Board of School Directors Meeting

Monday, October 12, 2026 6:30 PM
Southern Lehigh High School/Media Center
5800 Main Street
CENTER VALLEY, PA 18034-9453

1. **OPENING PROCEDURES A. Recording of Attendance** — Board Recording Secretary
2. **VISITORS' COMMENTS**
3. **MINUTES**
   A. Executive Session Summary B. Approval of the Board of School Directors Meeting minutes of September 28, 2026
4. **SUPERINTENDENT**
   - 4.A. Spartan Spotlight — Bright Spots & Big Wins
   - 4.B. Southern Lehigh High School Performing Arts Center - Organizational Goal (3)
5. **CURRICULUM/STUDENT AND STAFF ACTIVITIES**
   - 5.A. Contract from Lehigh University to use Stabler Arena on Friday, May 28, 2027 for the SLHS graduation - Organizational Goal (1)
   - 5.B. Rental contract for Zoellner Arts Center for the annual HS Winter Concert Organizational Goal (1)
   - 5.C. DeSales University Strategic Partnership Agreement - Organizatonal Goal (1)
   - 5.D. Disposal of the Clavinova piano at the JPLIS building
6. **SPECIAL EDUCATION AND STUDENT SERVICES**
7. **TECHNOLOGY**
8. **BUSINESS AND FINANCE**
9. **SUPPORT SERVICES**
   - 9.A. Construction Management Services for HS performing Arts Center Project Organizational Goal (3)
10. **HUMAN RESOURCES**
    - 10.A. Human Resource Report - Organizational Goal (4)
    - 10.B. Approval of the following policies for second reading as presented Organizational Goal (4).
      Policy 123 - Interscholastic Athletics
      Policy 209 - Health Examinations Screenings
      Policy 209.1 - Food Allergy Management
      Policy 246 - School Wellness

Policy 823 - Naloxone (Opioid Antagonist - NEW)
- Organizational Goal (4)

11. **COMMITTEE REPORTS**

12. **NEW BUSINESS**

12.A. Letter of Engagement- Cornerstone Discovery - Organizational Goal (1)

13. **OTHER BUSINESS**

14. **FOR INFORMATION ONLY**

14.A. Conferences

14.B. Field Trips

15. **VISITORS' COMMENTS**

16. **ADJOURNMENT A. Adjourn**

Southern Lehigh School District
School Board Meeting
September 28, 2026
Southern Lehigh High School
Media Center
5800 Main Street
Center Valley, PA 18034
6:30 p.m.

Members present: Ms. Candi Kruse, Ms. Melissa Torba, Mr. Eric Boyer, Mr. Luis Melecio, Mr. Josh Rager, Mr. Chris Sykora, Mr. Timothy Kearney

Members excused absence: Ms. Emily Gehman, Dr. Kimberly Jaramillo

Administrators present: Dr. Karen Trinkle, Ms. Darbe DeHaven, Dr. Tamara Solometo, Mr. Jim Stulgis, Mr. Andrew Mather, Mr. Sean McGinty, Dr. Deanna Webb, Ms. Shannon Williams, Ms. Rebecca Kabala, Ms. Holly DeNofa, Mr. Brian Mansfield

Others present: Solicitor Justin Barbetta, Ms. Nicole Lounsberry

1. OPENING PROCEDURES
    A. Call to Order
        1. A quorum was present and the meeting was called to order by Ms. Candi Kruse at 6:30 p.m.
    B. Recording of Attendance
        1. Present: Ms. Candi Kruse, Ms. Melissa Torba, Mr. Eric Boyer, Mr. Luis Melecio, Mr. Josh Rager, Mr. Chris Sykora, Mr. Timothy Kearney
        2. Absent:
        3. Excused Absence: Ms. Emily Gehman, Dr. Kimberly Jaramillo
    C. Pledge of Allegiance
        1. Ms. Candi Kruse led the Board and others in attendance in the Pledge of Allegiance to the Flag.

2. VISITORS' COMMENTS
    A. Comments will be limited to three minutes per speaker to provide input to the board on items that are before us, or may come before us for a vote.
        1. Charu Chaturvedi spoke on the topic of intentional technology.
        2. Rice' Ingram spoke on the topic of YouTube on school devices.

3. MINUTES
    A. Executive Session Summary
        1. This summary will be given by a solicitor from Wisler Pearlstine, LLP.
            - There was no executive session this evening.

B. Approval of Board Meeting Minutes of September 14, 2026

Motion to approve the School Board Meeting Minutes of September 14, 2026.

Motion: Mr. Timothy Kearney **Second:** Mr. Luis Melecio
Motion Carried
No Discussion Occured

Yea: Ms. Candi Kruse, Ms. Melissa Torba, Mr. Eric Boyer, Mr. Luis Melecio, Mr. Josh Rager, Mr. Chris Sykora, Mr. Timothy Kearney
Nay:
Excused Absence: Ms. Emily Gehman, Dr. Kimberly Jaramillo
Abstain:

4. SUPERINTENDENT

A. District Updates: Dr. Karen Trinkle spoke on the following topic:

- **Spartan Spotlight: Bright Spots & Big Wins** - We are recognizing and celebrating the outstanding accomplishments, daily dedication, and highlighting the people and programs that make Southern Lehigh such an exceptional community.
  - ***JPLIS Student Ambassadors***: We are thankful and grateful for your leadership, welcoming new students and setting a positive example everyday which helps create a more welcoming community.
  - ***Third Grade Teachers:*** Thank you for your dedication during the transition, daily commitment, patience, and flexibility which has had a meaningful impact and difference on our 3rd grade students.
  - ***JPLIS Administrative Team:*** Thank you for all of your leadership and support during the transition.

