Agenda – Committee of the Whole  
Penn Manor School District  
Tuesday, September 2, 2014  
Manor Middle School – Board Room

**FACILITIES COMMITTEE MEETING**
5:00

**EXECUTIVE SESSION**
6:00 Personnel: Superintendent Evaluation  
6:30 Personnel  
Student Matter

**COMMITTEE OF THE WHOLE**
7:00

**CALL TO ORDER:**  
Mr. Long

**NEXT MEETING:**  
The next scheduled meeting of the Penn Manor School Board will be held on Monday, September 15, 2014 at 7:00 p.m. in the Board Room of Manor Middle School.

**ROLL CALL:**

**APPROVAL OF MINUTES:**  
August 18, 2014  
[http://www.pennmanor.net/boardminutes/](http://www.pennmanor.net/boardminutes/)

**CITIZEN’S COMMENTS:**  
Name and Address

**BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:**

**Item 1.**  
(7:15 – 7:30) First Week of School and Opening Enrollment– Dr. Leichliter, Dr. Shaffer, Mrs. Hallock, and Mr. Reisinger

*Explanation: A review of the opening of school will be shared with the board.*  
*Information Only*
**Item 2.**
(7:30 – 7:50)
Update on Comprehensive Plan – Dr. Shaffer and Mrs. Hallock

*Explanation:* The draft comprehensive plan will be shared with the board.

Information Only

**Item 3.**
(7:50 – 8:10)
2015-2016 Budget Calendar – Mr. Johnston (see pages xx)

*Explanation:* Mr. Johnston will be reviewing the proposed calendar for developing, discussing and approving the budget for the 2015-2016 school year.

Information Only

**Item 4.**
(8:10 – 8:20)
Voting for PSBA Officers – Mr. Long

*Explanation:* Board members will vote for the following PSBA offices from the slate of candidates previously shared - President-elect, Vice President, Treasurer and At-large Representative (Central). The majority vote by the board will determine which candidates receive the school board’s official vote.

Approval for Placement on the September 15 School Board Meeting Agenda

ADJOURNMENT

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

- The resident or taxpayer wishing to speak will be recognized by the chair and then state his/her name and address.
- The speaker may choose to speak at that time or request a delay until specific agenda item is before the Board of School Directors for consideration.
- Comments shall be limited to no more than five minutes.
- The chair may limit repetitive comments.
- The right to comment is for the purpose of addressing the Board of School Directors, not for asking questions of the directors or persons employed by the Penn Manor School District.
- Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.
Agenda – School Board Meeting  
Penn Manor School District  
Tuesday, September 2, 2014  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE  
Mr. Long

FLAG SALUTE:  
Mr. Long

NEXT MEETING:  
The next scheduled meeting of the Penn Manor School Board will be held on Monday, September 15, 2014 following the Committee of the Whole meeting.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES:  
August 18, 2014  
http://www.pennmanor.net/board/minutes/

SUPERINTENDENT’S REPORT:

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

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

A.  
Letort Gym Roof Replacement Project Change Order as cited (see page 4)  
Change order 1 – Deduct $1,980.00 Purcell Construction

Explanation: Construction change orders occur as part of the construction process. The change listed will have a net deduction of $1,980.00 from the General Construction contract.

B.  
Hambright Elementary School Project Change Orders as cited (see page 5)  
Change order 4 – add $10,312.00 Hirneisen Electric, Inc.
Explanation: Electrical construction change orders occur as part of the Hambright construction process. The changes listed will have a net addition of $10,312.00 to the Electrical Construction contract.

Item 3. 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 2014-2015 school year (see page 6-8).

B. Mentors for the 2014-2015 school year as listed:
   Kimberly Moore for Adam Brown – School Counselor $ 900
   Tresa Kirk for Brian Gorman – Chemistry $ 900
   Kerri Miller for Kathy Kirk – Reading $ 900

C. Leave to the individual according to the terms listed:
   Professional Employees:
   Employee D1 - Family Medical - January 20, 2015 – April 13, 2015
   Employee D3 - Family Medical - December 2, 2104 – February 23, 2014
   Classified Employees:
   Employee D4 – Designated Family Medical - June 9, 2014 – August 31, 2014
   Employee D5 – Designated Family Medical - June 17, 2014 – August 3, 2014

D. Middle School Tutors for the 2014-2015 school year at a rate of $32.00 per hour.
   Lisa Bitler
   Courtney Costello
   Jennifer Ennis
   Connie Jackson
   Maricia Kligge
   Amy Niemkiewicz

E. Detention/Saturday School Monitors for the 2014-2015 school year at the rate of $32.00 per hour.
   Brad Aungst
   Lisa Bitler
   Jon Bittenbender
   Curt Snelbaker

F. Middle School Weight Room Coverage for the after school middle school weight room for the 2014-15 school year at the rate of $23.20 per hour, 1 hour per day, 2 days per week
   Steve Evans
   Steve Kramer
   Ginny Neiss

G. Twilight School Instructors for the 2014-2015 school year at the rate of $32.00 per hour.
   Tonya Beck
   Hanna Crowther
   Nick Crowther
   Theresa Nimo
   Heather Paquette
   Liz Sheerer
H. **Pennsylvania Constables** to provide security for the school district during the 2014-2015 school year for athletic and co-curricular activities at the rate of $33.20 per hour.

