

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, February 1, 2016  
Manor Middle School – Board Room

**EXECUTIVE SESSION**

6:35  
6:40

Personnel: Review of Voting Item 4B  
Student Matter: Review of Voting Item 3A

**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 **Tuesday, February 16, 2016** at 7:00 p.m. in the Board Room of the Manor Middle School.

ANNOUNCEMENT:

An Executive Session was held prior to the Committee of the Whole meeting for the purpose of discussing personnel and a student matter as detailed on the agenda.

ROLL CALL:

APPROVAL OF MINUTES:

January 19, 2016  
<http://www.pennmanor.net/boardminutes/>

CITIZEN'S COMMENTS:

Name and Address

**BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS**

**Item 1.**

(7:15 – 7:30)

Delinquent Real Estate Tax - Mrs. Duke, Ms. Long

*Explanation: Background information will be presented on the district's Delinquent Real Estate Tax Collections.*

**Information Only**

**Item 2.**

(7:30 – 7:45)

Property Tax Rebate Program - Mrs. Duke, Ms. Long

*Explanation: Background information will be presented on the district's tax rebate program.*

**Approval for Placement on February 1 School Board Meeting Agenda**

**Item 3.**  
(7:45 – 7:55)

Website Design Agreement - Mr. Reisinger

*Explanation: Mr. Reisinger will discuss needed updates to the district and school building website themes and review an agreement for redesign work.*

**Approval for Placement on February 1 School Board Meeting Agenda**

**Item 4.**  
(7:55 – 8:05)

2015-2016 Budget Update - Mr. Johnston

*Explanation: Mr. Johnston will review the 2015-2016 budget results through the first six months of the fiscal year.*

**Information Only**

**Item 5.**  
(8:05 – 8:15)

Draft Calendar for 2016-2017 – Dr. Leichliter

*Explanation: Dr. Leichliter will review the proposed calendar options for 2016-2017.*

**Approval for Placement on February 16 School Board Meeting Agenda**

ADJOURNMENT

**SCHEULING 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, February 1, 2016  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER: Mr. Long

MOMENT OF SILENCE Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, February 16, 2016** following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole meeting for the purpose of discussing personnel and a student matter as detailed on the agenda.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: January 19, 2016  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

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

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

A. **Property Tax Rebate Program Resolution** (see pages 4-9)

*Explanation: The Penn Manor Tax Rebate Program has been in effect since the 2006-07 school year. This program is budgeted to supply real estate tax rebate payments totaling \$50,000 to low income residents that are approved for the state rebate program.*

B. Capital Projects Budget for 2016-2017

*Explanation: As presented in January, the Capital Projects Budget is an outline for capital expenditures expected in the following year.*

C. Website Design Agreement with Jonathan Ober to provide website design services as per the proposal at an estimated cost of \$10,500. (see pages 10-11)

*Explanation: Mr. Ober will provide custom WordPress theme designs for the Penn Manor School District website, as well as school building websites.*

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

A. Judicial Review Committee Action as cited (enclosure).

B. Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 12).

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

C. Pequea Elementary School Renovation Project – PlanCon Part G (Project Accounting Based on Bids) to the Pennsylvania Department of Education for the Pequea Elementary School renovation project (project number 3810) as per the attached (see pages 13-35).

*Explanation: Part G, Project Accounting Based on Bids, is concerned with the actual construction bids. A project's eligibility for reimbursement is ultimately determined at PlanCon Part G.*

D. Acknowledgement of a Memorandum of Understanding (MOU) with Penn Manor Education Association effective January 27, 2016 to June 29, 2017 (see page 36)

**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 2015-2016 school year (see pages 37)

B. Leave to the individuals according to the terms listed:

Professional Employees:

*Employee E25 – Designated Family Medical – Nov. 24, 2015 – January 17, 2016*

*Employee E26 – Designated Family Medical - January 18, 2016 – February 5, 2016*



- C. Parent Literacy Workshops – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2015-2016 school year.

Patricia Shover	Kate Cox
Johanna Treier	Emily Wise
Laura Heverling	Amy Wiggins
Heather Piatt	Becca Eichler
Jerrell Birch	Carol Purzycki
Kim Garvey	Lorien Gilbert
Stacey Brinkman	Amy Wall
Amy Flores	Nancy Jo Johnson
Patrice O'Brien	Kathy Ashworth
Joan Manchak	Theresa Nimo
Danielle Gwyn	Dianne Bitts
Amy Niemkiewicz	Melissa Mulder
Chris Harzinski	Lori Longenecker
Kimberly Juba	Valerie Lutter

*Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.*

- D. Resignation of the individuals listed per the effective date:

Janice Lauris, Substitute Nurse Assistant, effective 1/14/16  
Jon Bittenbender, AV Position, Manor Middle, effective 1/22/16

- E. Retirement of the individual listed per the effective date:

Vickie Badorf, Health Room Assistant, Central Manor—LPN, effective 6/8/16

## 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.

**PENN MANOR SCHOOL DISTRICT  
LANCASTER COUNTY, PENNSYLVANIA**

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF PENN MANOR SCHOOL DISTRICT, LANCASTER COUNTY, PENNSYLVANIA, PROVIDING PROPERTY TAX REBATES TO CERTAIN SENIOR CITIZENS, WIDOWS, WIDOWERS, AND DISABLED PERSONS WITH FIXED AND LIMITED INCOMES; ESTABLISHING UNIFORM STANDARDS AND QUALIFICATIONS FOR ELIGIBILITY TO RECEIVE A REBATE; AND PROVIDING PENALTIES FOR FRAUDULENT CLAIMS.

WHEREAS, the Board of School Directors ("Board") of the Penn Manor School District, Lancaster County, Pennsylvania ("School District") considers it to be a matter of sound public policy to make special provisions for property tax rebates to that class of senior citizens, widows, widowers and disabled person who are real property taxpayers and who are without adequate means of support to enable them to remain in peaceable possession of their homes and to relieve their economic burden; and

WHEREAS, pursuant to this Resolution, the Board is demonstrating a willingness to help the above individuals.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. **Definitions.** The following words and phrases, when used in this Resolution, shall have the meanings ascribed to them in this Section 1, except where the context clearly indicates or requires a different meaning.

(a) "Act" means Chapter 13 (Senior Citizens Property Tax and Rent Rebate Assistance) of the Taxpayer Relief Act, Act 1 of Special Session 2006.

(b) "Claimant" means a person who files a claim for property tax rebate under the Act and, during the 2013 calendar year, (i) was sixty-five (65) years of age or over, or whose spouse (if a member of the household) was sixty-five (65) years of age or over, (ii) was a widow or widower and was fifty (50) years of age or over, or (iii) was a permanently disabled person eighteen (18) years of age or over. For the purposes of this Resolution, the term "widow" or "widower" shall mean the surviving wife or surviving husband, as the case may be, of a deceased individual and who has not remarried, and the term "permanently disabled person" shall mean a person who is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to continue indefinitely.

(c) "Claim Form" means the form attached hereto as Exhibit B and the additional information required to be filed with the Business Manager of the School District as set forth on such form.

(d) "Rebate Percentage Factor" shall be the percentage set forth in Exhibit A next to the Claimant's Total Income.

(e) "Total Income" shall mean all income of a Claimant and Claimant's spouse from whatever source derived, including, but not limited to:

- (i) Salaries, wages, bonuses, commissions, income from self-employment, alimony, support money, cash public assistance and relief;
- (ii) 50% of railroad retirement benefits;
- (iii) 50% of all benefits received under the Social Security Act (49 Stat. 620, 42 U.S.C. § 301 et seq.), except Medicare benefits;
- (iv) All benefits received under State unemployment insurance laws and veterans' disability payments;
- (v) All interest received from the Federal or any state government, or any instrumentality or political subdivision thereof;
- (vi) Realized capital gains and rentals;
- (vii) Workers' compensation;
- (viii) The gross amount of loss of time insurance benefits, life insurance benefits and proceeds, except the first \$5,000 of the total of death benefit payments; and
- (ix) Gifts of cash or property, other than transfers by gift between members of a household, in excess of a total value of \$300.

Notwithstanding the foregoing, the term does not include surplus food or other relief in kind supplied by a governmental agency, property tax or rent rebate or inflation dividend.

- (f) "Property Tax Paid" shall be the property taxes paid to the School District during the 2014/2015 School District Fiscal Year and set forth on Line 14 of Form PA-1000 2014 prepared and filed by the Claimant with the Pennsylvania Department of Revenue.
- (g) "School District Fiscal Year" means July 1<sup>st</sup> to the following June 30<sup>th</sup>.
- (h) "Resolution" means this Resolution.

## 2. **Property Tax Rebate.**

- (a) Subject to the other provisions of this Resolution, during the 2016/2017 School District Fiscal Year, the School District shall pay a property tax rebate to each Claimant equal to the Claimant's Property Tax Paid times the applicable Rebate Percentage Factor.
- (b) Notwithstanding the foregoing, a Claimant with Total Income greater than \$15,000 shall not be eligible for a property tax rebate and any property tax rebate to be paid by the School District to an otherwise eligible Claimant in the 2016/2017 School District Fiscal Year shall be limited to the lessor of:
  - (i) The excess of property taxes paid to the School District by the Claimant in the 2015/2016 School District Fiscal Year over the property tax rebate paid to the



Claimant under the Act during the 2016/2017 School District Fiscal Year by reason of the payment of such property taxes to the School District; and

(ii) Six Hundred Fifty Dollars (\$650.00).

3. **Filing.** To claim and receive the property tax rebate provided for under Section 2 from the School District, the Claimant must file a claim for the property tax rebate with the Business Manager of the School District on or before the end of the 2016/2017 School District Fiscal Year. Only one Claimant from a homestead during the 2016/2017 School District Fiscal Year shall be entitled to a property tax rebate from the School District. If two or more persons are able to meet the qualifications for a Claimant, the rebate shall be paid to the Claimant(s) who received the property tax rebate under the Act.

