



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

FISCAL YEAR: 26-27

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: Pennon/WITF

Start Date: 10/5/26 End Date: 4/30/27

Building/Department Name: Pre K Counts

Total Cost of Contract: \$ 4,133.86

Scope of Work: Explore in the Classroom (4 classes)
and Family Engagement Event

Funding Source: Pre K Counts

Budget Account Code 10180161021717000000270040

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: [Signature]

Date: 8/10/26

☐ 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.



**Explore in the Classroom
PROPOSAL
Harrisburg School District, 2026-2027**

THIS AGREEMENT is dated 24 July 2026.

HARRISBURG SCHOOL DISTRICT

(“the Client”)

WITF, Inc.

(the “Contractor”)

Both CLIENT and CONTRACTOR should be referred to as the “Parties” or, individually as a “Party.”

BACKGROUND

- ❖ The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the client.
- ❖ The Contractor is agreeable to providing such services to the Client in the terms and conditions set out on this agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

SERVICES AND CODE OF ETHICS

The Client hereby agrees to engage the Contractor to provide the Client with the following services (the “Services”):

- ❖ **Explore in the Classroom: Elementary Explorers Instructional Experiences (1x per class for 4 Pre-K classrooms); instruction aligned to PA STEELS and early learning standards.**
- ❖ **Books for each participating student and each teacher aligned to lesson implemented in Explore in the Classroom (1 book per participant)**

TERM OF AGREEMENT

- ❖ The term of this Agreement (the “Term”) will begin on October 5, 2026, and will remain in full force and effect until April 30, 2027, unless terminated as provided in this Agreement. CONTRACTOR understands and agrees that CLIENT will be utilizing CONTRACTOR’S Services for Explore in the Classroom: Elementary Explorers for Pre-K (4 classrooms)

CONTRACTOR may, without penalty, decline to accept any offered assignment from CLIENT.

SCOPE OF SERVICES

During the terms of this Agreement, (the “Contractor”) will perform Explore in the Classroom: Elementary Explorers program (instruction) SERVICES and other related services.

PERFORMANCE

The Parties agree to do everything necessary to ensure that the terms of this agreement take effect.

CURRENCY

Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US DOLLARS).

COMPENSATION AND PAYMENT

Rates for services provided by WITF, Inc. are set forth in Schedule "B" attachment. CLIENT agrees to pay the contractor the fee(s) set forth in each project assignment for services. Any fee(s) agreed in advance between CONTRACTOR and CLIENT become(s) binding only after CONTRACTOR has received and reviewed the source material and CLIENT'S instructions, and both Parties have agreed in writing on the project specifications.

- ❖ If any changes/revisions are made to the source text or project specifications at any time while the task is in process, CONTRACTOR'S fee, charges, and terms of delivery may be adjusted by mutual agreement in writing. In the event a project assignment is canceled while the task is in progress, CONTRACTOR'S fee is payable for all work completed up to the notice of cancellation, provided such work is made available to CLIENT.
- ❖ Payment in full must be made by CLIENT to CONTRACTOR no later than thirty (30) days from receipt of invoice by the method of payment specified in writing between the Parties. CONTRACTOR is entitled to charge a late fee for any undisputed overdue Payments.
- ❖ In no event should payment to CONTRACTOR be contingent upon payment to CLIENT by the party who commissioned the work.

CONFIDENTIALITY

ALL Contractors must sign HIPPA confidentiality agreements regarding their assignments with the CLIENT*. WITF, Inc. understands the confidential nature of all the assignments being submitted for translation or interpretation and agrees not to disclose any information to any party other than to the specific interpreter/translator working on said assignment. *(Only use this section if the contractor has access to Private health information of students or employees, otherwise HIPPA confidentiality is not necessary)*

RELATIONSHIP

- ❖ WITF, Inc. and CLIENT intend an independent contractor relationship shall be created by this Agreement, and nothing herein shall be constructed as creating an employer/employee relationship, joint venture, or other business group or concerted action.
CONTRACTOR is free from direction and control over the means and manner of providing the services, subject only to the right of the CLIENT to specify the desired results. CONTRACTOR understands and agrees that (a) CONTRACTOR must file all corporate and/or individual tax returns and pay Federal and State taxes as appropriate, (b) CLIENT is not responsible for withholding any income or any other taxes with respect to CONTRACTOR'S fees; and (c) CONTRACTOR has no claim against CLIENT for any employee benefits of any kind.
- ❖ CONTRACTOR bears the full expenses of its operations. CLIENT is not liable to CONTRACTOR for any expenses paid by CONTRACTOR, unless such

expenses have been agreed in advance in writing. Any reference made in this Agreement to "in writing" includes email and or facsimile communication.