5. CURRICULUM/STUDENT AND STAFF ACTIVITIES

A. English Language Development (ELD) Family Engagement Night 2026-2027 SY Organizational Goal (1)

Motion to approve the English English Language Development (ELD) Family Engagement Night 2026-2027 SY.

B. Order Agreement Addendum for BrainPop and BrainPop Jr. at the JPLIS building. The cost increase will be $316.80. - Organizational Goal (1)

Motion to approve the Order Agreement Addendum for BrainPop and BrainPop Jr. at the JPLIS building.

Motion to approve items A and B under category number 5 - CURRICULUM/STUDENT AND STAFF ACTIVITIES

Motion: Mr. Eric Boyer **Second:** Ms. Melissa Torba
Motion Carried
No Discussion Occured

Yea: Mr. Chris Sykora, Ms. Melissa Torba, Mr. Timothy Kearney, Mr. Eric Boyer, Mr. Josh Rager, Ms. Candi Kruse, Mr. Luis Melecio
Nay:
Excused Absence: Dr. Kimberly Jaramillo, Ms. Emily Gehman
Abstain:

6. SPECIAL EDUCATION AND STUDENT SERVICES

7. TECHNOLOGY

8. BUDGET AND FINANCE
   A. Approval of Bills List

Motion to approve the attached Bills List.

Motion: Ms. Melissa Torba **Second:** Mr. Eric Boyer
Motion Carried
No Discussion Occured

Yea: Ms. Melissa Torba, Mr. Josh Rager, Ms. Candi Kruse, Mr. Eric Boyer, Mr. Timothy Kearney, Mr. Chris Sykora
Nay: Mr. Luis Melecio
Excused Absence: Ms. Emily Gehman, Dr. Kimberly Jaramillo
Abstain:

9. SUPPORT SERVICES
   A. Pest Control Commercial Service Agreement - Organizational Goal (2)

Motion to amend the commercial service agreement with Viper Pest Services approved May 26, 2026, to reflect the change in ownership to The Pest Rangers with no change to pricing or contract terms.

   B. Approval to change order CO-01 from Weatherproofing Technologies (WTI), a subsidiary of Tremco, Inc., Beachwood, OH, for replacement of the existing gym roof access ladder for $10,242.50. - Organizational Goal (2)

Motion to approve Change Order CO-01 from Weatherproofing Technologies (WTI), subsidiary of Tremco, Inc., Beachwood, OH, for replacement of the existing gym roof access ladder for $10,242.50.

Motion to approve items A and B under category number 9: SUPPORT SERVICES

Motion: Mr. Eric Boyer **Second:** Mr. Josh Rager
Motion Carried
No Discussion Occured

Yea: Mr. Luis Melecio, Mr. Timothy Kearney, Mr. Chris Sykora, Mr. Josh Rager, Mr. Eric Boyer, Ms. Candi Kruse, Ms. Melissa Torba
Nay:
Excused Absence: Dr. Kimberly Jaramillo, Ms. Emily Gehman
Abstain:

10. HUMAN RESOURCES

A. Approval of the Human Resources Report - Organizational Goal (4)

Motion to approve the Human Resource report.

Motion: Ms. Melissa Torba **Second:** Mr. Luis Melecio
Motion Carried
No Discussion Occured

Yea: Ms. Melissa Torba, Mr. Luis Melecio, Mr. Josh Rager, Ms. Candi Kruse, Mr. Chris Sykora, Mr. Timothy Kearney
Nay:
Excused Absence: Ms. Emily Gehman, Dr. Kimberly Jaramillo
Abstain: Mr. Eric Boyer (paperwork on file)

B. 10.B. Approval of the following policies for first reading as presented:

1. Policy 209 - Health Examinations Screenings
2. Policy 209.1 - Food Allergy Management
3. Policy 210 - Medications
4. Policy 246 - School Wellness
5. Policy 823 - Opioid Antagonist (New)

Motions to approve the following policies for first reading as presented: Policy 209 - Health Examinations Screenings Policy 209.1 - Food Allergy Management Policy 210 - Medications Policy 246 - School Wellness Policy 823 - Opioid Antagonist - New

Motion: Mr. Timothy Kearney **Second:** Mr. Eric Boyer
Motion Carried

No Discussion Occured

Yea: Mr. Timothy Kearney, Ms. Melissa Torba, Mr. Chris Sykora, Ms. Candi Kruse, Mr. Luis Melecio, Mr. Josh Rager, Mr. Eric Boyer
Nay:
Excused Absence: Dr. Kimberly Jaramillo, Ms. Emily Gehman
Abstain:

C. Graduate Study

Motion to approve the attached Graduate Study.

