



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

FISCAL YEAR: 2026-2027

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: Keystone Human Services

Start Date: 8/26/2026 End Date: 6/30/2027

Building/Department Name: Student Services

Total Cost of Contract: \$ 0

Scope of Work: Recommend approval for the agreement between the Harrisburg School District and Keystone Human Services to provide mental health consultants to all schools for our Student Assistance Program at no cost to the district.

Funding Source: N/A

Budget Account Code N/A

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: Marianne Peters Date: 8/27/2026
- ☐ Office Director Reviewed: _____ Date: _____
- ☐ Superintendent/Designee Reviewed: _____ Date: _____

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.



3700 Vartan Way Harrisburg PA 17110

2026-2027 STUDENT ASSISTANCE PROGRAM SERVICES AGREEMENT

THIS AGREEMENT ("Agreement") entered into this ____ day of _____, 2026, by and between the School District of the City of Harrisburg (the "District") and Keystone Service Systems, Inc. ("Keystone").

NOW, THEREFORE, in consideration of the mutual agreements set forth herein, all other good and valuable consideration, the receipt of which is hereby acknowledged, and intending to be legally bound hereby, the District and Keystone do therefore agree as follows:

1. Responsibilities of Mental Health Consultant. Keystone shall designate one or more Mental Health Consultants (each a "Mental Health Consultant"), who shall have the following responsibilities with respect to the Student Assistance Program ("SAP") for grades K-12 at Harrisburg High School - John Harris Campus, Harrisburg High School - Sci-Tech campus, Cougar Academy, Marshall Math & Science Academy, Camp Curtin Academy, Benjamin Franklin Elementary School, Downey Elementary School, Foose Elementary School, Lincoln Elementary School, Melrose Elementary School, and Steele Elementary School in the Harrisburg School District:
 - a. The Mental Health Consultant shall conduct informal mental health assessments when the need is identified by the SAP team designated by the subject school (the "SAP Team") during a SAP Team Meeting. If available in the subject school, the Mental Health Consultant shall maximize the use of school-based outpatient clinic (SBOC) for informal assessments upon referral by the SAP Team.
 - b. The Mental Health Consultant shall attend at least one (1) SAP Team meeting per month.
 - c. The Mental Health Consultant shall be available for telephone consultation as needed. If the Mental Health Consultant is unavailable, the inquiring individual should request to speak with the SAP Director, or another SAP-trained Keystone staff member.

- d. The Mental Health Consultant shall provide feedback to parents, or legal guardians, if applicable, following the informal assessment, if deemed appropriate by SAP Team. This includes informing parents or legal guardians about recommendations as well as how to access services.
 - e. The Mental Health Consultant shall guide the SAP Team through the process of contacting the applicable crisis intervention service(s) following an informal assessment, if necessary, and act only as a support system for the involved student and the District.
 - f. The Mental Health Consultant and other Keystone SAP-trained staff shall be available for postvention needs after the District and/or subject school has contacted the Student Assistance Specialist.
 - g. The Mental Health Consultant shall participate in maintenance sessions as time permits.
 - h. The Mental Health Consultant shall review SAP policies and procedures at the request of the team as time permits.
 - i. The Mental Health Consultant shall conduct in-service programs and trainings for students, SAP Team, and faculty as time/schedule permits.
 - j. The Mental Health Consultant shall be available to co-facilitate mental health-related support groups as time/schedule permits or by Keystone's discretion. Keystone's group guidelines shall be reviewed prior to group development and implementation. The District and/or the subject school shall provide a co-facilitator who shall make necessary arrangements for students to attend. The co-facilitator from both the District and/or the subject school and the agency shall meet in advance to plan the group. Topics to be discussed in group session must be related to mental health issues, e.g., anger management, grief/loss, social skills. Most participants should have been referred and processed through the SAP Team. Keystone shall provide technical assistance to the SAP Team in this regard.
 - k. The Mental Health Consultant should not be requested to conduct threat assessments following a students' violation of a school policy.
2. Responsibilities of the SAP Team. The SAP Team shall have the following responsibilities with respect to the SAP:
- a. A member of the SAP Team shall notify the Mental Health Consultant if a meeting time, day, or location has been changed.
 - b. Following an informal assessment, a SAP Team member should be available to speak with the Mental Health Consultant regarding recommendations.