4. **Claim Form.**

(a) When filing for a property tax rebate from the School District, Claimant shall timely file with the Business Manager of the School District a Claim Form (and all required additional information which shall include evidence of the rebate amount received from the Commonwealth of Pennsylvania). Appropriate evidence of the rebate amount received from the Commonwealth of Pennsylvania shall include a copy of the rebate check received from the Pennsylvania Department of Revenue or a copy of the Claimant's bank statement reflecting the deposit of the rebate amount.

(b) The following is an example to illustrate the requirements of Sections 2 through 4. The example is for illustration purposes only.

*Example:* Claimant files for a property tax rebate under the Act with the Pennsylvania Department of Revenue by filing Form PA-1000 2015 (Property Tax or Rent Rebate Claim) in connection with property taxes paid in 2015. On July 15, 2016, Claimant receives a property tax rebate from the Commonwealth of Pennsylvania in connection with such filing. Claimant may now file for a property tax rebate with the School District by submitting a Claim Form to the School District (with a copy of the Form PA-1000 2015 (Property Tax or Rent Rebate Claim) filed with the Pennsylvania Department of Revenue and evidence of the rebate amount received) on or before June 30, 2017.

5. **Incorrect Claim.** Whenever the Business Manager of the School District finds a claim to have been incorrectly determined, the Business Manager shall redetermine the correct amount of the claim and notify the Claimant of the reason for the redetermination and the amount of the corrected claim.

6. **Fraudulent Claim; Conveyance to Obtain Benefits.**

(a) In any case in which a claim is excessive and was filed with fraudulent intent, the claim shall be disallowed in full and a penalty of twenty-five percent (25%) of the amount claimed shall be imposed. The penalty and the amount of the disallowed claim, if the claim has been paid, shall bear interest at the rate of one-half (1/2) of one (1%) percent per month from the date of the claim until repaid. The Claimant and any person who assisted in the

preparation of filing of a fraudulent claim shall be subject to criminal prosecution in accordance with applicable provisions and penalties as provided in the Pennsylvania Crimes Code.

(b) A claim shall be disallowed if the Claimant received title to the homestead primarily for the purpose of receiving a property tax rebate.

7. **Petition for Redetermination.** Any Claimant whose claim for a property tax rebate is either denied, corrected or otherwise adversely affected by the Business Manager of the School District, may file with the Board a petition for redetermination within ninety (90) days after the date of mailing or written notice by the Business Manager of such action. Such petition shall set forth the grounds upon which the Claimant alleges that such action of the Business Manager is erroneous or unlawful, in whole or in part, and shall be accompanied by an affidavit of affirmation that the facts contained therein are true and correct. The Board shall hold such hearings as may be necessary for the purpose of redetermination and each Claimant who has duly filed such petition for redetermination shall be notified by the Board of the time when, and the place where, such hearing in his or her case will be held. The determination of the Board after such hearings and any required further review shall be final.

8. **Severability.** The provisions of this Resolution are severable; if any word, phrase, clause, sentence, section or provision of this Resolution is for any reason held to be unconstitutional or illegal or invalid, the decision of any Court shall not affect or impair any of the remaining provisions of this Resolution. It is hereby declared to be the intent of the Board of the School District that this Resolution would have been adopted had such unconstitutional or illegal or invalid word, phrase, clause, sentence, section or provision thereof not been included herein.

9. **Effective Date.** This Resolution shall be effective solely for the 2016/2017 School District Fiscal Year and shall be deemed repealed for all School District Fiscal Years thereafter.

RESOLVED by the Board this 1<sup>st</sup> day of February, 2016.

Attest:

PENN MANOR SCHOOL DISTRICT

\_\_\_\_\_  
Secretary

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

(SEAL)

## EXHIBIT A

Rebate Percentage Factor Table

<b>Total Income</b>	<b>Rebate Percentage Factor</b>
0 to \$5,499	100%
\$5,500 to \$5,999	90%
\$6,000 to \$6,499	80%
\$6,500 to \$6,999	70%
\$7,000 to \$7,499	60%
\$7,500 to \$7,999	50%
\$8,000 to \$8,499	40%
\$8,500 to \$8,999	35%
\$9,000 to \$9,999	25%
\$10,000 to \$11,999	20%
\$12,000 to \$12,999	15%
\$13,000 to \$15,000	10%
\$15,001 or over	Not Eligible



**EXHIBIT B**

**PENN MANOR SCHOOL DISTRICT**

**PROPERTY TAX REBATE  
Tax Year - 2016/2017**

FILING INSTRUCTIONS

WHERE TO FILE: Manor Middle School, P.O. Box 1001, Millersville, PA 17551

WHEN TO FILE: After July 1, 2016 but before June 30, 2017

Please print legibly or type

**PART A – Personal Information**

Name of Claimant:

Address of Claimant:

Tax Bill Number:

Birth date of Claimant:

Social Security Number of Claimant:

**PART B – Form PA-1000 2015 (Property Tax or Rent Rebate Claim)**

Insert amount from **Line 12** on Form PA-1000 2015 (Total Income) \$

*Inserted amount may not exceed \$15,000*

**PART C – Calculation of Property Tax Rebate from School District**

(a) Insert total property taxes paid to School District \$

(b) Insert amount from **Line 14** on Form PA-1000 2015 (Property Tax Rebate) \$

(c) Subtract line (b) from line (a) \$

(d) Insert Percentage Rebate Factor (see Rebate Percentage Table)

(e) Multiple line (a) by line (d) \$

(f) Property Tax Rebate from the School District (insert the lessor of line (c) and line (e))

*Inserted amount on line (f) may not exceed \$650*

**PART D – Required Information**

(a) Copy of Form PA-1000 2015 (Property Tax or Rent Rebate Claim) filed with the PA Dept. of Revenue

(b) Evidence of receipt of amount set forth in Part C, Line (b)

*I declare that this form is true, correct and complete, that the documents required and attached hereto under Part D are true and correct copies of those documents, and that to the best of my knowledge and belief this is the only claim filed by members of my household.*

\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Signature of Preparer (if other than Claimant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

# Jonathan Ober

Graphic • Web • Design • Illustration

## Part 1

### Penn Manor School District Proposal

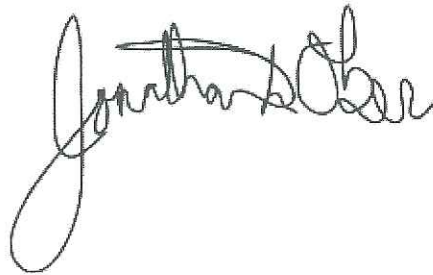
#### *Design/Development for WordPress Site*

Jonathan Ober will design and develop a theme specific to the needs of the Penn Manor School District. This site will contain the navigation links and subpages as part of the main district site and will link out to the school sites from the navigation. Theme files will contain a home page and various sub page templates needed to contain the main contents of the website. Theme will also support various plugins within the design to allow for greater integration and functionality. A mobile first approach will be taken to ensure the site functions on a smartphone and tablet as well as desktop site.

#### **Website updates will include:**

- Newly redesigned layout and coded custom theme
- Video background - subpage video background template
- Subpage template with sidebar and without. With feature image ability.
- Running on up to date WordPress CMS

#### **Cost Estimate Design and Development \$4500-7000**



Signature Client

Signature Jonathan Ober

Thank you,  
Jonathan Ober  
927 E. Orange St.  
Lancaster, PA 17602  
717.615.7875  
[jonathan.ober@gmail.com](mailto:jonathan.ober@gmail.com)



## Part 2

### Penn Manor School Website Proposal

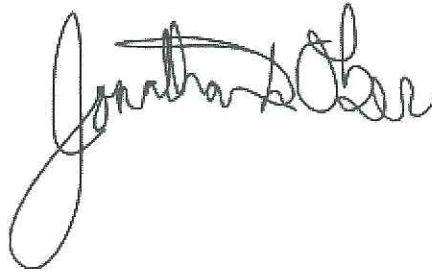
#### *Design/Development for WordPress Site*

Jonathan Ober will design and develop up to 3 theme variations to be used by the Penn Manor Schools. These themes will contain the navigation links and subpages as part of the site (linking out to the district site as needed) and will link to the teacher sites from the navigation. Theme files will contain a home page and various sub page templates needed to contain the main contents of the website. Theme will also support various plugins within the design to allow for greater integration and functionality. A mobile first approach will be taken to ensure the site functions on a smartphone and tablet as well as desktop site.

#### **Website updates will include:**

- Newly redesigned layout and coded custom theme
- Video background - subpage video background template
- Subpage template with sidebar and without. With feature image ability.
- Running on up to date WordPress CMS

#### **Cost Estimate Design and Development \$2500-3500**



Signature Client

Signature Jonathan Ober

Thank you,  
Jonathan Ober  
927 E. Orange St.  
Lancaster, PA 17602  
717.615.7875  
[jonathan.ober@gmail.com](mailto:jonathan.ober@gmail.com)

**PENN MANOR SCHOOL DISTRICT  
2015-16 DELINQUENT REAL ESTATE TAXES  
TURNED OVER TO TAX CLAIM ON JANUARY 15, 2016**

Listed below is the total of the Real Estate and Interim Taxes for each townshi submitted to Lancaster County Tax Claim for collection:

<u>REAL ESTATE</u>	<u>BASE</u>	<u>PENALTY</u>	#Parcels
CONESTOGA	\$ 64,893.50	\$ 71,382.86	67
MANOR	\$ 310,039.55	\$ 341,043.58	199
MARTIC	\$ 135,566.07	\$ 149,122.70	94
MILLERSVILLE	\$ 47,776.43	\$ 52,554.07	29
PEQUEA	\$ 82,711.68	\$ 90,982.86	39
<b>TOTAL</b>	<b>\$640,987.23</b>	<b>\$705,086.07</b>	<b>428</b>

<u>INTERIMS</u>	<u>BASE</u>	<u>PENALTY</u>	
CONESTOGA	\$ 944.76	\$ 1,039.24	1
MANOR	\$ 68.68	\$ 75.55	1
MARTIC	\$ 822.57	\$ 904.83	2
MILLERSVILLE	\$ -	\$ -	0
PEQUEA	\$ -	\$ -	0
<b>TOTAL</b>	<b>\$1,836.01</b>	<b>\$ 2,019.62</b>	<b>4</b>