Motion: Mr. Eric Boyer **Second:** Mr. Josh Rager
Motion Carried
No Discussion Occured

Yea: Mr. Josh Rager, Mr. Eric Boyer, Ms. Candi Kruse, Mr. Luis Melecio, Ms. Melissa Torba, Mr. Timothy Kearney, Mr. Chris Sykora
Nay:
Excused Absence: Dr. Kimberly Jaramillo, Ms. Emily Gehman
Abstain:

11. COMMITTEE REPORTS

Education/Technology Committee:

- The next committee meeting will be held on Monday, October 5, 2026 at 4:30 p.m.

Policy Committee:

- The next committee meeting will be held on Monday, October 12, 2026 at 3:00 p.m.

CLIU Committee:

Finance/Facilities Committee:

- The next committee meeting will be held on Monday, October 5, 2026 at 5:30 p.m.

LCTI Update:

1. Mr. Luis Melecio spoke on the following topics regarding the LCTI meeting on September 23, 2026:
    - Student representatives from FMLA attended the meeting
    - Nikki-Marie D. was was named educator of the year (2026-2028)
    - 2024-2025 audit is complete

- The Occupational Advisory Council meeting will be held on October 7, 2026 at 5:00 p.m.

2. Mr. Timothy Kearney spoke on the following topics regarding LCTI meeting on September 23, 2026:
    - Public relation goals have been set
    - In-person counseling has resumed
    - The 8th/9th grade tours of LCTI will begin in October
    - CTE Expo will be held October 1, 2026 from 5:30 p.m. until 7:30 p.m.
    - Open house will occur on November 12, 2026

ACMC Update:

- The next meeting will be held during the second week of October.

12. NEW BUSINESS

A. Voting on the Pennsylvania School Boards Association (PSBA) 2026-2027 Slate of Candidates.

- Voting receipt attached

13. OTHER BUSINESS

A. Mr. Chris Sykora asked about the district's fuel and energy prices. Dr. Karen Trinkle replied that the district is on a fixed rate until 2027. The fuel and diesel bid goes out through co/op purchasing. The district will continue to monitor rates.

14. FOR INFORMATION ONLY

A. Conferences
B. Field Trips

15. VISITORS' COMMENTS

A. Comments will be limited to three minutes per speaker to provide input to the board on items that are before us, or may come to us for a vote.

16. ADJOURNMENT

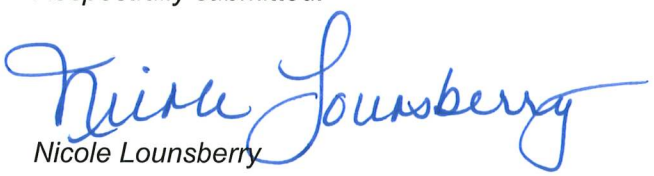
A. Adjourn

Motion to adjourn the meeting

Motion: Mr. Eric Boyer **Second:** Ms. Melissa Torba

Ms. Candi Kruse adjourned the meeting at 7:03 p.m.

Respectfully submitted:



Nicole Lounsberry
Board Secretary & Executive Assistant to the Superintendent

Voting receipt - 2027 PSBA Officer Election

Voting receipt:	**6M4ZH**
Time of vote:	**2026-09-29 13:46:58 America/New_York**
IP address:	**209.18.49.38**
PSBA Officer Elections	
Voting Procedure	
2027 President-Elect	**Matt Vannoy***
2027 Vice President	**Kristy Bolte***
2027-2029 Treasurer	**David Hein***
2027 Eastern Zone Representative	**Jason Mell***
2027-28 Section E-2 Advisor	**Timothy Kearney***
PSBA Insurance Trust Trustees	
Trustee (term ends Dec. 31, 2029)	
Seat 1	**Marianne L. Neel**
Seat 2	**Dr. Michael Faccinetto**
School Board Secretaries Forum	

Forum Steering Committee (term ends Dec. 31, 2028)	**Lauryn Weaver**

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Email: afb2@lehigh.edu

LEHIGH UNIVERSITY
DEPARTMENT OF ATHLETICS

EXTERNAL LICENSE AGREEMENT

Lehigh University and the Department of Athletics are hereby entering into this License Agreement (the "Agreement") for the *(USE OF FACILITIES/SPECIFIC EVENT)* **SOUTHERN LEHIGH SCHOOL DISTRICT GRADUATION**. ("Event"). This Agreement between Lehigh University, a Pennsylvania nonprofit corporation ("Lehigh") and **SOUTHERN LEHIGH SCHOOL DISTRICT**, ("Licensee"), made on this **6th** day of **October, 2026**, is subject to the terms and conditions listed below:

1. **LICENSED PREMISES** - In consideration of the payment of the Rental Fee (as defined in this Agreement) other fees and charges hereinafter provided and Licensee's compliance with its agreements and obligations set forth in this Agreement, Lehigh agrees to license (*Stabler Arena)* (the "Licensed Premises") to Licensee during the Period of Use and to permit Licensee's occupation, use, care, custody and control of the Licensed Premises for the Permitted Use (defined below).