Robert Benson  
Ken Danz  
Dan Harsh  
Bill Perkins

I. **Band/Chorus/Orchestra Co-Curricular Positions** for the 2014-2015 school year (see page 9)

ADJOURNMENT

**SCHEDULING AN APPEARANCE ON THE AGENDA**

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• Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.
The contract is changed as follows:

<table>
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<tr>
<th>Add</th>
<th>Deduct</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$1,980.00</td>
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</tbody>
</table>

DEDUCT $1,980.00 from the contract amount for the following:
To reuse the existing gutters and down spouts, reuse the existing fascia at the eaves, reuse the existing soffits at sides of roof.

Additional Documentation Attached

This Change Order is not valid until signed by the Owner, Architect, and Contractor.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Contract Amount prior to this Change Order</td>
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<td>Contract Amount after this Change Order</td>
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Contract Time adjustment as a result of this Change Order
Date of Substantial Completion as of this Change Order: 0 Days

Architect
Crabtree Rohrbaugh & Associates
401 East Winding Hill Road
Third Floor
Mechanicsburg, PA 17055

By: [Signature]
Date: 6/13/2014

Contractor
Purcell Construction
560 North 5th Street
PO Box 188
Denver, PA 17517

By: [Signature]
Date: 6/13/2014

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

By: [Signature]
Date: [Signature]

### Change Order

**Contractor:** Himeisen Electric, Inc.  
**Address:** 1619 Old Lancaster Pike  
**City, State, ZIP:** Reading, PA 19608  

**Project:** New Hambright Elementary School  
**Address:**  
**Contractor's Project No:** 2443  

**Change Order No:** 4  
**Date:** 8/18/2014  

**Contract Type:** Electrical Construction  
**Contract Date:** 4/23/2013

**The contract is changed as follows:**

<table>
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<th>Add</th>
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</thead>
<tbody>
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<td>$10,312.00</td>
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</tbody>
</table>

**ADD $10,312.00 to the contract amount for the following:**

1. Add $1,282.00 to disconnect the luminaries in room D122, D121, and D119 from home run LD1A-70 and to provide an additional home run using a spare breaker in panel LD1A to feed.

2. Add $9,030.00 for additional wiring to accommodate the shades in the Academic Commons.

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**Additional Documentation Attached**

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**This Change Order is not valid until signed by the Owner, Architect, and Contractor.**

**Original Contract Amount** $1,728,700.00  
**Net Change by previous Change Orders** $13,369.55  
**Contract Amount prior to this Change Order** $1,742,069.55  
**Net Change by this Change Order** $10,312.00  
**Contract Amount after this Change Order** $1,752,381.55

**Contract Time adjustment as a result of this Change Order** 0 Days  
**Date of Substantial Completion as of this Change Order**

---

**Architect**
Crabtree Rohrbaugh & Assoc.  
401 East Winding Hill Road  
Third Floor  
Mechanicsburg, PA 17055

**Contractor**
Himeisen Electric, Inc.  
1619 Old Lancaster Pike  
Reading, PA 19608

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

**By:**
[Signature]
**Date:** 8/18/14

**By:**
[Signature]
**Date:** 8/26/14

**By:**
**Date:**

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Page 5
New employees for the 2014-2015 school year:

Brown, Adam D. — secondary professional employee, full-time, 105%, 199 days, permanent position, retroactive to August 25, 2014, Masters' Degree, no experience, Step 1, $45,266 + $2,263.30 = $47,529.30, [$45,657.41 prorated 186 days plus 6 in-service days], pending receipt of required documents. Assignment: Secondary School Counselor/Marticville Middle School

Mr. Brown graduated from Millersville University in 2005 with a BS in social work and earned a Masters' Degree in secondary school counseling in May 2013. Previously, Adam worked at The Vista School in Hershey and The Institute for Behavior Change in Exton, PA.

Gormont, Brian A. — secondary professional employee, full-time, permanent position, effective September 8, 2014, B.S. -24 Degree, no experience, Step 1, $42,123 [$39,240.90 prorated 173 days plus 4 in-service days], pending receipt of required documents. Assignment: Chemistry Teacher/Penn Manor High School

Mr. Gormont graduated from the University of Pittsburgh in 2008 with a BS in chemistry and earned his post-baccalaureate certificate in secondary chemistry from Lock Haven University in May 2012. Brian previously taught physical science and chemistry at Clearfield Area High School.
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Support Staff Personnel Action Items

Board Action: 9/22/2014
## Support Staff Personnel Action Items

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NOTE: All new hires and transfers must successfully complete a 60 working day probationary period.

* signifies a change in status

8/27/2014 3:29 PM
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<th>POSITION</th>
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