<b>GRAND TOTAL</b>	<b>\$642,823.24</b>	<b>\$707,105.69</b>	<b>432</b>
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PART G: PROJECT ACCOUNTING BASED ON BIDS  
BOARD TRANSMITTAL

DISTRICT/CTC: Penn Manor School District COUNTY: Lancaster  
 PRJT BLDG NAME: Pequea Elementary School PROJECT #: P1516

ALL PRJTS	PAGE #	
x	G02-G03	Project Accounting Based on Bids
x	Add't Costs	Additional Project Costs
x	G04(a)-G04(b)	Detailed Costs
x	G05-G07	Total Contract Awards
x	G08	Prime Contractor Certification
x	G09	20% Rule for Alteration Costs for Non-Vocational Projects
x	G10	Project Financing
x	G11	Act 34 of 1973: Substantial Addition Determination
N/A		Justification for Contract Award to Other than Low Bidder
x		Bid Tabulations with Bid Opening Date Thereon
N/A		Letter from insurance provider for owner controlled insurance program <u>or</u> letter(s) from contractor's insurance provider(s) if insurance provided by contractor(s) using the quote method
*** FOR SITE ACQUISITION AND BUILDING PURCHASE ONLY ***		
N/A		Property Deed or Declaration of Taking with Attachments
N/A		Settlement Statement or Application for Payment of Estimated Just Compensation
N/A		Clear Title Certification
N/A		Bill for Independent Appraisal #1
N/A		Bill for Independent Appraisal #2
***FOR NEW BUILDINGS OR SUBSTANTIAL ADDITIONS ONLY ***		
x	G12	Act 34 of 1973: Maximum Building Construction Cost
x	G13	Act 34 of 1973: Requirement for Second Public Hearing
x	G14-G15	Act 34 of 1973: School Building Capacity
x	G16	Act 34 of 1973: Aggregate Building Expenditure Standard
N/A		Act 34 of 1973: Second Hearing Notice and Proof of Publication
N/A		Act 34 of 1973: Second Hearing Minutes or Transcript
N/A		Act 34 of 1973: Referendum Notice and Proof of Publication Proof of Publication
N/A		Act 34 of 1973: Official Referendum Question
N/A		Act 34 of 1973: Official Referendum Results

The architectural firm for this project is: Crabtree Rohrbaugh & Associates, Architects

The architect to be contacted if there are any questions about Part G is:

Larry Levato 717-458-0272 717-458-0047  
Architect's Name and Position Phone Number Fax Number

The architect's e-mail address is: llevato@cra-architects.com

The architectural firm's address is: 401 East Winding Hill Road, Mechanicsburg PA 17055

The school administrator to be contacted if there are any questions about Part G is:

Chris Johnston, Business Manager 717-872-9500 717-872-9505  
District/CTC Administrator's Name and Position Phone Number Fax Number

The SD/CTC administrator's e-mail address is: chrisj@pennmanor.net

This certifies that the attached materials were approved for submission to the Pennsylvania Department of Education by board action.

BOARD ACTION DATE: \_\_\_\_\_

VOTING: AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSTENTIONS \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Signature, Board Secretary Board Secretary's Name, Printed or Typed

\_\_\_\_\_  
District/CTC Address Date



**PROJECT ACCOUNTING BASED ON BIDS (1 of 2)**

PROJECT ACCOUNTING BASED ON BIDS (1 of 2)		Project Name:	Project #:
District/Client: Penn Manor School District		Pequea Elementary School	P1516
<b>ROUND FIGURES TO NEAREST DOLLAR</b>			
PROJECT COSTS	NEW	EXISTING	TOTAL
<b>A. STRUCTURE COSTS</b> (include site development)			
1. General (Report costs for sanitary sewage disposal on Line E-1.)	2,275,000	3,923,000	6,198,000
2. Heating and Ventilating	416,000	2,119,000	2,535,000
3. Plumbing (Report costs for sanitary sewage disposal on Line E-1.)	56,200	598,500	654,700
4. Electrical	316,959	916,850	1,233,809
5. Asbestos Abatement (G04, line C-3) (include AHERA clearance air monitoring)	X X X X X		
6. Building Purchase Amount	X X X X X		
7. Other * (Exclude test borings and site survey) (Use PlanCon-G-Add't Costs page if necessary.)			
a. Technology Construction	77,000	225,000	302,000
b. _____			
c. _____			
d. _____			
e. PlanCon-G-Add't Costs, Total			
A-1 to A-7 - Subtotal	3,141,159	7,782,350	10,923,509
8. Construction Insurance			
a. Owner Controlled Insurance Program on Structure Costs (Exclude asbestos abatement, building purchase and other structure costs not covered by the program)			
b. Builder's Risk Insurance (if not included in primes)	2,188	6,546	8,734
c. Construction Insurance - Total	2,188	6,546	8,734
9. TOTAL-Structure Costs (A-1 to A-7-Subtotal plus A-8-c)	3,143,347	7,788,896	10,932,243
<b>B. ARCHITECT'S FEE</b> (exclude fee for demolition of entire existing bldg)			
1. Architect's/Engineer's Fee on Structure	296,141	593,989	890,130
2. EPA-Certified Project Designer's Fee on Asbestos Abatement	X X X X X X X X X X		
3. TOTAL - Architect's Fee	296,141	593,989	890,130
<b>C. MOVABLE FIXTURES AND EQUIPMENT</b>			
1. Movable Fixtures and Equipment	175,344	358,342	533,686
2. Architect's Fee			
3. TOTAL - Movable Fixtures & Equipment	175,344	358,342	533,686
<b>D. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES &amp; EQUIPMENT - TOTAL (A-9 plus B-3 plus C-3)</b>	<b>3,614,832</b>	<b>8,741,227</b>	<b>12,356,059</b>
<b>E. SITE COSTS</b>			
1. Sanitary Sewage Disposal			
2. Sanitary Sewage Disposal Tap-In Fee and/or Reserve Capacity Charges			
3. Owner Controlled Insurance Program/Builder's Risk Insurance on Sanitary Sewage Disposal			
4. Architect's/Engineer's Fee for Sanitary Sewage Disposal			
5. Site Acquisition Costs		X X X X X	
a. Gross Amount Due from Settlement Statement or Estimated Just Compensation		X X X X X X X X X X	
b. Real Estate Appraisal Fees		X X X X X	
c. Other Related Site Acquisition Costs		X X X X X	
d. Site Acquisition Costs - Total		X X X X X	
6. TOTAL - Site Costs			
<b>F. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES &amp; EQUIPMENT, AND SITE COSTS - TOTAL (D plus E-6)</b>	<b>3,614,832</b>	<b>8,741,227</b>	<b>12,356,059</b>

\* Type "No Fee" beside each item for which no design fee is charged.  
\*\*Type "E" if any costs represent estimates.



**PROJECT ACCOUNTING BASED ON BIDS (2 of 2)**

District/CTC: Penn Manor School District	Project Name: Pequea Elementary School	Project #: P1516
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ROUND FIGURES TO NEAREST DOLLAR

PROJECT COSTS (CONT.)	TOTAL
<b>G. ADDITIONAL CONSTRUCTION-RELATED COSTS</b>	
1. Project Supervision (inc. Asbestos Abatement Project Supervision)	
2. Construction Manager Fee and Related Costs	
3. Total Demolition of Entire Existing Structures and Related Asbestos Removal to Prepare Project Site for Construction of New School Building and Related AHERA Clearance Air Monitoring and EPA-Certified Project Designer's Fee on Asbestos Abatement (Include costs for architect's/engineer's fee and OCIP; exclude costs for partial demolition.)	
4. Architectural Printing	13,438
5. Test Borings	20,285
6. Site Surveys	7,800
7. Other (Attach PlanCon-G-Add't Costs page if needed.)	
a. Regulatory Fees	50,131
b. PlanCon-G-Add't Costs, Total	27,453
8. Contingency	619,407
9. TOTAL - Additional Construction-Related Costs	738,514
<b>H. FINANCING COSTS</b>	
FOR THIS PROJECT ONLY	
(EXCLUDE ACCRUED INTEREST)	
	BOND ISSUE/NOTE SERIES OF 2015
	BOND ISSUE/NOTE SERIES OF _____
	BOND ISSUE/NOTE SERIES OF _____
	X X X X X X X X X X X X
1. Underwriter Fees	107,514
2. Legal Fees	20,992
3. Financial Advisor	
4. Bond Insurance	
5. Paying Agent/Trustee Fees and Expenses	433
6. Capitalized Interest	
7. Printing	7,569
8. CUSIP & Rating Fees	10,960
9. Other	
a. _____	
b. _____	
10. TOTAL-Financing Costs	147,468
<b>I. TOTAL PROJECT COSTS (F plus G-9 plus H-10)</b>	<b>13,242,041</b>
<b>REVENUE SOURCES</b>	
(EXCLUDE ACCRUED INTEREST)	
	BOND ISSUE/NOTE SERIES OF 2015
	BOND ISSUE/NOTE SERIES OF _____
	BOND ISSUE/NOTE SERIES OF _____
	TOTAL
<b>J. AMOUNT FINANCED</b>	
FOR THIS PROJECT ONLY	12,400,000
<b>K. ORIGINAL ISSUE DISCOUNT/ PREMIUM FOR THIS PROJECT ONLY</b>	839,065
<b>L. INTEREST EARNINGS</b>	
FOR THIS PROJECT ONLY	2,976
<b>M. BUILDING INSURANCE RECEIVED</b>	
<b>N. PROCEEDS FROM SALE OF BUILDING OR LAND</b>	
<b>O. LOCAL FUNDS - CASH (SEE INSTRUCTIONS)</b>	
<b>P. OTHER FUNDS (PROVIDE DESCRIPTION ON SEPARATE SHEET)</b>	
<b>Q. TOTAL REVENUE SOURCES</b>	<b>13,242,041</b>