- c. The SAP Team should provide the Mental Health Consultant a copy of the following: Crisis, Drug/Alcohol, Postvention, Possession of Weapons, Terroristic Threats/Acts, Bullying/harassment policies.
 - d. The school will provide Internet access, when needed, for screening tools, accessing work email or other functions needed to complete tasks as liaisons.
3. SAP Eligibility Requirement. Before an informal assessment can be conducted, the following eligibility requirements must be met:
- a. The student **must be** a formal SAP Team referral.
 - b. A case manager from the SAP Team has been assigned.
 - c. The decision to refer for an assessment must be made **by the SAP Team.**
 - d. Written parental or legal guardian permission has been obtained and a copy provided to the Mental Health Consultant.
 - e. Behavior checklists are completed and available for review by the Mental Health Consultant **prior to scheduling an informal assessment.**
 - f. The student must be notified that he/she is a SAP Team referral and that an informal assessment has been recommended. The purpose of the assessment and the Mental Health Consultant's role on the SAP Team should also be explained.
 - g. Arrangements must be made for a confidential meeting place where there are no possibilities that confidentiality may be breeched.
 - h. Appropriate school staff should be informed about the Mental Health Consultant's visit to the school.
4. After-Hours Crisis Contact. In the event that a SAP Team needs to contact its Mental Health Consultant for the purposes of postvention planning and services after regular business hours, the SAP Team should contact the **SAP Program Supervisor, Sandy Gates at 717-678-2971.**
5. Notices. Any notice (which does not include invoices) required to be given pursuant to this Agreement shall be in writing and shall be sent by registered or certified mail, return receipt requested, or by an overnight delivery service, to the appropriate party at the following addresses or any different address if written notice of such a change has been delivered to the other party:

Keystone: Keystone Service Systems, Inc.
3700 Vartan Way
Harrisburg, PA 17011

The District: Business Manager
Harrisburg School District
1601 State Street
Harrisburg, PA 17103

With copy to: Harrisburg School District
1601 State Street
Harrisburg, PA 17103
Attn: Board of School Directors, President

6. Independent Contractor. Keystone shall be an independent contractor of the District pursuant to this Agreement, and no joint venture, partnership, agency, employer-employee, or similar relationship is created in or by this agreement. Neither party may assume or create obligations on the other party's behalf, and neither party may take any action that creates the appearance of such authority. Keystone shall retain control over its employees and agents and Keystone's employees shall not be considered common law employees of the District. Notwithstanding anything to the contrary stated herein, with respect to the Patient Protection and Affordable Care Act of 2010 and the guidance issued thereunder by the Internal Revenue Service, the U.S. Treasury Department, the U.S. Department of Labor, and the U.S. Department of Health and Human Services, and, in particular, Section 4980H of the Internal Revenue Code of 1986, as amended, those persons performing services for Keystone on behalf of the District shall not be considered common law employees of the District.
7. Insurance. Keystone understands that it is not insured by or under the insurance policies of the District. Keystone represents and warrants that Keystone has secured and shall maintain at Keystone's own expense all insurance that Keystone is required by law to carry in connection with the services described in this Agreement, as well as commercially reasonable insurance covering risks arising in connection with the services described in this Agreement, including, without limitation, worker's compensation insurance and employer's liability and comprehensive general liability insurance. Upon request by the District, Keystone shall name the District as an additional insured on such insurance policies. Evidence of insurance coverage for Keystone shall be promptly provided to the District upon written request by Keystone.
8. Limitations On Liability. No individual official, employee, or agent of the District shall have any direct or indirect personal liability under or in connection with this Agreement. The District is a local agency and at all times retains its statutory immunity defense as provided by the laws of the Commonwealth of Pennsylvania set forth at 42 Pa. C.S.A. §§ 8501, 8541.

9. Confidentiality and Property Rights. The District may provide Keystone with access (orally, visually or otherwise) to confidential, proprietary, and highly sensitive information relating to the District, which may include, without limitation, information pertaining to the business, operations, finances, employees, students and parents of the District (collectively, "Confidential Information"). Keystone acknowledges that from time to time the District may disclose Confidential Information to Keystone in order to enable Keystone to engage in the services described in this Agreement. Keystone recognizes and agrees that the unauthorized disclosure of Confidential Information could be harmful to the District. Consequently, Keystone agrees not: (1) to use, at any time, any Confidential Information for Keystone's own benefit or for the benefit of any person, entity, or company other than the District; or (2) to disclose, directly or indirectly, any Confidential Information to any person who is not a current employee of the District authorized to receive such Confidential Information, except in the performance of the services described in this Agreement, at any time prior or subsequent to the termination of this Agreement, without the express, written consent of the District. Keystone acknowledges that any and all documents, including documents containing Confidential Information, furnished by the District or otherwise acquired or developed by Keystone in connection with this Agreement (collectively, "District Materials") shall at all times be the sole property of the District. Upon the termination of this Agreement or association with the District, Keystone shall return to the District any and all District Materials that are in Keystone's possession, custody, or control, whether in hard copy written or electronic form. The provisions of this Section 9 shall survive termination or expiration of this Agreement. The parties acknowledge that the unauthorized access to or dissemination of school student records is prohibited under State and federal law. Keystone shall comply with the Family Education Rights and Privacy Act of 1974 and any other applicable State and federal laws and regulations regarding the privacy of student records. To the extent required by law, the University and the Intern agree to comply with the subcontractor business associate provisions of the Health Insurance Portability and Accountability Act of 1996 privacy rule as amended by the Health Information Technology for Economic and Clinical Health Act.
10. Background Checks. Keystone shall adhere to applicable state and federal regulations in screening prospective employees. Keystone shall comply with criminal background checks and fingerprint regulations required by law. Keystone shall require each of its employees who will work on District premises to have a background check performed with: (a) the Pennsylvania State Police (i.e., a Request for a Criminal Check); and (b) the Department of Public Welfare (i.e., a Child Abuse History Clearance). Keystone shall supply the District with the necessary codes to enable it to process a request for a Federal Criminal History Record Information (i.e., as prescribed by the U.S. Department of Education) for each Keystone employee who is to work on District premises. Keystone is responsible for all costs with obtaining the background checks described in this Section 10. The District shall not be responsible for any of the costs associated with obtaining the background checks described in this Section 10. Keystone shall provide in writing to the District prior to its employee commencing work on District premises, the results of the background check specified in this Section 10. Keystone shall not permit any of its employees who will work on District premises to be (a) under the age of eighteen (18) years old; and/or (b) convicted in Pennsylvania or in any other jurisdiction of any of the crimes listed in Section

