

Agenda – Committee of the Whole
Penn Manor School District
Monday, May 21, 2012
Manor Middle School – Board Room

EXECUTIVE SESSION

5:45 Superintendent Evaluation

6:15 Personnel/Student Matters

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, June 4, 2012 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: May 7, 2012
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Evan Bigler and Sarah Evarts

RECOGNITION: Evan Bigler

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1. Lancaster County Academy 2012-13 Proposed Operating Budget –
(7:15 – 7:25) Ms. Wert
(see enclosure)

Explanation: Ms. Wert will review the proposed budget for Lancaster County Academy.

Approval for Placement on May 21 School Board Meeting Agenda

Item 2.
(7:25 – 7: 40)

Facility Committee Update – Dr. Frerichs

Explanation: Dr. Frerichs will update the board on the May 14th meeting of the Facility Committee.

Information Only

Item 3.
(7:40 – 7:55)

Resolution for Hambright Elementary Act 34 Hearing – Mr. Johnston
(see pages 3 – 4)

Explanation: Mr. Johnston will review information regarding a public hearing proposed for the new Hambright Elementary School for June 18th. This resolution and hearing are required by Pennsylvania School Code.

Approval for Placement on May 21 School Board Meeting Agenda

Item 4.
(7:55 – 8:05)

2012-2013 Budget Update – Mr. Johnston

Explanation: A short review of changes to the preliminary budget since presentation of the proposed preliminary budget on 5/7/2012.

Information Only

Item 5.
(8:05 – 8:15)

Tax Amnesty Program – Mr. Johnston

Explanation: The concept of a tax amnesty program will be presented to the board for delinquent accounts from the 2005 real estate tax year.

Approval for Placement on June 4 School Board Meeting Agenda

Item 6.
(8:15 – 8:30)

Architect RFP Update – Mr. Johnston

Explanation: Update on the RFP process including scheduled dates and timeline of potential projects.

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.

BOARD RESOLUTION MAXIMUM BUILDING and PROJECT COSTS

Background. The School District has determined that additional and improved school facilities are required for the pupils of the School District, and has authorized preliminary steps to plan for construction and equipping of Hambright Elementary School (the "project"). The Pennsylvania Public School Code, including amendments made pursuant to Act 34 of 1973 (the "School Code"), requires that a public hearing be held prior to the construction of, or the entering into a contract to construct, a new school building or a substantial addition to an existing school building. In accordance with the School Code, a public hearing is required to be held in connection with the project. The School Code requires that a notice of such public hearing be advertised at least twenty (20) days before such hearing and that certain information be made available at such hearing and that certain financial information be available for inspection by interested citizens during the period of such advertisement.

RESOLVED, by the Board of School Directors of the School District:

1. The School Board authorizes a public hearing to be held in connection with the project, in accordance with the requirements of the School Code in the Auditorium at the Manor Middle School, located at 2950 Charlestown Road, Lancaster, Pa., on Thursday, June 18, 2012, at 5 P.M.

2. The School Board authorizes advertising the Notice of Hearing, in substantially the form presented the School Board at this meeting, in accordance with the requirements of the School Code.

3. The School Board authorizes a "maximum building construction cost" of \$15,589,624 for the new construction portions of the contract, and a "maximum project cost" of \$24,771,878 for the entire project.

4. The School Board authorizes preparation of a description of the project in accordance with prior decisions of this Board and, upon approval thereof by the superintendent and the Pennsylvania Department of Education, directs that copies of such description be made available to interested citizens requesting the same at the place and during the reasonable hours stated in the Notice of Hearing.

EXHIBIT "A"

PUBLIC HEARING NOTICE

Please take notice that a public hearing will be held in the Auditorium at the Manor Middle School, 2950 Charlestown Road, Lancaster, Pennsylvania, 17603, on Monday, June 18, 2012 at 5:00 o'clock P.M., prevailing time, for the purpose of reviewing all relevant matters relating to the construction of the new Hambright Elementary School ("the Project").

A description of the Project, including facts with respect to educational, physical, administrative, budgetary and fiscal matters related to the Project, will be presented and will be available for consideration at such public hearing and from May 21, 2012, until such hearing during business hours of the School District at the Administration Offices of the Penn Manor School District located at 2950 Charlestown Road, Lancaster, Pennsylvania, 17603.