INDEMNIFICATION

❖ Each Party hereby agrees to indemnify and hold harmless the other and such indemnified Party's subsidiaries, directors, officers, agents, and employees from and against all claims, liabilities, and expenses, including reasonable attorneys' fees. Which may result from acts, omissions, or breach

of this agreement by the indemnifying Party, its subcontractors, employees, or agents. This provision shall survive the termination of this Agreement.

❖ Notwithstanding anything to the contrary, except in case of willful misconduct or gross negligence, CONTRACTOR'S entire liability to CLIENT for damages or other amounts arising out of or in connection with the services provided by CONTRACTOR hereunder shall not exceed

the total amount of payments made by CLIENT to CONTRACTOR under this agreement.

❖ Notwithstanding anything contained herein, nothing in this agreement shall be deemed to be a direct or indirect waiver of or limitation to any sovereign or governmental immunity, in any respect, applicable to the CLIENT, it's directors, officers, employees and agents (including, without limitations, under the Pennsylvania Political Subdivision Tort Claims Act) or impose liability, directly or indirectly, on the CLIENT and it's directors, officers, employees and agents from which it would otherwise be immune under applicable law.

NON-EXCLUSIVITY

CLIENT acknowledges that CONTRACTOR may perform services for other customers, persons, or companies during the term of this Agreement as CONTRACTOR sees fit, subject to the terms of this Agreement.

CHOICE OF LAW

The laws of the State of Pennsylvania will govern the validity of this Agreement and the interpretation of the rights and duties of the Parties.

MODIFICATION OR AMENDMENT

No amendment, change or modification of this Agreement is valid unless in writing and signed by both Parties.

TERMINATION

Either party may terminate this contract at any time, with or without cause, upon providing the other party thirty (30) days prior written notice. Notwithstanding the foregoing, failure of the CONTRACTOR to comply with the provisions related to clearances, certifications, verifications, or notifications under "Contractor Requirements" shall be cause for the CLIENT to immediately terminate this contract.

CONTRACTOR REQUIREMENTS

CONTRACTOR shall comply with state law requirements relating to PA Child Abuse Clearance, PA Criminal Records Check, FBI record check, and Mandated Reporter Training Certification before contracting with CLIENT and for the duration of this Agreement. CONTRACTOR shall

also comply with the requirements of Act 168 of 2014 relating to sexual misconduct / abuse and also notify CLIENT, in writing, within 72 hours of an arrest or conviction of an offense listed in Section 111 of the PA School Code or within 72 hours of being named as a perpetrator in a founded or indicated report under the Child Protected Services Act.

ENTIRE AGREEMENT

This Agreement contains the complete Agreement of the Parties and supersedes any and all other Agreements between the Parties. By signing below, the Parties represent that neither is relying on any promise, guarantee, or other statement not contained in this Agreement.

IN WITNESS WHEREOF, the signatures of the authorized representatives of the Parties below demonstrate the Parties' acceptance of the terms and conditions of this Agreement. The Parties hereto agree that facsimile or electronic signatures are as effective as originals.

PRINT NAME

PRINT NAME

Andrea G. Kolb, Ph.D., Chief Education Officer

SCHEDULE A

TYPES OF SERVICES & RATES

❖ INPUT PROPOSAL INFORMATION

Pennon Education and WITF, Inc.'s *Explore in the Classroom* is a one-of-a-kind program series that seeks to support teachers' preparedness in implementing cutting-edge pedagogies and offer students high-quality learning experiences. The program is designed for students enrolled in school districts that experience persistent, and often significant, opportunity gaps. *Explore in the Classroom* offers several program options. The program proposed for Pre-Kindergarten students is outlined below.

Elementary Explorers

Elementary Explorers is designed for students in kindergarten through third grade in school districts that face persistent and often significant opportunity gaps. At the request of the district, the program can also be tailored for Pre-K students, with a strong emphasis on Pennsylvania's Early Learning Standards, particularly in the areas of social and emotional development, language and literacy, and approaches to learning through play and exploration.

The program integrates and enhances existing instructional efforts by delivering high-quality STEM and literacy content, while fostering critical early skills such as curiosity, cooperation, self-regulation, and confidence. Teachers collaborate closely with the dynamic and experienced Pennon Education Team, receiving lesson materials in advance and participating as instructional partners to ensure alignment with

classroom goals. Lessons are aligned with PA Core Standards and/or Pennsylvania STEELS standards and intentionally embed opportunities for social and emotional growth.