2. **DATES & TIMES –** The Event will take place per the following schedule *(OR This Agreement shall govern Licensee's use of the Licensed Premises for the following period)* (the "Period of Use"):

   - FRIDAY, MAY 28, 2027 6:30PM

3. **EVENT/DESCIPTION OF AGREEMENT –** Licensee is permitted to use the Licensed Premises during the Period of Use for **Southern Lehigh School District Graduation** ("Permitted Use"). Any change in the Permitted Use shall be subject to the prior written approval of Lehigh.

4. **RENTAL AND FEES –** The Licensee's rental fee due is $1,600.00 for the Event, payable by check within five days of the full execution of this Agreement.

   a. **REIMBURSEABLE EXPENSES** – Licensee shall reimburse Lehigh such sums as Lehigh may require for those expenses and costs incurred by Lehigh in providing personnel and services necessary for the Event (*OR Permitted Use)* (as determined by Lehigh in its discretion). Unless otherwise agreed to in writing by Lehigh, Licensee shall be required to utilize the services and support personnel provided by Lehigh, including without limitation box office personnel and services, ticket takers, ushers, security guards, police, parking lot attendants, and technicians. Licensee may also utilize certain equipment and supplies furnished by Lehigh. Licensee shall reimburse Lehigh for these services, personnel, equipment and supplies at Lehigh's current established rate. See Section #34 Estimate of Expenses
   b. **TAXES** – Licensee agrees to pay promptly any and all applicable taxes and license fees that may arise in connection with Licensee's use of the Licensed Premises, including without limitation any amusement taxes, and any sales taxes due in connection with concessions or items purchased or rented on behalf of the Licensee. See Section #34 Estimate of Expenses, If the Licensee is tax exempt, a copy of such documentation is required by Lehigh, upon the receipt of the signed contract in this office, for Pennsylvania State sales tax not to be charged.
   c. **ADMINISTRATIVE SERVICE CHARGE** – There will be a 15% Administrative Service Charge added to all expenses minus rental fees incurred by the Licensee during the Event as shown as a line item in Section #34 Estimate of Expenses.

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d. **ACCOUNTING AND SETTLEMENT** – Lehigh shall maintain an accounting of all expenses, fees, charges and other sums which are payable by Licensee under this Agreement and shall submit a final settlement to Licensee after the completion of the Event (*OR Period of Use)*. If Lehigh is due payments (after accounting for all credits due Licensee as described in this Agreement), payment shall be made by Licensee to Lehigh upon receipt of the settlement. Remittance shall be by check made payable to "Lehigh University". Payments are due within thirty (30) days of the billed date. Any balance due and owing after thirty (30) days will be subject to interest at the lesser of (i) a rate of 12% per annum or (ii) the highest rate allowed by law until payment is made in full.

5. **FAILURE TO PAY** – In the event suit or action is instituted by Lehigh to enforce compliance with this Agreement, including but not limited to the collection of any sums due and owing, Licensee shall reimburse Lehigh for reasonable attorney's fees and expenses in such action together with court costs.

6. **INSURANCE –** The Licensee shall provide Lehigh with a standard ACORD Certificate of Insurance evidencing Commercial General Liability at the minimum limits of $1,000,000 per occurrence and $1,000,000 aggregate, Combined Single Limit of coverage. In the event the Event involves minors (children under 18 years of age) in any capacity, Licensee shall provide proof of sexual molestation coverage at a minimum limit of $1,000,000.

   Lehigh and its officers, trustees, employees and agents shall be named as "Additional Insured" on the Commercial General Liability Policy. Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered to Lehigh in accordance with the policy provisions.

   Licensee shall and does hereby waive any rights of subrogation that it or any of its insurers may have against Lehigh, its agents, employees or its insurers. The policies of insurance described herein shall be on a primary basis and non-contributory with any other insurance coverages and/or self-insurance carried by Lehigh.

   A copy of the Certificate of Insurance must be received in this office at least three weeks prior to the event. Lehigh has the right, but not the obligation, to review and reject as unsatisfactory the coverages secured and evidenced by the Licensee. The procuring of insurance required under this Agreement shall not relieve the Licensee of any obligation or liability assumed under this Agreement, including specifically the obligations set form in Section 7, nor of any obligation or liability imposed by operation of law.

7. **INDEMNIFICATION** – Licensee hereby agrees to indemnify, defend and hold harmless Lehigh, its trustees, officers, employees and agents (collectively, the "Indemnified Parties") from and against any and all claims, actions, damages, liabilities, losses costs and expenses of whatever kind (including reasonable attorneys' fees) including, without limitation, related to loss of life, illness, bodily injury or damages to property (collectively, a "Claim") arising from Licensee's acts or omissions of any kind or from Licensee's use of the Licensed Premises, or that of Licensee's employees, representatives, agents, subcontractors, vendors and guests (collectively and together with Licensee, the "Licensee Parties"), including Claims arising from an Indemnified Party's negligent acts or omissions. Licensee shall give prompt written notice to the Indemnified Party of any proposed settlement of a Claim that is indemnifiable under this Agreement. Licensee may not, without the Indemnified Party's prior written consent, which shall not be unreasonably withheld, settle or compromise any claim or consent to the entry of any judgment regarding which indemnification is being sought hereunder.