**DETAILED COSTS (1 of 2)**

District/CTC:		Project Name:		Project #:
Penn Manor School District		Pequea Elementary School		P1516
		<b>NEW</b>	<b>EXISTING</b>	<b>TOTAL</b>
<b>A. SITE DEVELOPMENT COSTS</b> (Exclude Sanitary Sewage Disposal)				
1. General (Include Rough Grading to Receive Building)		380,000	170,000	550,000
2. Heating and Ventilating				
3. Plumbing			29,500	29,500
4. Electrical		58,700	17,650	76,350
5. Other: <u>Technology</u>		77,000	225,000	302,000
6. Other: _____				
7. A-1 thru A-6 - Subtotal		515,700	442,150	957,850
8. Construction Insurance				
a. Owner Controlled Insurance Program on Site Development Costs				
b. Builder's Risk Insurance (if not included in primes)				
c. Construction Insurance - Total				
9. Site Development Costs - Total		515,700	442,150	957,850
<b>B. ARCHITECT'S FEE ON SITE DEVELOPMENT</b>		67,500	7,500	75,000
				<b>EXISTING</b>
<b>C. ASBESTOS ABATEMENT</b>				
1. Asbestos Abatement				
2. AHERA Clearance Air Monitoring				
3. Asbestos Abatement - Total				
<b>D. EPA-CERTIFIED PROJECT DESIGNER'S FEE ON ASBESTOS ABATEMENT</b>				
<b>E. ROOF REPLACEMENT/REPAIR</b>				
1. Roof Replacement Repair				352,600
2. Owner Controlled Insurance Program on Roof Replacement/Repair				
3. Builder's Risk Insurance (if not included in primes)				
4. Roof Replacement/Repair - Total				352,600
<b>F. ARCHITECT'S FEE ON ROOF REPLACEMENT/REPAIR</b>				21,156

**DETAILED COSTS (2 of 2)**

District/CTC: Penn Manor School District	Project Name: Pequea Elementary School	Project #: P1516
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COMPLETE THE SECTION BELOW ONLY IF COSTS REPORTED ON PAGE G02  
FOR THE TECHNOLOGY CONTRACT(S) REPRESENT ESTIMATES

	NEW	EXISTING	TOTAL
G. ESTIMATED TECHNOLOGY CONTRACT(S)			
H. ESTIMATED ARCHITECT'S/ENGINEER'S FEE ON ESTIMATED TECHNOLOGY CONTRACT(S) (Complete only if A/E fee on Page G02, line B-1 includes estimated A/E fee on the Estimated Technology Contract(s). Complete this line only if line G is completed.)			

COMPLETE THE SECTION BELOW ONLY IF SPECIAL SESSION ACT 1 OF 2006  
(PROPERTY TAX RELIEF) APPLIES

STRUCTURE COSTS (exclude site development)	TOTAL
I. NATATORIUM	
J. DISTRICT ADMINISTRATION OFFICE	
K. DAY CARE / PRE-SCHOOL (non-academic)	
L. NON-DISTRICT USE (health clinic, public library, etc.)	
M. OWNER'S CONTROLLED INSURANCE PROGRAM ON THESE STRUCTURE COSTS	
N. BUILDER'S RISK INSURANCE ON THESE STRUCTURE COSTS (if not included in primes)	
O. ARCHITECT'S FEE ON THESE STRUCTURE COSTS	

REVISED JULY 1, 2010

FORM EXPIRES 6-30-12

PLANCON-G04(b)





**TOTAL CONTRACT AWARDS**

District/CTC: <b>Penn Manor School District</b>	Project Name: <b>Pequea Elementary School</b>	Project #: <b>P1516</b>
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**3. PLUMBING CONTRACT**

Date of Bid Opening (MM/DD/YY): 5/28/2015

Contractor's Name: Jay R. Reynolds, Inc. Base Bid \$ 654,700

Accepted Alternates - Add or (Deduct):

(Attach additional information if necessary.)

Alt. #	Description of Alternate	\$
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____

Based Bid plus Accepted Alternates - Subtotal: \$ 654,700

Contractor's Insurance (Complete only if insurance is not bid, but is provided by the contractor using the quote method.) \$ \_\_\_\_\_

Total Contract Award: \$ 654,700

**4. ELECTRICAL CONTRACT**

Date of Bid Opening (MM/DD/YY): 5/28/2015

Contractor's Name: McCarly and Son, Inc. Base Bid \$ 1,233,809

Accepted Alternates - Add or (Deduct):

(Attach additional information if necessary.)

Alt. #	Description of Alternate	\$
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____

Based Bid plus Accepted Alternates - Subtotal: \$ 1,233,809

Contractor's Insurance (Complete only if insurance is not bid, but is provided by the contractor using the quote method.) \$ \_\_\_\_\_

Total Contract Award: \$ 1,233,809

**5. ASBESTOS ABATEMENT**

Date of Bid Opening (MM/DD/YY): \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Base Bid \$ \_\_\_\_\_

Accepted Alternates - Add or (Deduct):

(Attach additional information if necessary.)

Alt. #	Description of Alternate	\$
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____

Total Contract Award: \$ \_\_\_\_\_

**TOTAL CONTRACT AWARDS**

District/CTC: Penn Manor School District	Project Name: Pequea Elementary School	Project #: P1516
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6. PRIME CONTRACT FOR: Technology Construction

Date of Bid Opening (MM/DD/YY): 5/28/2015

Contractor's Name: Lobar Incorporated Base Bid \$ 302,000

Accepted Alternates - Add or (Deduct):  
(Attach additional information if necessary.)

Alt. #	Description of Alternate	\$
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____

Based Bid plus Accepted Alternates - Subtotal: \$ 302,000

Contractor's Insurance (Complete only if insurance is not bid, but is provided by the contractor using the quote method.) \$ \_\_\_\_\_

Total Contract Award: \$ 302,000

7. PRIME CONTRACT FOR: \_\_\_\_\_

Date of Bid Opening (MM/DD/YY): \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Base Bid \$ \_\_\_\_\_

Accepted Alternates - Add or (Deduct):  
(Attach additional information if necessary.)

Alt. #	Description of Alternate	\$
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____

Based Bid plus Accepted Alternates - Subtotal: \$ \_\_\_\_\_

Contractor's Insurance (Complete only if insurance is not bid, but is provided by the contractor using the quote method.) \$ \_\_\_\_\_

Total Contract Award: \$ \_\_\_\_\_

8. PRIME CONTRACT FOR: \_\_\_\_\_

Date of Bid Opening (MM/DD/YY): \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Base Bid \$ \_\_\_\_\_

Accepted Alternates - Add or (Deduct):  
(Attach additional information if necessary.)

Alt. #	Description of Alternate	\$
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____
# _____ :	_____	\$ _____

Based Bid plus Accepted Alternates - Subtotal: \$ \_\_\_\_\_

Contractor's Insurance (Complete only if insurance is not bid, but is provided by the contractor using the quote method.) \$ \_\_\_\_\_

Total Contract Award: \$ \_\_\_\_\_



**PRIME CONTRACTOR CERTIFICATION**

District/CTC:	Project Name:	PDE Project #:
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\*\*\* THIS FORM MUST BE PREPARED AND SIGNED BY THE LOW BIDDER \*\*\*

\*Include the cost for insurance provided by the contractor as part of the bid or quoted subsequent to bid opening

PRIME CONTRACT FOR: GENERAL CONSTRUCTION - LOBAR INC.

**TOTAL CONTRACT AMOUNT FOR NEW CONSTRUCTION AND ALTERATIONS**

A. New Construction on Project Building (costs associated with new project building or additions to existing project building)	\$ 2,275,000. <sup>00</sup>
B. Alterations to Existing Project Building (costs associated with renovating existing structures, including internal or partial demolition and asbestos abatement)	\$ 3,748,000. <sup>00</sup>
C. Total Demolition of Entire Existing Structures and Related Asbestos Removal (Complete only if a new building is being constructed and an <u>entire</u> existing structure is being demolished)	\$ 175,000. <sup>00</sup>
<b>Total Contract Amount (must equal total base bid plus accepted alternates)</b>	<b>\$ 6,198,000.<sup>00</sup></b>


**DETAILED CONSTRUCTION COST BREAKDOWN OF COSTS REPORTED ABOVE**

TO DETERMINE THIS PROJECT'S COMPLIANCE WITH APPLICABLE REQUIREMENTS AND ACCURATELY CALCULATE STATE REIMBURSEMENT, THE FOLLOWING CRITICAL INFORMATION MUST BE PROVIDED. ONLY REPORT IF INCLUDED IN LINES A OR B ABOVE.	NEW BUILDING / ADDITIONS / SITE FEATURES	ALTERATIONS TO EXISTING BUILDING / SITE FEATURES
Site Development (including rough grading to receive the building, excavation, grouting or shoring, sedimentation control, landscaping, paving for sidewalks, parking lots and driveways, construction of playgrounds and athletic fields, street and parking lot lighting, access or vehicular roads, utilities on site, and extension of utilities to site). Also refer to Part G Instructions for Page G04 for definition for Site Development.	380,000. <sup>00</sup>	170,000. <sup>00</sup>
Sanitary Sewage Disposal (excluding tap-in fee and reserve capacity charges). Sanitary sewage disposal is defined as a new sewage system or plant, the modification or replacement of an existing system or plant, or the extension of sanitary sewer lines from five feet outside the project building to connect to a DEP-approved municipal system.	0	0
Tap-In Fee and/or Reserve Capacity Charges for Sanitary Sewage Disposal (if included)	0	0
Roof Replacement/Repair (include asbestos removal related to roof repair)	X X X X X	
Asbestos Abatement	X X X X X	0

**ADDITIONAL STRUCTURE COST BREAKDOWNS FOR PROJECT BUILDING - REQUIRED ONLY IF SPECIAL SESSION ACT 1 OF 2006 (PROPERTY TAX RELIEF) APPLIES; ONLY REPORT COSTS IF INCLUDED IN LINES A OR B ABOVE.**

Natorium	0	0
District Administration Office	0	0
Day Care / Pre-School (non-academic)	0	0
Non-District Use (health clinic, public library, etc.)	0	0

**THE ABOVE INFORMATION IS BASED ON BIDS**

Company Name: <u>LOBAR INC.</u>	Address: <u>1 OLD MILL ROAD, DILLSBURG PA 17019</u>	Phone Number: <u>717-432-9728</u>
Prepared By: <u>NATHAN WALKER - PROJECT MANAGER</u> <small>Name and Title, Printed or Typed</small>	Signature: 	Date: <u>8/3/2015</u>