Each visit features an engaging read-aloud to build comprehension and spark interest, with every student receiving a personal copy of the book to extend learning at home and strengthen school-family partnerships. Students also enjoy a special visit from our original and bilingual character, Tiara “Tia” Flora

2026-27 Proposed Plan for the Harrisburg School District

Pre-K

ITEM	DESCRIPTION	COST
Classroom Visits / Literacy-Focused STEM Instruction	4 Pre-K classrooms Includes - All materials necessary for lesson delivery - 1 character visit - Instructional plans (day-of and extension) Total: 4 STEM lessons	\$229.42
Program Personnel Total Staff Cost (Planning, Prep and Program Delivery)	4 Pre-K classrooms - Modeled or co-taught instruction for one 45- to 60-minute sessions - 1 visit to each classroom	\$1,352.50
Book Giveaway	- Budgeted at 20 students per class + 1 teacher per class (21 total per class) - 1 book per student to take home - 1 book per teacher to add to their classroom libraries Total: 84 books	\$840.00
TOTAL COST		\$2,421.92

Scheduling Timelines:

Spring program Lessons must be scheduled between April 9 - April 30, 2027.

Invoicing Timelines:

WITF, Inc. will submit invoices as follows:

Scope of work:	Invoice Date:
Ordering Materials for Program	March 5, 2027
Classroom Visits / Literacy-Focused STEM Instruction Lesson scheduled on April 26, 2027	April 30, 2027



**Family Engagement Night
PROPOSAL
Harrisburg School District, 2026-2027**

THIS AGREEMENT is dated 24 July 2026.

HARRISBURG SCHOOL DISTRICT

("the Client")

WITF, Inc.

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SERVICES AND CODE OF ETHICS

The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):

- ❖ **Harrisburg School District: Pre-K Family Engagement Night, Tuesday, April 27, 2027 5:30 p.m. - 7:00 p.m.**

TERM OF AGREEMENT

- ❖ The term of this Agreement (the "Term") will begin on October 2, 2026, and will remain in full force and effect until April 30, 2027, unless terminated as provided in this Agreement. CONTRACTOR understands and agrees that CLIENT will be utilizing CONTRACTOR'S Services for Pre-K Family Engagement Night. CONTRACTOR may, without penalty, decline to accept any offered assignment from CLIENT.

SCOPE OF SERVICES

During the terms of this Agreement, (the "Contractor") will perform Pre-K Family Engagement Night (planning and facilitating) SERVICES and other related services.

PERFORMANCE

The Parties agree to do everything necessary to ensure that the terms of this agreement take effect.

CURRENCY

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COMPENSATION AND PAYMENT

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PRINT NAME

Andrea G. Kolb, Ph.D., Chief Education Officer

PRINT NAME

SCHEDULE A **TYPES OF SERVICES & RATES**



INPUT PROPOSAL INFORMATION

Pennon Education/WITF, Inc. is a nonprofit educational organization that provides innovative programs and community partnerships to support schools, educators, families, community organizations, and learners of all ages. Through collaborations with local school districts, Pennon Education and WITF, Inc. work to expand educational opportunities and promote meaningful family engagement through enriching events and learning experiences.

The Harrisburg School District Pre-K Family Engagement Night is designed to inspire a love of learning while strengthening literacy development, STEM exploration, and family-school connections. Through a partnership among Pennon Education/WITF, Inc. and the Harrisburg School District, Pre-K students and their families are invited to participate in interactive, hands-on activities that celebrate early learning, encourage curiosity and scientific inquiry, and foster positive relationships between families, schools, and the broader community.

Event Design: Learning Stations

Pennon Education/WITF, Inc. will design and facilitate 5 interactive stations featuring age-appropriate learning activities focused on literacy and STEM concepts. Activities will provide opportunities for families to learn, explore, and grow together.

This event will celebrate literacy, STEM learning, and strong home-school partnerships through engaging, hands-on experiences for children and families. STEM activities will encourage scientific inquiry, problem-solving, and exploration while reinforcing the important role families play in supporting learning at home.

2026-27 Proposed Plan for the Harrisburg School District, Pre-K Family Engagement Night

SCHEDULE B

Learning Stations(s) 3 @ 150.00 *all other materials to be provided by Harrisburg School District	5 Learning Stations (5 Pennon Education Staff) Learning Station Cost: \$450.00
Program Personnel Costs	20 hours \$893.80
Support Personnel Costs	6 hours \$268.14
Marketing and Promotional Materials Flyers, Signage, and Printing	\$100.00
Total Cost	\$1,711.94

Scheduling Timeline(s):

The program will occur on **Tuesday, April 27, 2027| 5:30 p.m. - 7:00 p.m.**

Invoicing Timelines:

WITF, Inc. will submit invoices as follows:

Scope of work:	Invoice Date:
Ordering Materials for Program \$450.00	March 5, 2027
Harrisburg School District: Pre-K Family Engagement Night, Tuesday, April 27, 2027 5:30 p.m. - 7:00 p.m. Remaining Balance: \$1,261.94	April 30, 2027