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8. **WAIVER OF IMMUNITY –** Licensee hereby waives any governmental or sovereign immunity it may receive by virtue of any statutory or common law, or regulation, including but not limited to Pennsylvania's Sovereign Immunity Act or Political Subdivision Tort Claims Act, to the extent necessary to give effect to its indemnification and defense obligations set forth in this Agreement and to permit the enforcement thereof by the Indemnified Party.

9. **ACCEPTANCE OF PREMISES** - Lehigh expressly refuses to warrant the fitness of the Licensed Premises and any other facilities licensed hereunder for Licensee's specific uses and purposes, which is solely the obligation of Licensee to determine. Licensee's occupation, use, care, custody and control of the Licensed Premises shall be conclusive evidence against Licensee that (1) said premises were in good repair and in satisfactory condition, fitness and order when possession was taken; and (2) Licensee had the opportunity to, and did or refused to, inspect the Licensed Premises and the equipment and property on the Licensed Premises for its usability, suitability, and safety for Licensee's intended use and to identify any foreseeable risks associated with the Licensee's intended use of the Licensed Premises. Lehigh shall make itself available upon reasonable advanced notice during normal business hours for a walk-through with Lehigh's facility management prior to the commencement of any Period of Use, as requested by Licensee.

10. **ADVERTISING, PROMOTION, SOLICITATION**: Lehigh reserves the right to approve all advertising and promotional materials for the Event (*OR relating to the Permitted Use as defined in this Agreement)*. Without limiting the generality of the foregoing, Licensee shall not promote, advertise or publicize the Event (*OR Permitted Use)* in a manner which involves the name of Lehigh or any affiliates of Lehigh other than to identify the location of the Event (*OR Permitted Use)*, or post any signs on Lehigh property, without prior written approval from Lehigh as to content and location.

11. **ALCOHOLIC BEVERAGES** – No alcoholic beverages of any kind will be served or permitted as BYOB at the Event (*OR during a Permitted Use)*.

12. **LOAD IN / BREAKDOWN** – The Licensed Premises will be available for load in and set up Sixty (60) minutes before the scheduled time of the Event (*OR Permitted Use)*, and must be cleared out no later than Sixty (60) minutes of the conclusion of the Event *(OR Permitted Use)*. These times may be subject to modification upon prior written consent of Lehigh.

    a. **LICENSEE'S PROPERTY AND LOST ARTICLES** – Licensee shall remove all of the Licensee Parties' personal property (including production equipment) from the Licensed Premises at or before the end of the License Period. Lehigh shall not have any responsibility for any such items left at the Licensed Premises after the end of the License Period. Further, Lehigh shall have the sole right to collect and have the custody of personal property left in the Licensed Premises. Neither Licensee nor any Licensee Party shall collect or interfere with the collection or custody of such personal property.
    b. **STORAGE OF LICENSEE'S PROPERTY** – Lehigh shall not be required to, but may in its sole discretion, as a service to Licensee, accept the delivery of property on behalf of Licensee. Prior arrangements must be made with Lehigh. Lehigh shall not have any responsibility to Licensee in connection with its receipt, handling, care or custody of any such property and Licensee hereby agrees to indemnify, defend and hold harmless the Indemnified Parties and against any and all Claims relating to such property, including without limitation any Claims of any Licensee Party, including Claims arising from an Indemnified Party's negligent acts or omissions and excepting only those Claims to the extent arising from an Indemnified Party's gross negligence. In addition, Lehigh assumes no responsibility for any property placed in the Licensed Premises including theft or property damage.

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13. **PARKING AND TRAFFIC CONTROL** – Parking and traffic control will be handled exclusively by Lehigh, which shall constitute a billable item to Licensee. There are 1,400 paved spaces and 2,500 additional spaces on gravel and grassy lots at Lehigh's Goodman Campus.

14. **MEDICAL COVERAGE** – Licensee shall be required to provide medical coverage for the Event (*OR during a Permitted Use)*. An ambulance will be arranged by Lehigh to be on site during the Event (*OR during a Permitted Use)*, and this will constitute a billable item to the Licensee.

15. **SPECIFIC SERVICES** – Lehigh will provide specific services to the Licensee at an expense to the Licensee. Specific services needed for the Event (*OR during a Permitted Use)* are outlined in the estimated costs form attached hereto as Exhibit A, and are to be paid in accordance with Section 4 above. Any additional requests or needs beyond previously mentioned items (such as but not limited to overnight security, electrical needs, etc.) constitute billable items to Licensee.

16. **TELEPHONE/INTERNET** - Telephones and Internet access may be set-up for usage by Licensee or vendors for the Event (*OR during a Permitted Use)*. A **30-day** lead time is required for any phone needs, and these, along with Internet needs, should be coordinated through the Lehigh University Sports and Event Venues office.

17. **ELECTRICAL NEEDS** – All electrical needs for the Event must be pre-approved by Lehigh. Only a Lehigh University approved electrician is permitted to make actual connections and tie-ins and this constitutes a billable item to the Licensee. The approved electrician may be required to be present during graduation hours, as determined by Lehigh in its sole discretion.

18. **UTILITY COSTS -** Lehigh will take a meter reading when the Licensee begins set up and again upon completion of the break down. The electrical usage this will constitute a billable item to the Licensee.