**PRIME CONTRACTOR CERTIFICATION**

District/CTC: Penn Manor School District	Project Name: Additions & Renovations to Pequea Elementary School	PDE Project #:
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\*\*\* THIS FORM MUST BE PREPARED AND SIGNED BY THE LOW BIDDER \*\*\*

\*Include the cost for insurance provided by the contractor as part of the bid or quoted subsequent to bid opening

PRIME CONTRACT FOR: Plumbing Construction

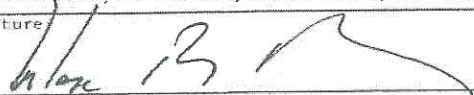
**TOTAL CONTRACT AMOUNT FOR NEW CONSTRUCTION AND ALTERATIONS**

A. New Construction on Project Building (costs associated with new project building or additions to existing project building)	\$ <u>56,200.00</u>
B. Alterations to Existing Project Building (costs associated with renovating existing structures, including internal or partial demolition and asbestos abatement)	\$ <u>598,500.00</u>
C. Total Demolition of Entire Existing Structures and Related Asbestos Removal (Complete only if a new building is being constructed <u>and</u> an <u>entire</u> existing structure is being demolished)	\$ <u>- 0 -</u>
<b>Total Contract Amount (must equal total base bid plus accepted alternates)</b>	\$ <u>654,700.00</u>

**DETAILED CONSTRUCTION COST BREAKDOWN OF COSTS REPORTED ABOVE**

TO DETERMINE THIS PROJECT'S COMPLIANCE WITH APPLICABLE REQUIREMENTS AND ACCURATELY CALCULATE STATE REIMBURSEMENT, THE FOLLOWING CRITICAL INFORMATION MUST BE PROVIDED. ONLY REPORT IF INCLUDED IN LINES A OR B ABOVE.	NEW BUILDING / ADDITIONS / SITE FEATURES	ALTERATIONS TO EXISTING BUILDING / SITE FEATURES
Site Development (including rough grading to receive the building, excavation, grouting or shoring, sedimentation control, landscaping, paving for sidewalks, parking lots and driveways, construction of playgrounds and athletic fields, street and parking lot lighting, access or vehicular roads, utilities on site, and extension of utilities to site). Also refer to Part G Instructions for Page G04 for definition for Site Development.	- 0 -	\$29,500.00
Sanitary Sewage Disposal (excluding tap-in fee and reserve capacity charges). Sanitary sewage disposal is defined as a new sewage system or plant, the modification or replacement of an existing system or plant, or the extension of sanitary sewer lines from five feet outside the project building to connect to a DEP-approved municipal system.	- 0 -	- 0 -
Tap-In Fee and/or Reserve Capacity Charges for Sanitary Sewage Disposal (if included)	- 0 -	- 0 -
Roof Replacement/Repair (include asbestos removal related to roof repair)	X X X X X	- 0 -
Asbestos Abatement	X X X X X	- 0 -
<b>ADDITIONAL STRUCTURE COST BREAKDOWNS FOR PROJECT BUILDING - REQUIRED ONLY IF SPECIAL SESSION ACT 1 OF 2006 (PROPERTY TAX RELIEF) APPLIES; ONLY REPORT COSTS IF INCLUDED IN LINES A OR B ABOVE.</b>		
Natatorium	- 0 -	- 0 -
District Administration Office	- 0 -	- 0 -
Day Care / Pre-School (non-academic)	- 0 -	- 0 -
Non-District Use (health clinic, public library, etc.)	- 0 -	- 0 -

**THE ABOVE INFORMATION IS BASED ON BIDS**


Company Name: Jay R. Reynolds, Inc.	Address: 1 Brooks Ave., PO Box 326, Willow Street, PA 17584	Phone Number: (717) 464-2755
Prepared By: Wayne R. Reynolds, Vice President <small>Name and Title, Printed or Typed</small>	Signature: 	Date: 7-20-15

REVISED JULY 1, 2010

FORM EXPIRES 6-30-12

PLANCON-G08



PRIME CONTRACTOR CERTIFICATION		
District/AVTS: Penn Manor School District	Project Name: Additions and Renovations to Pequa Elementary School	PDE Project #: P1516
*** THIS FORM MUST BE PREPARED AND SIGNED BY THE LOW BIDDER ***		
*Include the cost for insurance provided by the contractor as part of the bid or quoted subsequent to bid opening.		
PRIME CONTRACT FOR: HVAC		
TOTAL CONTRACT AMOUNT FOR NEW CONSTRUCTION AND ALTERATIONS		
A. New Construction on Project Building (costs associated with new project building or additions to existing project building)		\$ 416,000.00
B. Alterations to Existing Project Building (costs associated with renovating existing structures, including internal or partial demolition and asbestos abatement)		
C. Total Demolition of Entire Existing Structures and Related Asbestos Removal (Complete only if a new building is being constructed <u>and</u> an <u>entire</u> existing structure is being demolished)		
Total Contract Amount (must equal total base bid plus accepted alternates)		\$ 416,000.00
DETAILED CONSTRUCTION COST BREAKDOWN OF COSTS AS REPORTED ABOVE		
TO DETERMINE THIS PROJECT'S COMPLIANCE WITH APPLICABLE REQUIREMENTS AND ACCURATELY CALCULATE STATE REIMBURSEMENT, THE FOLLOWING CRITICAL INFORMATION MUST BE PROVIDED. ONLY REPORT IF INCLUDED IN LINES A OR B ABOVE.	NEW BUILDING/ ADDITIONS/ SITE FEATURES	ALTERATIONS TO EXISTING BUILDING/ SITE FEATURES
Site Development (including rough grading to receive the building, excavation, grouting or shoring, sedimentation control, landscaping, paving for sidewalks, parking lots and driveways, construction of playgrounds and athletic fields, street and parking lot lighting, access or vehicular roads, utilities on site, and extension of utilities to site). Also refer to Part G Instructions for Page G04 for definition for Site Development.		
Sanitary Sewage Disposal (excluding tap-in fee and reserve capacity charges). Sanitary sewage disposal is defined as a new sewage system or plant, the modification or replacement of an existing system or plant, or the extension of sanitary sewer lines from five feet outside the project building to connect to a DEP-approved municipal system.		
Tap-In Fee and/or Reserve Capacity Charges for Sanitary Sewage Disposal (if included)		
Roof Replacement/Repair (include asbestos removal related to roof repair)	XXXXXXX	
Asbestos Abatement	XXXXXXX	
ADDITIONAL STRUCTURE COST BREAKDOWNS FOR PROJECT BUILDING - REQUIRED ONLY IF SPECIAL SEASON ACT 1 OF 2006 (PROPERTY TAX RELIEF) APPLIES; ONLY REPORT COSTS IF INCLUDED IN LINES A OR B ABOVE.		
Natorium		
District Administration Office		
Day Care / Pre-School (non-academic)		
Non-District Use (health clinic, public library, etc.)		
THE ABOVE INFORMATION IS BASED ON BIDS		
Company Name: Frey Lutz Corp.	Address: 1195 Ivy Drive, Lancaster PA 17601	Phone Number: 717-898-6808
Prepared by: Brad Redding, HVAC Estimator	Signature: 	Date: 07/24/15

REVISED JULY 1, 2010

FORM EXPIRES 6-30-12

PLANCON-G08



**PRIME CONTRACTOR CERTIFICATION**

District/CTC:	Project Name: <b>Pequea Elementary School</b>	PDE Project #:
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\*\*\* THIS FORM MUST BE PREPARED AND SIGNED BY THE LOW BIDDER \*\*\*

\*Include the cost for insurance provided by the contractor as part of the bid or quoted subsequent to bid opening

PRIME CONTRACT FOR: Electrical Construction

**TOTAL CONTRACT AMOUNT FOR NEW CONSTRUCTION AND ALTERATIONS**

A. New Construction on Project Building (costs associated with new project building or additions to existing project building)	\$ <u>316,959.00</u>
B. Alterations to Existing Project Building (costs associated with renovating existing structures, including internal or partial demolition and asbestos abatement)	\$ <u>916,850.00</u>
C. Total Demolition of Entire Existing Structures and Related Asbestos Removal (Complete only if a new building is being constructed and an <u>entire</u> existing structure is being demolished)	\$ <u>.00</u>
<b>Total Contract Amount (must equal total base bid plus accepted alternates)</b>	\$ <u>1,233,809.00</u>


**DETAILED CONSTRUCTION COST BREAKDOWN OF COSTS REPORTED ABOVE**

TO DETERMINE THIS PROJECT'S COMPLIANCE WITH APPLICABLE REQUIREMENTS AND ACCURATELY CALCULATE STATE REIMBURSEMENT, THE FOLLOWING CRITICAL INFORMATION MUST BE PROVIDED. ONLY REPORT IF INCLUDED IN LINES A OR B ABOVE.	NEW BUILDING / ADDITIONS / SITE FEATURES	ALTERATIONS TO EXISTING BUILDING / SITE FEATURES
Site Development (including rough grading to receive the building, excavation, grouting or shoring, sedimentation control, landscaping, paving for sidewalks, parking lots and driveways, construction of playgrounds and athletic fields, street and parking lot lighting, access or vehicular roads, utilities on site, and extension of utilities to site). Also refer to Part G Instructions for Page G04 for definition for Site Development.	58,700.00	17,650.00
Sanitary Sewage Disposal (excluding tap-in fee and reserve capacity charges). Sanitary sewage disposal is defined as a new sewage system or plant, the modification or replacement of an existing system or plant, or the extension of sanitary sewer lines from five feet outside the project building to connect to a DEP-approved municipal system.		
Tap-In Fee and/or Reserve Capacity Charges for Sanitary Sewage Disposal (if included)		
Roof Replacement/Repair (include asbestos removal related to roof repair)	X X X X X	
Asbestos Abatement	X X X X X	

**ADDITIONAL STRUCTURE COST BREAKDOWNS FOR PROJECT BUILDING - REQUIRED ONLY IF SPECIAL SESSION ACT 1 OF 2006 (PROPERTY TAX RELIEF) APPLIES; ONLY REPORT COSTS IF INCLUDED IN LINES A OR B ABOVE.**

Natatorium		
District Administration Office	49,352.00	
Day Care / Pre-School (non-academic)		
Non-District Use (health clinic, public library, etc.)		

