND MATERIALS OPTION

Accepted by:

ADD: Seven Thousand Dollars (\$7,000.00)

Includes all necessary parts and unscheduled labor required to restore the covered equipment to normal operation during normal working hours.

III. EMERGENCY SUPPORT OPTION

Accepted by:

Not applicable at this time

Guarantees emergency services for critical responses on a 7-day/week, 24-hour/day basis. Provides for a guaranteed 4 hour response time on-site.

Attachment "A"

SCHEDULE OF BILLING RATES AND MATERIAL COST

2013 - CONTRACT YEAR

Preferred Contract Customer Billing Rates (For work performed over and above the contract)

DDC Control Technician

Monday – Friday	8:00am to 5:00pm	\$123.50
Monday – Friday	5:00pm to 8:00am	\$185.25
Saturday	12:00am to 12:00pm	\$185.25
Sunday & All Holidays	12:00am to 12:00pm	\$247.00
Travel Charges		\$.75 per Mile

HVAC Specialist

Monday – Friday	8:00am to 5:00pm	\$ 89.50
Monday – Friday	5:00pm to 8:00am	\$134.25
Saturday	12:00am to 12:00pm	\$134.25
Sunday & All Holidays	12:00am to 12:00pm	\$179.00
Travel Charges		\$.75 per Mile

Preferred Contract Customer Parts Multiplier

Multiplier Times North America Field Office List Price

"Pneumatic/Electric/Electronic Components"	Times 0.50
"DDC Components Price Schedule"	Times 0.70

SCHEDULE "A"

Performance Assurances

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance
 Repair Labor and Materials - Optional

*This agreement provides (24) man-days of preventative maintenance per year.

I. Hardware Support Services

NRG Building Services will perform scheduled preventive maintenance inspections and diagnostic services on the equipment covered under this agreement as required to maintain the system at maximum performance and reliability levels. The tasks specifically included are:

- a. Diagnostic check of the communication networks including the local area network between all System Controllers to insure that all controllers are on-line and communicating.
- b. Verification of control sequences for all mechanical and/or electrical equipment to insure the system is operating as designed.
- c. Recalibration of all field sensors, annually to within ± 0.5 DegF. to insure occupant comfort and maximum system efficiency.
- d. Cleaning of battery terminals and replacement of battery annually to insure database protection in the event of a power outage.
- e. Back-up of the Network Control Module database quarterly to insure a current copy is available in the event of a catastrophic controller failure.
- f. Review Alarm and Service History logs to evaluate system performance and provide a written recommendation as to what corrective action is required.
- g. Perform system analysis with emphasis on optimizing the performance of the controlled equipment.
- h. Verification of alarms and their automatic control sequences.

II. Modem / Internet Access

A telephone modem / Internet Access is provided at the owner's facility to permit remote communications with the system by NRG Building Services personnel to provide on-line support for the on-site operator. Modem / Internet support insures a fast response to problem calls, minimizes occupant discomfort and reduces the number of premium time service calls required. A separate phone line will be supplied and maintained by the customer. This agreement provides for a total of (8) hours per year of phone support.

III. Software / Revision Upgrades

NRG Building Services will provide the customer with all scheduled updates and revisions to the Human Machine Interface software as well as related materials which shall be made available during the term of the agreement. Firmware upgrades which enhance system operation and prevent system obsolescence of any system controllers will also be provided at no additional cost to the customer.

IV. Training

Operator training will be provided on an ongoing basis by the NRG Building Services service technician. Preventive maintenance inspections may be temporarily suspended at the discretion of the owner to provide informal "brushup" operator training.

SCHEDULE "B"

Human Machine Interface

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Visual Inspection of Computer & Peripherals	Visually inspect and clean all hardware to be free of physical damage, dust and debris.	Ensure there are no impending device failures, which can adversely affect system operation.
Analyze and test hard disk drive and correct errors	Provide and install new replacement disk drive (if required). Install system database	Protect database from catastrophic failure.
Perform System Diagnostics	Ensure proper functionality and performance of all elements of workstation.	Validates that keyboard, printer and CRT respond to system status and control.
Database Verification Verification of System Operations "Spot Check of Functions"	Verify operation of monitor screen Verify setup and operation of trend reports Verify setup and operation of archival trend storage reports Verify setup of users, passwords and privilege levels to agreed upon "as built". Correct records and/or differences as noted. Verify setup and operation of maintenance time reminder applications. Verify operation of print screen documentation capability. Verify synchronization of network clock operations. Verify operation of status log reports Verify operation of point summary reports. Verify operation of real-time graphics displays. Verify setup and operation of FMS report applications.	Provides routine testing and verification that programs are performing as designed to produce expected results. Ensures that operational staff has thorough knowledge of system operations and methods.