19. **FOOD SERVICES** – All food services are handled exclusively by Lehigh University Dining Services and its dining contractor, currently Sodexo. Licensee should contact Dan Burke (Sodexo) at 610-758-4991 for additional information.

20. **NON-FOOD CONCESSIONS** – All non-food concessions are handled exclusively by Lehigh except as otherwise agreed by Lehigh. No items including Lehigh's names, trademarks, logos or other marks may be sold by Licensee.

    If the Licensee would desire to sell their own non-food concessions, Licensee should do the following:

    a. Contact Facility Management for permission.
    b. If permission is granted:
        i. All items sold must be consistent with the nature of the event and no "Lehigh University" items may be sold.
        ii. Licensee shall pay or shall cause an outside vendor to pay Lehigh 15% of the gross sales receipts, or $75.00, whichever amount is greater.

21. **ADMISSION** – There will be no admission charged at the door for the Event (*OR Permitted Use)* unless otherwise agreed to by the Parties in writing.

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22. **SECURITY** – All security needs are handled exclusively by the Lehigh University Police Department ("LUPD"). If required by Lehigh, LUPD police officers must be present at the Event (*OR Permitted Use)*, which will constitute a billable item to Licensee. If necessary, overnight security or additional security during the Event (*OR Permitted Use)* will constitute a billable item to the Licensee, and Licensee should contact the Lehigh University Sports and Event Venues office.

23. **CONDUCT OF LICENSEE** – Licensee shall be solely responsible for the conduct of the Licensee Parties and any other persons within Licensee's control, supervision, or responsibility, including, without limitation, any damage caused by such persons. Licensee and all such persons shall comply with all applicable rules, regulations and policies of Lehigh as implemented, amended and modified from time to time, including without limitation, Drugs and Alcohol Policy, Protection of Minors Policy, Policy on Harassment and Non-Discrimination, Nonsmoking Policy and Firearms Policy.

24. **OUTSIDE CONTRACTORS** – The installation of electricity, gas, plumbing, or other fixtures required by Licensee shall first be approved in writing by Lehigh. Any such installation shall be performed by Lehigh or by contractors designated by Lehigh in accordance with Lehigh's prevailing practice, which shall constitute a billable item to Licensee. In the event that Licensee desires to utilize independent contractors to provide services in connection with the Event (*OR Permitted Use)*, Licensee shall supply to Lehigh thirty (30) days prior to the commencement of the License Period a list of the names, phone numbers, and addresses of any such independent service contractors. No independent service contractor shall provide services to anyone on the Licensed Premises without the prior written approval of Lehigh, which may be withheld for any reason or no reason in Lehigh's sole discretion.

    All costs incurred by Lehigh in connection with any fixture contractors shall be the responsibility of Licensee and shall be included in the accounting and settlement if not sooner paid by Licensee. The charges incurred by Licensee in connection with any independent service contractors shall be the sole responsibility of Licensee, and Licensee hereby agrees to indemnify, defend and hold harmless the Indemnified Parties against any and all Claims relating to the services provided by any such contractors.

25. **EJECTION** – Lehigh hereby reserves the right to eject or cause to be ejected from the Licensed Premises any person or persons due to inappropriate behavior or appearance as determined by Lehigh in its sole discretion. Lehigh shall not grant any refunds to any such person or persons. Neither Lehigh nor any of its officers, trustees, agents or employees shall be liable to any Licensee Party or any other third party for damages that may be sustained such Licensee Party or third party through the exercise of such right and Licensee hereby agrees to indemnify, defend, and hold harmless the Indemnified Parties against any and all Claims relating to the exercise of such right, excluding Claims arising from an Indemnified Party's negligent acts or omissions.

26. **EVACUATION OF FACILITY** – Should it become necessary, in the judgment of Lehigh in its sole discretion, to evacuate the Licensed Premises because of a bomb threat or for other reasons of public safety, Lehigh shall use reasonable efforts, in its sole discretion, to permit Licensee to re-enter the Licensed Premises for sufficient time after the evacuation, provided such time does not interfere with another licensee or Lehigh user. If it is not possible to complete the Event (*OR Permitted Use)*, the rental fee may be prorated or adjusted at the discretion of Lehigh based upon the particular situation. Licensee shall, however, be responsible for any and all reimbursable expenses and other sums payable by Licensee under this Agreement and arising in connection with any situation arising under this Paragraph. Further, Licensee shall continue to be responsible for any and all reimbursable expenses and other sums payable by Licensee under this Agreement and arising prior to such evacuation. Licensee hereby waives and releases any claim for damages (consequential or otherwise) or compensation from Lehigh in connection with any action taken or decision made by Lehigh under this Paragraph.

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LEHIGH UNIVERSITY®

Lehigh University
Sports and Event Venues
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Stabler Arena
Bethlehem, PA 18015
Tel. 610-758-3397 Fax: 610-758-2141
Email: afb2@lehigh.edu

27. **COMPLIANCE WITH LAWS** – Licensee shall, at its own expense, comply with all municipal, state, and federal laws, ordinances, rules, and regulations including, without limitation, the obligation to obtain any licenses (including but not limited to patent, copyright, software, or other intellectual property licenses applicable to Licensee's activities), permits and government approvals required in connection with the Licensee's use of the Licensed Premises, and the obligation to perform those duties associated with ownership or care, custody and control of property at common law. Licensee shall indemnify, defend, and hold harmless the Indemnified Parties against any and all Claims related to any failure to comply with such laws, ordinances, rules or regulations.