The Board of School Directors of the School District by resolution duly adopted has authorized a "maximum project cost" of \$15,589,624 for the entire project and a "maximum building construction cost" of \$24,771,878,128 for the new building construction portion of the project.

This public hearing is being held pursuant to requirements of the Pennsylvania School Code.

Manner by which a resident may gain agenda time or submit written testimony or both:

1. There will be an item on the hearing agenda at which time individuals may ask questions, or make comments and suggestions related to the Project.
2. Although it is not necessary for individuals or groups to be placed on the agenda in order to offer comments or questions at the hearing, any individual wishing to be formally included in the agenda at the public hearing on the Project should submit a written request to be on the agenda to the Superintendent of Schools, Penn Manor School District, P.O. Box 1001, Millersville, Pennsylvania, 17551, by June 15, 2012, giving name, address and phone number of individual or group making the request.
3. After the Act 34 Hearing, individuals may submit written comments or testimony to the Superintendent of Schools, Dr. Michael Lechlitter, at the address above, concerning the proposed project until 12:00 noon, July 19, 2012.

Penn Manor School District

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

- A. Lancaster County Academy 2012-2013 Proposed Operating Budget
- B. Act 34 for Hambright Elementary School (see pages 5 – 6).

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. Approval of Graduates – The members of the Class of 2012 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- C. Second Reading of Revised Policies (see enclosure distributed for the 5/7/2012 meeting).
 - #004 – Membership
 - #210 – Use of Medications
 - #210.1 – Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
 - #210.2 – Administering of Injections
 - #718 – Service Animals in Schools
- D. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service geothermal systems at Eshleman, Letort, Marticville Middle, Martic and Central Manor from 7/1/2012 through 6/30/2013 as per the attached proposal (see pages 7 – 8).

Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period.

- E. Graduation Video Production Proposal agreement with Production Express, Inc. to provide dual video screens during graduation ceremonies for \$1,627.00.

Explanation: To provide dual projection screens during graduation ceremonies which will allow for larger images and better clarity for the audience.

- F Ratification of IU Bid Awards as cited for 2012-2013 (see page 9).
 - IU Copy Paper
 - IU Athletic/Trainer/Medical Supplies
 - IU Custodial Supplies
 - IU Cafeteria Paper/Small Wares

- G. Student and Athletic Accident Insurance – purchase of insurance from Ace American Insurance Company at an annual premium of \$12,859 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24 hour per day coverage for the 2012-2013 school year.

Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, majorettes, student coaches, student trainers, and student manager. Also covered are all non-athletic, interscholastic or extracurricular activities. The amount represents a 8.74% increase over last year.

- H. Judicial Review Committee Actions as cited (see attached).

- I. Tuition student for 2012-2013
Yanling Xu, grade 12

- J. Approval for Special Education Class at Pequea Elementary - To approve the addition of a K-1 full time learning support/life skills support class.

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 individual listed per the effective date for the 2011-2012 school year:
Michelle Reinhart, support staff substitute, permanent employee, enrollment related for the 2011-2012 school year, sub rate, effective 5/7/2012
- B. Substitute Teacher 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.
Shaun M. Ulmer
- C. Leaves to the individuals according to the terms listed.
Classified:
- Employee Z2 – Designated Family Medical, March 14 – April 24, 2012
 - Employee A3 – Designated Family Medical, March 19 – May 20, 2012
- D. Strength and Conditioning Coach approval of Matthew Willard, effective June 11, 2012 and continuing through the 2012-2013 school year for a maximum of 586 hours at \$23.20 per hour.

Explanation: Responsibilities will include monitoring of the Weight Room at Penn Manor High School during the school year, training high school and junior high school athletic teams in season and out of season, and conducting Speed Training/Cross Fit classes for athletic teams out of season.

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Penn Manor School District



WATER TREATMENT BY DESIGN, LLC.

730 Seitz Drive
Lewisberry, PA 17339

ENERGY MANAGEMENT PROGRAM

PENN MANOR SCHOOL DISTRICT

2950 Charlestown Road
Lancaster, PA 17603

This agreement between Water Treatment By Design, LLC. and Penn Manor School District hereafter referred to as **customer** is subject to the terms and conditions outlined below.