Human Machine Interface

Tasking / Maintenance Services

Service Procedure	Function	Benefit
<p>Computer & Peripherals Checkout</p> <p>Device Database Backup</p>	<p>Provide backup of system database to hard disk system.</p> <p>Provide backup to floppy diskette of archived trend data files for long-term storage.</p> <p>Provide hard disk backup of data files for off-site storage.</p> <p>Provide hard disk backup of data files for on-site storage.</p> <p>Perform routine disk file maintenance.</p>	<p>Ensures on-site PC files are maintained at operating standard.</p> <p>Ensures accumulated data may be recovered for later analysis.</p> <p>Protects total system from catastrophic loss or malicious damage by providing off-site archived storage.</p> <p>Provides an on-site backup of system for fast recovery in event of catastrophic failure</p> <p>Ensures that disk is organized and clear of data previously saved to backup disk.</p>

SCHEDULE "C"

Network / Global Command Control Modules

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Visual inspection of LEDs, fuses, cable connectors & RS232 Ports	Ensure device is not physically damaged. Report all damaged components.	Ensures there are no impending device failures, which can adversely affect system operation and integrity.
Check for pneumatic line contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards' functioning for control of valves or dampers to ensure occupant comfort and safety.
Clean and Inspect battery terminals	Ensure that connections are tight and corrosion free.	Continuous power is available in the event of power failure to protect memory.
Verify system databases and modifications	Compare, verify that each device database matches agreed upon owner "as built" prints and records. Identify all additions, modifications and changes to software sequences, setpoints, schedules and limits. Provide assessment report to owner of impact of all noted changes. Correct all non-approved changes to "as built" status and download database to device as required.	Database verification ensures DDC system operates and performs as designed to meet goals for energy and reduction and comfort performance. Eliminates "creeping decay" of operational performance caused by non-removal of "temporary" bypasses, etc. Provides owner with recommended courses of action to improve performance over time. Ensures records are accurately maintained and documented.
Verify operation of remote telecommunications datalink to remote site	Initiate communications with DDC control network. Verify alarm dial-out capabilities to service contractor.	Provides continuous check of service response mechanism. Detects failures of third party datalink.
Remote service On-site service	Provide routine database backup service of all operating controller databases. In the event of catastrophic failure, download database to replacement device. Update device database to current operating standards.	Reduces downtime by having a current database available for replacement. Provides an off-site record archiving depot as protection against catastrophic failure, theft and malicious damage to databases.
Verify operation of system control outputs	Check schedules, sequences and setpoints.	Provides accurate and efficient control of equipment for safety, comfort and system reliability.

SCHEDULE "D"

System Level Controllers

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Check sequence of mechanical equipment	Verify that controlled equipment properly cycles from full heat to full cool.	Ensures that system operates as designed to provide proper occupant comfort.
Check room sensor accuracy	Verify operational accuracy of room sensor within + or - 0.5 degrees F.	Ensures comfort of occupants is provided.
Check zone occupancy override operation option	Verify that controlled systems switch from occupied to unoccupied modes.	Ensures after-hours comfort of occupants. Verifies proper input to after-hours billing programs. Maximizes energy efficiency of systems by employing scheduled control sequences.
Check economizer cycle operation	Verify that economizer modulates to maintain mixed air setpoint. Verify that enthalpy changeover function operates per design. Verify that modulating low limit function operates as designed.	Maximizes energy savings by using free cooling whenever possible. Maintains system operating efficiency. Extends compressor life by utilization of free cooling. Minimizes potential of coil failure by ensuring operation of low limit devices.
Check for pneumatic line contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards functioning for control of valves and dampers to ensure occupant comfort and safety.

SCHEDULE "E"

VAV Box Controllers

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance
 Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Check airflow of pressure independent VAV terminals	Verify that VAV terminal min./max. airflow conforms with "as built" drawings at current revision level. Provide written report of any variances greater than + or - 50 CFM.	Ensures proper ventilation requirements. Ensures occupant comfort requirements can be met. Ensures building operations perform as designed, meeting efficiency standards for building.
Check VAV sequences of operation	Verify operation of heating, cooling, occupied, unoccupied and warm-up modes of operation.	Ensures system operates as designed to provide proper comfort under all operating conditions. Maintain system operating efficiency at design, reducing operating costs.
Check room sensor for accuracy	Verify operational accuracy of room sensor within + or - 0.5 degree F.	Ensures occupant comfort is met. Ensures system operates at maximum efficiency.
Check duct sensor for accuracy	Verify operational accuracy of duct sensor within + or - 1.0 degree F.	Ensures BTU calculations are accurate over time.
Check airflow sensor pickup tube for contaminants	Verify that lines are free from oil and water.	Ensures comfort of occupants is provided.