**THE ABOVE INFORMATION IS BASED ON BIDS**

Company Name: <b>MCCarty &amp; Son, Inc.</b>	Address: <b>1161 Steinmetz Road Ephrata, PA 17522</b>	Phone Number: <b>7176269580</b>
Prepared By: <b>Brian L McCarty President</b> <small>Name and Title, Printed or Typed</small>	Signature: 	Date: <b>8/5/15</b>

REVISED JULY 1, 2010

FORM EXPIRES 6-30-12

PLANCON-G08



**PRIME CONTRACTOR CERTIFICATION**

<b>District/STC:</b> Penn Manor School District	<b>Project Name:</b> Additions and Renovations to Pequea Elementary School	<b>PDE Project #:</b> 2724-5
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\*\*\* THIS FORM MUST BE PREPARED AND SIGNED BY THE LOW BIDDER \*\*\*

\*Include the cost for insurance provided by the contractor as part of the bid or quoted subsequent to bid opening

PRIME CONTRACT FOR: Technology Construction

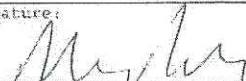
**TOTAL CONTRACT AMOUNT FOR NEW CONSTRUCTION AND ALTERATIONS**

A. New Construction on Project Building (costs associated with new project building or additions to existing project building)	\$ <u>77,000</u>
B. Alterations to Existing Project Building (costs associated with renovating existing structures, including internal or partial demolition and asbestos abatement)	\$ <u>225,000</u>
C. Total Demolition of Entire Existing Structures and Related Asbestos Removal (Complete only if a new building is being constructed and an <u>entire</u> existing structure is being demolished)	\$ <u>n/a</u>
<b>Total Contract Amount (must equal total base bid plus accepted alternates)</b>	<b>\$ <u>302,000</u></b>

**DETAILED CONSTRUCTION COST BREAKDOWN OF COSTS REPORTED ABOVE**

TO DETERMINE THIS PROJECT'S COMPLIANCE WITH APPLICABLE REQUIREMENTS AND ACCURATELY CALCULATE STATE REIMBURSEMENT, THE FOLLOWING CRITICAL INFORMATION MUST BE PROVIDED. ONLY REPORT IF INCLUDED IN LINES A OR B ABOVE.	NEW BUILDING / ADDITIONS / SITE FEATURES	ALTERATIONS TO EXISTING BUILDING / SITE FEATURES
Site Development (including rough grading to receive the building, excavation, grouting or shoring, sedimentation control, landscaping, paving for sidewalks, parking lots and driveways, construction of playgrounds and athletic fields, street and parking lot lighting, access or vehicular roads, utilities on site, and extension of utilities to site). Also refer to Part G Instructions for Page G04 for definition for Site Development.	n/a	n/a
Sanitary Sewage Disposal (excluding tap-in fee and reserve capacity charges). Sanitary sewage disposal is defined as a new sewage system or plant, the modification or replacement of an existing system or plant, or the extension of sanitary sewer lines from five feet outside the project building to connect to a DEP-approved municipal system.	n/a	n/a
Tap-In Fee and/or Reserve Capacity Charges for Sanitary Sewage Disposal (if included)	n/a	n/a
Roof Replacement/Repair (include asbestos removal related to roof repair)	X X X X X	n/a
Asbestos Abatement	X X X X X	n/a
<b>ADDITIONAL STRUCTURE COST BREAKDOWNS FOR PROJECT BUILDING - REQUIRED ONLY IF SPECIAL SESSION ACT 1 OF 2006 (PROPERTY TAX RELIEF) APPLIES; ONLY REPORT COSTS IF INCLUDED IN LINES A OR B ABOVE.</b>		
Natorium	n/a	n/a
District Administration Office	n/a	n/a
Day Care / Pre-School (non-academic)	n/a	n/a
Non-District Use (health clinic, public library, etc.)	n/a	n/a

**THE ABOVE INFORMATION IS BASED ON BIDS**

<b>Company Name:</b> Lobar, Inc.	<b>Address:</b> 1 Old Mill Road, Dillsburg, PA 17019	<b>Phone Number:</b> 717-432-9728
<b>Prepared By:</b> Michael Press, Estimator <small>Name and Title, Printed or Typed</small>	<b>Signature:</b> 	<b>Date:</b> 8-6-2015

REVISED JULY 1, 2010

FORM EXPIRES 6-30-12

PLANCON-G08



**20% RULE FOR ALTERATION COSTS FOR NON-VOCATIONAL PROJECTS**

District/CTC: Penn Manor School District	Project Name: Pequea Elementary School	PDE Project #: P1516
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A. Alteration Costs Based on Bids		\$ <u>8,741,227</u>	
			(G02, Line P-EXIST)
B- 1. Building Purchase	\$ _____		(G02, Line A-6-EXIST)
2. Movable Fixtures & Equipment and Architect's Fee	\$ <u>358,342</u>		(G02, Line C-3-EXIST)
3. Site Development	\$ <u>442,150</u>		(G04(a), Line A-9-EXIST)
4. Architect's Fee on Site Development	\$ <u>7,500</u>		(G04(a), Line B-EXIST)
5. Asbestos Abatement	\$ _____		(G04(a), Line C-3-EXIST)
6. EPA-Certified Project Designer's Fee on Asbestos Abatement	\$ _____		(G04(a), Line D-EXIST)
7. Roof Replacement	\$ <u>352,600</u>		(G04(a), Line E-4-EXIST)
8. Architect's Fee on Roof Replacement	\$ <u>21,156</u>		(G04(a), Line F-EXIST)
9. Estimated Technology Contract(s)	\$ _____		(G04(b), Line I-EXIST)
10. Estimated Architect's Fee on Estimated Technology Contract(s)	\$ _____		(G04(b), Line J-EXIST)
11. Adjustment (B-1 plus B-2 through B-10)		\$ <u>1,181,748</u>	
C. Adjusted Alteration Costs (line A minus line B-11)		\$ <u>7,559,479</u>	
D- 1. Adjusted FTF	<u>413</u>		(F12, ADJ ELEM-EXIST) (F12, ADJ HS/SEC-EXIST + NATATORIUM/DAO-EXIST)
2. Recommended Square Feet per student	92	123	
3. Recommended Architectural Area (D-1 times D-2)	<u>37,996</u>	+	<u>37,996</u> sq. ft.
E. Median Construction Costs Per Square Foot		\$174	
F. Replacement Costs (D-3 times E)		\$ <u>6,611,304</u>	
G. 20% Rule (F times .20)		\$ <u>1,322,261</u>	

If the Adjusted Alteration Costs (line C) are less than line G, provide information justifying a variance from this Departmental requirement. The justification must include an explanation as to why this is the best option for the district. Please note that based on the provisions of Basic Education Circular (BEC) 24 P.S. § 7-733, "School Construction Reimbursement Criteria," if the Adjusted Alteration Costs for this project fall below 20% of the replacement value at the time this project is bid, the alteration work will be non-reimbursable, and the project building will not be eligible for reimbursement for alterations for the next 20 years unless a request for a variance is approved by the Department. If a variance was requested at Part A or Part D, provide an updated justification.

**PROJECT FINANCING**

District/CTC:	Project Name: Pequea Elementary School	PDE Project #: P1516
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**PDE USE ONLY**

AUN: \_\_\_\_\_ Building Type: \_\_\_\_\_  
 Project Grades: \_\_\_\_\_ Type Work: \_\_\_\_\_

**TO BE INPUT BY SD/CTC**

Total Project Costs - Bid (G03, line I)	\$ 13,242,041
Architectural Area for the Total Building	63,856 sq. ft.
Actual Bid Opening Date (M/D/YY):	5/28/15
Actual Bid Award Date (M/D/YY):	6/1/15
Expected Date General Construction Contract to be Executed (M/D/YY):	6/4/15
Expected Project Completion Date (M/YY):	6/16
Act 34 of 1973 Applies to this Project:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**PERMANENT FINANCING ONLY**

LEASE #:  <u>                    </u>  PDE USE ONLY	Financing Method #1 <u>GO Bonds</u> Year Issued: <u>2015</u> Total Issue/Note: \$ <u>14,205,000</u> Orig Issue Discount/Premium: \$ <u>970,017</u> Other PlanCon Projects Financed By This Issue/Note: _____ FY 2010-2011 Annual Rental or Debt Service: \$ _____ FY 2011-2012 Annual Rental or Debt Service: \$ _____ FY 2012-2013 Annual Rental or Debt Service: \$ _____ FY 2013-2014 Annual Rental or Debt Service: \$ _____ FY 2014-2015 Annual Rental or Debt Service: \$ _____ FY 2015-2016 Annual Rental or Debt Service: \$ <u>572,251</u> FY 2016-2017 Annual Rental or Debt Service: \$ <u>556,890</u>
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LEASE #:  <u>                    </u>  PDE USE ONLY	Financing Method #2: _____ Year Issued: _____ Total Issue/Note: \$ _____ Orig Issue Discount/Premium: \$ _____ Other PlanCon Projects Financed By This Issue/Note: _____ FY 2010-2011 Annual Rental or Debt Service: \$ _____ FY 2011-2012 Annual Rental or Debt Service: \$ _____ FY 2012-2013 Annual Rental or Debt Service: \$ _____ FY 2013-2014 Annual Rental or Debt Service: \$ _____ FY 2014-2015 Annual Rental or Debt Service: \$ _____ FY 2015-2016 Annual Rental or Debt Service: \$ _____ FY 2016-2017 Annual Rental or Debt Service: \$ _____
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LEASE #:  <u>                    </u>  PDE USE ONLY	Financing Method #3: _____ Year Issued: _____ Total Issue/Note: \$ _____ Orig Issue Discount/Premium: \$ _____ Other PlanCon Projects Financed By This Issue/Note: _____ FY 2010-2011 Annual Rental or Debt Service: \$ _____ FY 2011-2012 Annual Rental or Debt Service: \$ _____ FY 2012-2013 Annual Rental or Debt Service: \$ _____ FY 2013-2014 Annual Rental or Debt Service: \$ _____ FY 2014-2015 Annual Rental or Debt Service: \$ _____ FY 2015-2016 Annual Rental or Debt Service: \$ _____ FY 2016-2017 Annual Rental or Debt Service: \$ _____
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**ACT 34 OF 1973: SUBSTANTIAL ADDITION DETERMINATION**

District/CTC: Penn Manor School District	Project Name: Pequea Elementary School	Project #: P1516
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Act 34 of 1973 applies to all new school buildings, district administration offices and substantial building additions. A building addition is considered substantial when its planned architectural area divided by the existing structure's architectural area is greater than 20%. If your project includes an addition, use the following calculations to determine the applicability of Act 34.