Contract shall be effective for a period of one year, effective when signed by an authorized representative of the customer and an authorized manager of Water Treatment By Design. Upon termination of this agreement, all unused Water Treatment By Design products and equipment shall be returned to Water Treatment By Design in good condition upon effective date of termination. Any merchandise not in working condition will be returned to good condition and the cost of the repair will be the responsibility of the customer. Repair costs shall not exceed the suggested list price of the equipment.

1. This agreement shall be effective 7/1/12 and ending 6/31/13.
2. Under this contract, Water Treatment By Design agrees to service the following systems:

<u>System Location</u>	<u>Description</u>	<u>Service Frequency</u>
Penn Manor School District 2950 Charlestown Road Lancaster, PA 17603	a) Eshleman Ele: One Geothermal system	Minimum of quarterly service
	b) Letort Ele: One Geothermal system	
	c) Marticville: One Geothermal system	
	d) Martic Ele: One Geothermal system	
	e) Central Manor: One Geothermal system	

3. Water Treatment By Design shall provide the following chemicals and equipment necessary to maintain appropriate levels for the contract period:

<u>Chemical provided</u>	<u>Treatment Residual</u>
Formula 6204	600-1200 PPM.

4. Equipment on loan: Not applicable
5. Water Treatment By Design agrees to make routine on-site calls, prepare water analyses and submit written reports to the customer or his designated agent to coincide with service frequency. We shall make routine physical inventory checks so that chemicals can be furnished as needed. We will make minor adjustments or recommendations for the water treatment equipment and advise the customer of repair when necessary. We will make recommendations to the customer regarding new ways to improve treatment programs as new technologies become available.

6. Water Treatment By Design agrees to provide these services for the annual amount of \$ 5600.00 billed quarterly in advance at a rate of \$1400.00. This contract is subject to an inflationary increase of up to 3.5% per year at the discretion of Water Treatment By Design. Customer will be invoiced as specified, and agrees to pay within fifteen days of invoice date. Failure to make payments as specified shall be sufficient cause at the discretion of Water Treatment By Design to cancel this entire Agreement, including service.
7. Under terms of this contract, the customer agrees to provide prompt access to water systems covered under this Agreement, repair all water systems as needed to minimize water loss and waste of chemical treatment, notify Water Treatment By Design of any repairs resulting in any loss of treated recirculating systems water, and provide routine cleaning and maintenance of the boilers, and or chillers.
8. Chemicals necessary to recharge systems experiencing loss of chemically treated water due to system repairs may result in additional charges to the customer based on actual chemical additions required to return the system to the recommended limits.
9. Neither party shall be held liable if performance under this entire Agreement is prevented by strikes, accidents, or other factors beyond the control of either party.
10. This contract will be automatically renewed at the end of the contract period and any renewal thereof at the same terms and conditions. The customer agrees to give Water Treatment By Design a minimum of sixty days written notice prior to the end of the of the contract period if the contract will not be renewed.
11. The parties hereto indicate acceptance of the Agreement by the signature of their respective authorized representatives.

Customer: _____

Date: _____

Title: _____

Water Treatment By Design, LLC: MARK J. COLDREN

Date: 5/7/12

Board Ratification is recommended for the following 2012-2013 IU 13 Bids:

IU COPY PAPER BID SUCCESSFUL VENDOR:

Office Basics	\$ 56,896.00
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IU ATHLETIC/TRAINER/MEDICAL SUPPLIES BID SUCCESSFUL VENDORS:

Longstreth Sporting Goods	\$ 286.65
Metuchen Center Inc.	\$ 1,040.84
Moore Medical LLC	\$ 592.85
Henry Schein Inc.	\$ 343.37
School Health Corp.	\$ 159.12
Sportsman's	\$ 6,369.59
United Health Supplies	\$ 5,783.15

TOTAL	\$ 14,575.57
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IU CUSTODIAL SUPPLIES BID SUCCESSFUL VENDORS:

Clean Image	\$ 28.50
Hillyard - Lancaster PA	\$28.05
LJC Distributors of Fuller Brush	\$486.00
Xpedx - Harrisburg	\$288.80

TOTAL	\$ 831.35
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CAFETERIA PAPER & SMALL WARES BID SUCCESSFUL VENDORS:

Calico Industries	\$6,583.88
M J Earl	\$5,250.00
Singer Equipment Co.	\$19,110.00
Wallace Packing LLC	\$4,417.00
Xpedx - Harrisburg	\$3,321.25

TOTAL	\$38,682.13
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