SCHEDULE "F"

Electric / Electronic Temperature Controls

Frequency:

Coverage:

Quarterly

Scheduled Preventive Maintenance
 Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
VAV box inspection	Check all valves and wiring Check all damper actuators and wiring. Check operation of all dampers and lubricate. Check operation of all auxiliary devices.	Ensures comfort and economy.
Boiler, Chiller, Converter pumps and zone control inspection.	Check all valves and wiring. Check all immersion and outdoor elements. Check all relays and terminal connections. Check voltages to controlled devices. Check operation of all auxiliary devices.	Provides assurance of safe, reliable operation.
Fan systems and HVAC controls	Review all sequences of operation. Check all control valves and wiring Check operation of all dampers and lubricate. Check operation of all auxiliary devices. Check all relays and terminal connections. Clean and wipe down all panel faces. Check voltages to controlled devices.	Ensures proper pressurization and ventilation of conditioned space so that comfort is provided economically.

SCHEDULE "F" - Continued

Electric / Electronic Temperature Controls

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Control panel inspection	Clean and wipe down all panels. Check all primary and secondary transformer voltages. Check all terminal strip connections. Check all relay and auxiliary device connections. Check all solid-state drives.	Provides a neat and clean appearance of panels. Extends life of transformers. Prevents overheating of wiring connections.

LIST of COVERED EQUIPMENT

Penn Manor School District

Building Names:

- Martic Elementary School
- Marticville Middle School

Equipment List:

- Includes all equipment as shown in final accepted "as built" control drawings provided by the "ATC" contractor.

SPRING 2013 ATHLETIC COACHING CONTRACTS

Sport	Coach	Title	Salary Schedule	Actual Salary	Variance	
Track	Art Morris	Head Varsity	6,089	2,406	(3,683)	
	Joe Herman	Assistant	3,146	4,540	1,394	
	Lauren Finn	Assistant	3,146	2,000	(1,146)	
	Dan Massey	Assistant	3,146	3,146	-	
	Alle Girvin	Assistant	3,146	2,750	(396)	
	Janna Richards	Assistant	3,146	1,000	(2,146)	
	Tom Simpson	Assistant	3,146	2,750	(396)	
	Dan Myers	Assistant	3,146	2,820	(326)	
	Bob Miller	Assistant	-	2,600	2,600	
	John Young	Assistant	-	2,170	2,170	
	TBA	Assistant	-	679	679	
	Deron Gue	Assistant	-	1,250	1,250	
	Total for Track			28,111	28,111	-
	Boys Tennis	Vickie Miller	Head Varsity	4,236	4,236	-
	Brittney Miller	Volunteer	-	-	-	
Total for Boys Tennis			4,236	4,236	-	
Boys Volleyball	Chris Telesco	Head Varsity	5,428	5,428	-	
	Tim Joyce	Assistant	3,553	3,553	-	
Total for Boys Volleyball			8,981	8,981	-	
Softball	Dave Stokes	Head Varsity	5,428	5,428	-	
	Frank Bulter	Asst. to Varsity	3,553	2,950	(603)	
	Lance Bauer	Assistant	3,146	2,950	(196)	
	Jason Curtis	Assistant	3,146	2,100	(1,046)	
	Bob Graybill	Assistant	-	1,845	1,845	
Total for Softball			15,273	15,273	-	
Baseball	Jim Zander	Head Varsity	5,428	5,023	(405)	
	Streeler Stuart	Asst. to Varsity	3,553	2,700	(853)	
	Andy Zook	Assistant	3,146	2,050	(1,096)	
	Dean Kroesen	Assistant	3,146	3,100	(46)	
	Steve O'Neill	Assistant	-	2,400	2,400	
	Sheldon Witmer	Volunteer	-	-	-	
Total for Baseball			15,273	15,273	-	
Boys Lacrosse	Ken Snyder	Head Varsity	5,428	4,000	(1,428)	
	Dan Lyons	Asst. to Varsity	3,535	3,000	(535)	
	Zac Charles	Assistant	3,146	2,554	(592)	
	Erick Dutchess	Assistant	-	2,555	2,555	
	Chris Snyder	Volunteer	-	-	-	
Total for Boys Lacrosse			12,109	12,109	-	
Girls Lacrosse	Jenn Fomey	Head Varsity	5,428	5,428	-	
	Brittany Wendler	Asst. to Varsity	3,535	3,341	(194)	
	Aleigh Clark	Assistant	3,146	3,340	194	
	Jenna Boyd	Volunteer	-	-	-	
Total for Girls Lacrosse			12,109	12,109	-	
Total For Spring Sports 2010-2011			96,092	96,092	-	