A. Architectural Area - Addition 16,005 sq. ft.  
 Part F Approval Letter

B. Architectural Area - Existing Structure 47,851 sq. ft.  
 Part F Approval Letter

C. Act 34 Percentage 33.45 %  
 (A divided by B times 100) (ROUND TO 2 DEC PL)

**ACT 34 HEARING  
REQUIRED**

Act 34 of 1973 requires a public hearing and the distribution of specific project information for school construction projects involving the construction of a new building or a substantial addition to an existing structure. If Act 34 hearing requirements apply to this project, the following pages should be completed and submitted to the Pennsylvania Department of Education.

FIRST HEARING (if applicable)

Date Advertised	<u>2/6/2015</u>
Date Hearing Conducted	<u>3/2/2015</u>



**ACT 34 OF 1973: MAXIMUM BUILDING CONSTRUCTION COST  
FOR NEW BUILDING OR SUBSTANTIAL ADDITION ONLY**

District/CTC: Penn Manor School District	Project Name: Pequea Elementary School	Project #: P1516
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Act 34 applies only to costs for new construction. The legal requirements do not address the costs for alterations to existing structures. For this reason, costs associated with the existing structure and other related costs should not be included in the following calculations.

A. STRUCTURE COST, ARCHITECT'S FEE, MOVABLE FIXTURES AND EQUIPMENT (G02, line D-NEW)	\$	<u>3,614,832</u>
B. EXCLUDABLE COSTS FOR NEW CONSTRUCTION		
1. Site Development Costs (G04, line A-9-NEW)	\$	<u>515,700</u>
2. Architect's Fees on the above excludable costs (G04, line B-NEW)	\$	<u>67,500</u>
3. Vocational Projects Only - Movable Fixtures & Equipment (G02, line C-3-NEW)	\$	<u>          </u>
4. Total Excludable Costs (B-1 plus B-2 and B-3)	\$	<u>583,200</u>
C. ACT 34 MAXIMUM BUILDING CONSTRUCTION COST (A minus B-4)	\$	<u>3,031,632</u>

IF THE ACT 34 MAXIMUM BUILDING CONSTRUCTION COST (line C) EXCEEDS THE AGGREGATE BUILDING EXPENDITURE STANDARD (G16, line E) THIS PROJECT REQUIRES A REFERENDUM.

REFERENDUM (if applicable)

Date Advertised \_\_\_\_\_

Date Held \_\_\_\_\_

**ACT 34 OF 1973: REQUIREMENT FOR SECOND PUBLIC HEARING**

District/CTC: Penn Manor School District	Project Name: Pequea Elementary School	Project #: P1516
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**Act 34 Maximum Building Construction Cost**

A. Part D Based on Estimates (D20, line C)	\$ <u>3,509,643</u>
B. Part D Based on Estimates times 1.08	\$ <u>3,790,414</u>
C. Part G Based on Bids (G12, line C)	\$ <u>3,031,632</u>
D. Difference (C minus B)	\$ <u>-758,782</u>

IF THE MAXIMUM BUILDING CONSTRUCTION COST BASED ON BIDS (LINE C) IS EQUAL TO OR GREATER THAN THE MAXIMUM BUILDING CONSTRUCTION COST BASED ON ESTIMATES PLUS EIGHT PERCENT (LINE B), A SECOND PUBLIC HEARING IS REQUIRED BEFORE ENTERING INTO CONTRACTS AND STARTING CONSTRUCTION ON THE PLANNED WORK.

IF THE MAXIMUM BUILDING CONSTRUCTION COST BASED ON BIDS (LINE C) IS LESS THAN THE MAXIMUM BUILDING CONSTRUCTION COST BASED ON ESTIMATES PLUS EIGHT PERCENT (LINE B), THEN THE DISTRICT/AVTS MUST MONITOR THIS DURING CONSTRUCTION. A SECOND ACT 34 HEARING MUST BE HELD BEFORE THE ISSUANCE OF ANY CHANGE ORDER OR SUPPLEMENTAL CONTRACT THAT WOULD RESULT IN THE MAXIMUM BUILDING CONSTRUCTION COST EXCEEDING LINE B.

CHANGE ORDERS AND SUPPLEMENTAL CONTRACTS TOTALING LESS THAN LINE D MAY BE ISSUED WITHOUT A SECOND ACT 34 HEARING BEING REQUIRED.

**SECOND HEARING (if applicable)**

Date Advertised \_\_\_\_\_

Date Hearing Conducted \_\_\_\_\_



**ACT 34 OF 1973: SCHOOL BUILDING CAPACITY (1 of 2)**

District/CTC: Penn Manor School District	Project Name: Pequea Elementary School	Project #: P1516
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**ACT 34 CAPACITY FRACTION**

A. SCHEDULED AREA FOR THE NEW BUILDING OR ADDITION (Part F Approval Letter)	<b>USE AREAS</b>	
	FROM →	10,145 sq.ft.
B. SCHEDULED AREA FOR THE TOTAL BUILDING (Part F Approval Letter)	APPROVED	
	PART F →	38,691 sq.ft.
C. ACT 34 CAPACITY FRACTION (line A divided by line B)		0.2622 (ROUND TO 4 DEC PL)

\*\*\* BASED ON SCHEDULED AREA FOR TOTAL BUILDING \*\*\*

**ELEMENTARY BUILDING**

	550-659 SQ FT			660-769 SQ FT			770-849 SQ FT			850+ SQ FT			TOTAL BLDG TOTAL
	ACT 34 CAP	NO. OF ROOMS	TOTAL	ACT 34 CAP	NO. OF ROOMS	TOTAL	ACT 34 CAP	NO. OF ROOMS	TOTAL	ACT 34 CAP	NO. OF ROOMS	TOTAL	
KINDERGARTEN	XXX	XXX	XXX	32			34			35	1	35	35
REGULAR CLASSROOM	XXX	XXX	XXX	32	3	96	34	12	408	35			504
SMALL GROUP/SEMINAR	24	2	48	32			34	4	136	XXX	XXX	XXX	184
LARGE GROUP INSTR	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	35			
COMPUTER ROOM	XXX	XXX	XXX	32			34			35			
ART ROOM	XXX	XXX	XXX	32			34			35	1	35	35
MUSIC ROOM **	XXX	XXX	XXX	32			34			35	1	35	35
REG PRE-SCHOOL	XXX	XXX	XXX	32			34			35			
SPEC ED PRE-SCHOOL	XXX	XXX	XXX	32			34			35			
SPECIAL ED CLSRM	XXX	XXX	XXX	32			34	3	102	35			102
SPECIAL ED RESOURCE (MAX = 1 RM)	24			32			34			35			
NATATORIUM	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	35			
D. BUILDING TOTAL													895
E. PRORATED ELEMENTARY CAPACITY FOR MIDDLE SCHOOL (G15, M minus O)													
F. ELEMENTARY CAPACITY (D plus E)													895
G. ACT 34 ELEMENTARY CAPACITY (F times C; rounded to nearest whole number)													235

**DISTRICT ADMINISTRATION OFFICES**

H. TOTAL NUMBER OF POSITIONS TO BE HOUSED (F09, Number of Positions Listed)	
I. ACT 34 DISTRICT ADMINISTRATION OFFICE CAPACITY (H times 1.3; rounded to nearest whole number)	

**VOCATIONAL BUILDING**

J. TOTAL SCHEDULED AREA (F10, Building Total, column #12)	
K. VOCATIONAL CAPACITY (J divided by 100 times 1.44; rounded to nearest whole number)	
L. ACT 34 VOCATIONAL CAPACITY (K times C; rounded to nearest whole number)	

\* SEE INSTRUCTIONS FOR ROOMS NOT LISTED.

\*\* ONLY INCLUDE MUSIC CLASSROOMS; DO NOT INCLUDE BAND ROOMS,  
CHORAL ROOMS OR INSTRUMENTAL ROOMS



**ACT 34 OF 1973: SCHOOL BUILDING CAPACITY (2 of 2)**

District/CTC: Penn Manor School District	Project Name: Pequea Elementary School	Project #: P1516
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\*\*\* BASED ON SCHEDULED AREA FOR TOTAL BUILDING \*\*\*