28. **NON-DISCRIMINATION**: In performance of this Agreement, neither party shall discriminate in either the provision of services, or in employment, against any person based on age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status.

29. **TERMINATION; LICENSE REVOCATION** – In the event that the Licensee defaults in the performance of any term or condition of this Agreement, Lehigh may, with written notice to Licensee, terminate this Agreement including revoking the license granted herein and, if Licensee is then in possession of the premises, immediately remove Licensee from the premises.

    Without limiting the generality of the forgoing, Lehigh may immediately invoke all or any of the foregoing remedies in the event that Licensee engages in any of the following:

    a. Sale or possession of illegal drugs or narcotics.
    b. Possession of firearms, weapons, ammunition, fireworks, or explosives.
    c. Misuse, abuse, theft, or destruction of Lehigh property.
    d. Behavior that is irresponsible or dangerous to persons or property, as determined by Lehigh in its sole discretion.
    e. Breach of any Lehigh policy regarding safety or prevention of harm, including, without limitation, Lehigh's Protection of Minors Policy.

    A revocation of the License granted hereby shall not reduce any of the fees or costs and all charges shall be paid by Licensee in accordance with this Agreement.

30. **DAMAGES** – Licensee shall not cause injury or damage to the Licensed Premised. Licensee agrees to reimburse the replacement value or repair cost for any Lehigh property (real or personal) that is in any way injured, marred, or defaced, as a result of Licensee's presence on or use of Lehigh facilities. No decorative or other materials shall be nailed, tacked, screwed, taped, or otherwise physically attached to any part of buildings or furnishings without the prior consent of Lehigh. Licensee agrees not to make any alterations of any kind to the Licensed Premises. Licensee will post any signs, cards, or posters only upon such display areas as Lehigh may designate. All such materials are subject to pre-approval by Lehigh. Any repairs for damage done to the Licensed Premises by the Licensee, or by any person who may be in or upon the premises under the Licensee's direction, shall be performed by Lehigh and paid for by the Licensee. Such payment shall be made within ten days of receipt of the billing by Lehigh for damages.

31. **CANCELLATION; FORCE MAJEURE** –

    a. Cancellation by Licensee: All requests for cancellation of this Agreement must be in writing, dated, and delivered to the Facilities and Events Office. A cancellation fee will be assessed, including a 15% Administrative Charge on all expenses incurred by University for the Event and a 10% Cancellation Charge of the rental fee if the Agreement is

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cancelled more than 90 days prior to the Event. If the Event is cancelled less than 90 days of the Event, there will be a 15% Administrative Charge and a 25% Cancellation Charge. Licensee agrees to pay any expenses incurred by Lehigh in connection with the Event covered in this Agreement, including, but not limited to, the cost of making refunds to patrons.

b. Force Majeure: No party shall be liable or responsible to the other party or any third party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder) or in the event that Licensee is prevented, interrupted or delayed in its use of the Licensed Premises, when and to the extent such party's (the "Impacted Party") failure or delay is caused by or results from the following force majeure events ("Force Majeure Event(s)"): (a) acts of God; (b) flood, fire, storm (including hurricane, tropical storm or tornado), earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order, law, or action (at any level of government), including, without limitation, work stoppage, business closure or similar orders; (e) embargoes or blockades in effect on or after the date of this Agreement; (f) national or regional emergency; (g) pandemic, epidemic or disease; and (h) other similar events beyond the control of the Impacted Party.

Upon the declaration of a Force Majeure Event in accordance herewith, neither party will have a claim for costs or damages hereunder. The parties shall, in good faith, use commercially reasonable efforts to negotiate a rescheduled performance date to happen within two (2) years of the cancelled event date.

The parties further acknowledge and agree that to the greatest extent permitted by law, a declaration of Force Majeure made in good faith shall not be deemed to be a repudiation of this Agreement and, in the event of any disagreement over whether a declaration of a Force Majeure Event is permissible hereunder, the parties shall first attempt to settle the matter through amicable discussions. The inclusion of this Force Majeure clause is a specific and material inducement to each party to enter into this Agreement.

32. **LEGAL JURISDICTION** – This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania irrespective of the conflict of laws principles of Pennsylvania or any other jurisdiction. The Parties hereby submit to the jurisdiction of the courts of the Commonwealth of Pennsylvania in Northampton County and the Federal Court for the Eastern District of Pennsylvania for the resolution of any disputes relating to this Agreement.

33. **ENTIRE AGREEMENT –** This Agreement represents the final understanding between the Parties with respect to Licensee's use of the Licensed Premises, and shall not be modified except by a written instrument signed by duly authorized representatives of the Parties hereto. This Agreement is for the limited purpose set forth herein, and shall in no event be construed to establish a partnership, joint venture or any other relation between the Parties other than owner-licensee.