111 of the Pennsylvania School Code, 24 P.S. Section 1-111 or any offense that is substantially equivalent to any of the offenses listed in that subsection in which the judgment of the conviction was entered under the law of any other jurisdiction, or an attempt to commit one of the aforesaid listed crimes. Each employee of Keystone who will work on District premises shall notify Keystone and the District's Title I Office if, during the course of this Agreement or any other agreement with the District, if an employee is convicted in Pennsylvania or in any other jurisdiction of any of the crimes listed in Section 111 of the Pennsylvania School Code, 24 P.S. Section 1-111 or any offense that is substantially equivalent to any of the offenses listed in that subsection in which the judgment of the conviction was entered under the law of any other jurisdiction, or an alleged attempt to commit one of the aforesaid listed crimes.

11. Assignment. This Agreement may not be assigned.
12. Binding Agreement. This Agreement shall be binding upon the parties hereto, their personal representatives, heirs, assigns and successors.
13. Prior Agreements Revoked. The execution of this Agreement shall revoke and render null and void any prior agreements entered into between the parties for the provision of substitute teachers and additionally render null and void any provisions of any prior agreements, written or oral, between the parties inconsistent with this Agreement.
14. Modification and Waiver of Breach. No provision of the Agreement shall be amended, waived or modified except by an instrument in writing signed by the parties hereto. Failure to insist upon strict compliance with any of the terms, covenants or conditions hereof shall not be deemed a waiver of such term, covenant or condition, nor shall any waiver or relinquishment of any right or power hereunder at any time or times be deemed a waiver or relinquishment of such right or power at any other time or times.
15. Non-Discrimination. Keystone and the District shall not discriminate on the basis of race/ethnicity, color, national origin, religion, sex, disability, veteran status, or age in the administration of the Agreement.
16. Validity. It is understood that any provision of this Agreement which is found to be invalid or otherwise unenforceable is severable and shall not affect the validity of any of the other provisions contained in this Agreement. If any provision of this Agreement is found by a court of competent jurisdiction to be contrary to any applicable statute, rule, law or regulation or to be for any reason unenforceable, such court may modify this Agreement as needed so as to permit enforcement hereof as modified.
17. Governing Law; Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its principles of conflict of laws. Jurisdiction in connection with any dispute or controversy under this Agreement shall be only with the Court of Common Pleas of Dauphin County, Pennsylvania. Any action related in any manner to this Agreement may only be filed in that court.

18. Entire Agreement. This Agreement contains the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous agreements or understandings between the parties with respect to the subject matter hereof.
19. Final Approval. This Agreement is valid only upon approval by the governing body of the District.
20. Headings. The headings in this Agreement are solely for convenience of reference and are not to be given any effect in the construction or interpretation of this Agreement.
21. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, and all of which shall together constitute one and the same instrument. This Agreement shall be binding when one or more counterparts hereof, individually or taken together, shall bear the signatures of all of the parties reflected on this Agreement as the signatories. Delivery of an executed counterpart of this Agreement by facsimile or electronic mail shall have the same binding effect as delivery of an executed original.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto, with the intention of being legally bound, have set their hand and seal on the day and date first set forth above.

Date: _____

SCHOOL DISTRICT OF THE CITY
OF HARRISBURG

Attest: _____

Name:

Title:

By: _____

Name:

Title:

Date: _____

KEYSTONE Service Systems, Inc.

Attest: _____

Name:

Title:

By: Courtney Sampson 3/23/2026

Name: Courtney Sampson

Title: Associate Executive Director-MH