



IMPORTANT: This form must be completed and received
30 business days prior to the Committee of the Whole Meeting.

FISCAL YEAR: 2026-27

CONTRACT APPROVAL COVER SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts must be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: Lancaster-Lebanon 1013

Start Date: 8/2026 End Date: 6/2027

Building/Department Name: HVLA

Total Cost of Contract: \$ 3,000

Scope of Work: Quarterly Meetings for virtual educators to network and receive PD specific to virtual teachers

Funding Source: Academic Office PD

Budget Account Code 10-2271-360-000-00-00-110-000-0052

The attached document has been prepared for accuracy and is ready for approval.
Any supporting documentation regarding this request has been attached.

☒ Document Submitted by: Melissa Floyd Date: 7/8/26

☐ Office Director Reviewed: _____ Date: _____

☒ Superintendent/Designee Reviewed: Dr. Clemons Date: 7/8/26

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.

CONTRACT FOR SERVICES

Contractor: Lancaster-Lebanon Intermediate Unit 13 1020 New Holland Pike Lancaster, PA 17601 Administrator: Tim Leister Contact: Suzanne Kopp Phone: 717-947-1742 Email: suzanne_kopp@iu13.org	Customer: Harrisburg School District 1601 State Street Harrisburg, PA 17103 Contact: Melissa C. Floyd Phone: 717-703-4364 ext. 30423 Email: mcrawfordfloyd@hbgd.us
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Project Start: Start of 2026-2027 School Year

Project Completion: Completion of 2026-2027 School Year

Duration of Services: August 2026 - June 2027

Description of Work: The Virtual Teacher Collaborative provides virtual teachers with a regularly scheduled time to meet with a network of other online educators to collaborate and share best practices for teaching in a solely virtual environment. Resources for both asynchronous and synchronous teaching formats, virtual field trips, and online class meetings will be provided. Each collaborative meeting will be planned to focus on participant needs and provide targeted professional development that supports K-12 online learning. Virtual VTC meetings are planned quarterly in the months of September, December, February and April.

Harrisburg School District (Customer) and Lancaster-Lebanon IU13 (Contractor) agree as follows:

1. **Virtual Teacher Collaborative (Services)** shall be provided by the Contractor during the 2026-2027 academic year.
2. The Services shall be provided only to the employees of the Customer. Under no circumstances will the Customer permit non-employees to participate in, benefit from, or receive materials related to the Services, unless otherwise agreed to by both parties. Audio/video recording of the Services is not permitted. Copying and/or modifying any portion of the materials provided is strictly prohibited. Any exceptions to this clause must be requested and granted in writing or email correspondence.
3. Specific details, correspondence, and date(s)/timeline for the Services are listed above in the Description of Work.

4. The amount to be paid by **Harrisburg School District** for the Services provided by the Contractor is as follows:

Task/ Deliverable	Unit	# of attendees	Cost
Virtual Teacher Collaborative Meeting	4 meetings	unlimited	\$3,000.00
Total			\$3,000.00

5. The Customer shall return a signed copy of this Contract to reserve and initiate services.
6. Payment for the services rendered shall be made upon the receipt of an invoice issued by the Contractor following the execution of the agreed-upon services. Invoices shall be issued quarterly for days rendered. Invoices shall be issued only for executed days as per our District Tracking Sheet.
7. Both parties are protected under the Commonwealth of Pennsylvania's Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement, to the extent permitted by law.
8. The Customer shall not use, issue, or release for publication any articles, photographs, or similar materials including or implying the name of IU13, or any advertising or publicity matter including or implying the name of IU13 or relating to the subject matter of this engagement, without first securing written consent from IU13, whose consent may be withheld in the IU13's sole discretion.
9. Either Party may terminate this Agreement with 30 days written notice. In the event both Parties wish to mutually terminate this Agreement, the date of termination shall be as agreed by the Parties without regard to the notice provision.
10. **Force Majeure.** Neither party will incur any liability to the other if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God, war or terrorism, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, a national or Commonwealth of Pennsylvania emergency, disease, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, general strikes throughout the trade, work stoppages, accidents and freight embargos. and interruptions, loss, or malfunctions of utilities, communications or computer (software and hardware) services; other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by

using its best efforts. Either party shall orally notify the other within forty-eight (48) hours and notify in writing within five (5) days of the date on which either party becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall describe fully such cause(s) and its effects on performance, (ii) state whether performance under the Agreement is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, either party may elect to cancel this Agreement or to extend the time for performance as reasonably necessary to compensate for the delay.

11. The person signing this Agreement on behalf of the Customer individually warrants that he or she has full legal power to execute this Agreement on behalf of the Customer, and to bind and obligate the Customer with respect to all provisions contained in this Agreement.
12. This contract cannot be modified or changed without a contract Amendment signed by both the Customer and the Contractor.

Printed Name of Customer

Signature of Customer

Date

Diane M. Janney Schall, D.S.L., MA

Printed Name of Authorized IU13 Agent

Dr DMSchall

Signature of Authorized IU13 Agent

06/14/2026

Date