**MIDDLE SCHOOL/SECONDARY BUILDING**

	550-659 SQ FT			660+ SQ FT			OTHER			TOTAL
	ACT 34 CAP	NO. OF ROOMS	TOTAL	ACT 34 CAP	NO. OF ROOMS	TOTAL	ACT 34 CAP	NO. OF ROOMS	TOTAL	BLDG TOTAL
REGULAR CLASSROOM	XXX	XXX	XXX	35			XXX	XXX	XXX	
SMALL GROUP INSTRUCTION/SEMINAR	28			35			XXX	XXX	XXX	
LARGE GROUP INSTRUCTION	XXX	XXX	XXX	XXX	XXX	XXX	40			
SCIENCE CLASSROOM	XXX	XXX	XXX	35			XXX	XXX	XXX	
SCIENCE LAB	XXX	XXX	XXX	XXX	XXX	XXX	24			
SCIENCE STUDENT PROJECT ROOM (220 SQ FT)	XXX	XXX	XXX	XXX	XXX	XXX	9			
PLANETARIUM CLASSROOM	XXX	XXX	XXX	XXX	XXX	XXX	30			
OBSERVATORY	XXX	XXX	XXX	XXX	XXX	XXX	15			
BUSINESS CLASSROOM	XXX	XXX	XXX	XXX	XXX	XXX	35			
BUSINESS LAB	XXX	XXX	XXX	XXX	XXX	XXX	24			
COMPUTER LAB	XXX	XXX	XXX	XXX	XXX	XXX	24			
ART CLASSROOM	XXX	XXX	XXX	XXX	XXX	XXX	24			
MUSIC CLASSROOM	XXX	XXX	XXX	XXX	XXX	XXX	35			
BAND ROOM	XXX	XXX	XXX	XXX	XXX	XXX	24			
ORCHESTRA ROOM	XXX	XXX	XXX	XXX	XXX	XXX	24			
CHORAL ROOM	XXX	XXX	XXX	XXX	XXX	XXX	24			
FAMILY/CONSUMER SCIENCE	XXX	XXX	XXX	XXX	XXX	XXX	24			
INDUSTRIAL ARTS/SHOP (1800+ SQ FT)	XXX	XXX	XXX	XXX	XXX	XXX	24			
TECHNICAL EDUCATION (1800+ SQ FT)	XXX	XXX	XXX	XXX	XXX	XXX	24			
TECHNICAL EDUCATION (<1800 SQ FT)	XXX	XXX	XXX	XXX	XXX	XXX	24			
VO AG SHOP W/CLRM	XXX	XXX	XXX	XXX	XXX	XXX	24			
ALTERNATIVE ED (660+ SQ FT)	XXX	XXX	XXX	XXX	XXX	XXX	24			
DRIVER'S ED (660+ SQ FT)	XXX	XXX	XXX	35			XXX	XXX	XXX	
GYM TEACHING STATION	XXX	XXX	XXX	XXX	XXX	XXX	40			
SPECIAL ED CLASSROOM	XXX	XXX	XXX	35			XXX	XXX	XXX	
SPECIAL ED RESOURCE ROOM (MAX = 1 ROOM)	28			35			XXX	XXX	XXX	
NATATORIUM	XXX	XXX	XXX	XXX	XXX	XXX	40			
M. BUILDING TOTAL										
N. PRORATION FRACTION (Number of Secondary Grades (7-12) divided by Total Number of Grades on Middle/Secondary Room Schedule (K-12); rounded to 2 decimal places)										
O. SECONDARY CAPACITY (M times N; rounded to nearest whole number)										
P. MS/SEC UTILIZATION FACTOR										0.85
Q. SECONDARY BUILDING UTILIZATION (O times P; rounded to nearest whole number)										
R. ACT 34 SECONDARY CAPACITY (Q times C; rounded to nearest whole number)										

\* SEE INSTRUCTIONS FOR ROOMS NOT LISTED.

**ACT 34 OF 1973: AGGREGATE BUILDING EXPENDITURE STANDARD**

<b>District/CTC:</b> Penn Manor School District	<b>Project Name:</b> Pequea Elementary School	<b>Project #:</b> F1516
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<b>A. GRADES K-6</b>		
1. Act 34 Elementary Capacity (G14, line G)	235	
2. 2010-2011 Per Pupil Cost Limit	<u>\$16,648</u>	
3. Building Expenditure Standard for Grades K-6 (A-1 times A-2)		\$ <u>3,912,280</u>
<b>B. GRADES 7-9</b>		
1. Grades 7-9 Capacity		
a. Act 34 Secondary Capacity (G15, line R)		
b. Proration Fraction (building housing		
grades 7 -9 - 1.00; grades 7-12 - .50;		
grades 8-12 - 0.40; grades 9-12 - .25;		
grades 10-12 - 0.00)		
<small>(ROUND TO 2 DEC PL)</small>		
c. Grades 7-9 Capacity (1-a times 1-b;		
rounded to nearest whole number)		
2. 2010-2011 Per Pupil Cost Limit	<u>\$22,109</u>	
3. Building Expenditure Standard for Grades 7-9 (B-1-c times B-2)		\$ _____
<b>C. GRADES 10-12 / DAO</b>		
1. Grades 10-12 Capacity		
a. Act 34 Secondary Capacity (G15, line R)		
b. Proration Fraction (building housing		
grades 7 -9 - 0.00; grades 7-12 - .50;		
grades 8-12 - 0.60; grades 9-12 - .75;		
grades 10-12 - 1.00)		
<small>(ROUND TO 2 DEC PL)</small>		
c. Grades 10-12 Capacity (1-a times 1-b;		
rounded to nearest whole number)		
d. Act 34 District Administration Office		
Capacity (G14, line I)		
e. Grades 10-12 / DAO Capacity (1-c plus 1-d)		
2. 2010-2011 Per Pupil Cost Limit	<u>\$27,374</u>	
3. Building Expenditure Standard for Grades 10-12 / DAO (C-1-e times C-2)		\$ _____
<b>D. VOCATIONAL</b>		
1. Act 34 Vocational Capacity (G14, line L)		
2. 2010-2011 Per Pupil Cost Limit	<u>\$27,374</u>	
3. Building Expenditure Standard for Vocational (D-1 times D-2)		\$ _____
<b>E. AGGREGATE BUILDING EXPENDITURE STANDARD</b>		
(A-3 plus B-3 plus C-3 plus D-3)		\$ <u>3,912,280</u>
<b>F. ACT 34 MAXIMUM BUILDING CONSTRUCTION COST (G12, line C)</b>		\$ <u>3,031,632</u>

IF THE ACT 34 MAXIMUM BUILDING CONSTRUCTION COST (Line F) EXCEEDS THE AGGREGATE BUILDING EXPENDITURE STANDARD (Line E), THIS PROJECT REQUIRES A REFERENDUM. AN ACT 34 REFERENDUM MUST BE HELD BEFORE THE ISSUANCE OF ANY CHANGE ORDER OR SUPPLEMENTAL CONTRACT THAT WOULD RESULT IN THE MAXIMUM BUILDING CONSTRUCTION COST EXCEEDING LINE E.



Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into on January 22, 2016, to memorialize the understanding between the Penn Manor School District (PMSD) and the Penn Manor Education Association (PMEA) regarding the coverage of classes and other duties by bargaining unit members.

The Parties agree as follows:

1. Notwithstanding the provisions of Article VII.A. of the Collective Bargaining Agreement entitled "Teaching Hours and Teaching Duties," the Parties agree to pilot the following provision that will remain in full force and effect until June 29, 2017:

In the event a teacher is asked to cover duties of another teacher during his/her regularly scheduled preparation period, such teacher shall be entitled to compensation at the rate of \$32.00 per hour, which is equal to the curriculum rate.

2. Building principals will endeavor to solicit volunteers from a volunteer list for the purposes of providing coverage. This list shall be executed alphabetically with the intent that opportunities will be given to all volunteers. The principal and/or building office personnel will keep track of where they are on the list each day so as to move to the next letter on the next day coverage is needed until the end of the list is reached, upon which they will return to the beginning of the alphabet to ask for volunteers. It is understood, however, that the Administration will have the right to establish methodologies of how to reasonably contact faculty members who may volunteer and in the event they do not respond within a defined period of time, they could go to the next individual/letter on the volunteer list. Volunteers still have the option to turn down the request, unless the District cannot find a volunteer who is qualified or reasonably available to cover the class. As a general principle, the volunteer list shall be exhausted before asking other Bargaining Unit Members. Bargaining Unit Members who have a preparation period during the needed period shall be asked prior to pulling AST, CSS, ELL, Gifted, Music, etc. teachers from their regularly-scheduled instructional periods.
3. Bargaining Unit Members in Penn Manor High School will maintain the ability to be allowed to cover one-third, one-half, or a full period, depending on their preference. This agreement would apply to coverage for Coordinator Meetings, as well.
4. Bargaining Unit Members who have had students added to their classrooms from another full class or splitting a class due to the lack of a substitute shall be compensated in kind for the number of hours the additional students are in their classrooms.
5. A schedule will be maintained by the District that identifies each employee's assigned preparation time. If an employee covers a class during his/her scheduled preparation time, the employee shall submit a time sheet to the Business Office. A record of coverage periods shall be kept for each employee, and payment shall be included in the paycheck following such coverage, unless the coverage occurs on the date after information is remitted for the regular payroll payment.
6. The Parties agree that, except as otherwise expressly set forth herein, this MOU does not in any way impact, alter, amend, or otherwise modify the Parties' Collective Bargaining Agreement or either party's interpretation or application of current collective bargaining language.

The parties hereby indicate their agreement to the above terms by affixing their signatures below.

Penn Manor School District

Penn Manor Education Association

By:   
Authorized Representative

By:   
Authorized Representative

Date: 1/27/2016

Date: 1/22/16

Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	Notes
2/1/2016	SWANSON	FAITH	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	PERMANENT	AS NEEDED	Effective 1/22/16
2/1/2016	EVARTS	JULIE	SUBSTITUTE HEALTH ROOM NURSE ASSIST.--RN	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	PERMANENT	AS NEEDED	Effective 1/19/16
2/1/2016	BOWERS	TIA	SUBSTITUTE HEALTH ROOM NURSE ASSIST.--LPN	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	PERMANENT	AS NEEDED	Effective 1/19/16
2/1/2016	ROMIG	MELONIE	SUBSTITUTE HEALTH ROOM NURSE ASSIST.--RN	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	PERMANENT	AS NEEDED	Effective 1/19/16
2/1/2016	RODRIGUEZ	REBECCA	HEALTH ROOM NURSE ASSIST.--RN	HIGH SCHOOL	6.50	2 Days Per Cycle	\$20.00	PERMANENT	6.50	Effective 1/13/16
2/1/2016	* HOANG	NAM	CUSTODIAN	HAMBRIGHT/ MANOR MIDDLE	8.00	261	\$11.49	PERMANENT	8.00	Effective 1/25/16
2/1/2016	* ORLUCK	KAREN	ERA-ACADEMIC SUPPORT	HAMBRIGHT	5.00	180	\$9.14	For the 2015-2016 School Year Only	5.00	Effective 1/25/16

**NOTE: All new hires and transfers must pass the pre-employment drug test and successfully complete a 60 working day**