34. **ESTIMATE OF EXPENSES –** The estimate of expenses and costs appears on the following page, attached hereto as Exhibit "A":

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EXTERNAL EVENT ACCOUNTING FORM

INDEX NUMBER:

EVENT NAME: Southern Lehigh High School Graduation

DATES: Friday May 28, 2027 - 6:30PM

SPONSOR: Southern Lehigh School District

ITEM/SERVICE DESCRIPTION	EXTERNAL EVENT BUDGET SPONSOR **RATE PER UNIT**	**ESTIMATED** EVENT BUDGET SPONSOR HRS/DAYS **UNITS**	**ESTIMATED** EVENT **BUDGET** SPONSOR TOTAL COSTS	**ACTUAL** EVENT COSTS SPONSOR HRS/DAYS **UNITS**	**ACTUAL** EVENT COSTS SPONSOR **TOTAL COSTS**
FACILITY / FIELD RENTAL					
STABLER ARENA SHOW RENTAL	$ 1,000.00	1	$ 1,000.00	1	$ 1,000.00
STABLER ARENA SHOW SET-UP	$ 600.00	1	$ 600.00	1	$ 600.00
PAYMENT CREDITS = Discount	(CREDIT)				$ -
PAYMENT CREDITS = MISC INCOME	(CREDIT)		$ -		$ -
ADMINISTRATIVE FEE -UNIVERSITY					
TRANSFER IN					
RENTAL TOTAL DUE			**$ 1,600.00**		**$ 1,600.00**
EVENT STAFF					
SITE SUPERVISOR WAGES	$ 45.00	6	$ 270.00		$ -
LEHIGH POLICE WAGES	$ 96.00	20	$ 1,920.00		$ -
PARKERS WAGES	$ 18.75	40	$ 750.00		$ -
LEAD USHERS WAGES	$ 19.00	6	$ 114.00		$ -
USHER/TICKET STAFF WAGES	$ 18.75	54	$ 1,012.50		$ -
Sub-Total			**$ 4,066.50**		**$ -**
GENERAL EXPENSES					
TICKET PRINTING SERVICES	$ 0.06		$ -		$ -
ELECTRICAL USAGE COST	$ -		$ 325.00		$ -
CHAIR RENTALS	$ 1.50	490	$ 735.00		$ -
ADA STAGE RAMPS	$ 1,500.00	1	$ 1,500.00		$ -
LIGHTS/SOUND	$ -		DIRECT		DIRECT
Sub-Total			**$ 2,560.00**		**$ -**
EXTERNAL POLICE - FIRE- EMT					
LOWER SAUCON POLICE WAGES	$ 93.00	6	$ 558.00		$ -
MEDICAL SERVICES STAND-BY	$ 140.00	4.5	$ 630.00		$ -
Sub-Total			**$ 1,188.00**		**$ -**
FACILITY / FIELD MAINTANANCE					
ABM - JANITORIAL	$ -		$ 1,000.00		$ -
ABM -TRADES (electrician)	$ -		$ 275.00		$ -
BRIGHTVIEW EXTERIOR CLEAN-UP / 4 HR	$ -		$ 200.00		$ -
Sub-Total			**$ 1,475.00**		**$ -**
MISC -	$ -		$ -		
MISC -	$ -		$ -		
ADMIN FEE - 15% OF EXPENSES ONLY	15%		$ 1,393.43		$ -
EXPENSE TOTAL			$ 10,682.93		$ -
ESTIMATED BUDGET TOTAL			$ 12,282.93		
TOTAL NOW DUE					$ 1,600.00

All prices are subject to change
Contact Lehigh University Sports and Event Venues office with questions

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Email: afb2@lehigh.edu

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have executed this Agreement by their duly authorized officers as of the date(s) indicated.

SOUTHERN LEHIGH SCHOOL DISTRICT
By:

Signature: _____

Joshua Miller
Principal
Southern Lehigh High School
5775 Main Street
Center Valley, PA 18034
610-282-1421 ext. 7500
millerjo@slsd.org

Date: _____

LEHIGH UNIVERSITY
By:

Signature: _____

Sue Troyan
Deputy Director of Athletics
Lehigh University
Taylor Gym
641 Taylor Street
Bethlehem, PA 18015
610-758-3843
srb1@lehigh.edu

Date: _____

Certificate Of Completion

Envelope Id: 435372B4-FE00-86BE-82AC-F2030A33C4BA
Status: Sent
Subject: Complete with Docusign: Southern Lehigh CONTRACT FY27.pdf
Source Envelope:
Document Pages: 9
Signatures: 0
Envelope Originator:
Certificate Pages: 4
Initials: 0
Jason Gall
AutoNav: Enabled
jdg5@lehigh.edu
EnvelopeId Stamping: Enabled
IP Address: 128.180.78.51
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original
10/6/2026 10:12:05 AM
Holder: Jason Gall
jdg5@lehigh.edu
Location: DocuSign

Signer Events	Signature	Timestamp
Joshua Miller millerjo@slsd.org HS Principal Southern Lehigh High School Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/30/2026 12:21:07 PM ID: 0b6048a3-c1de-4029-a9b4-f149a54e944e		Sent: 10/6/2026 10:13:21 AM Viewed: 10/6/2026 10:18:36 AM
Sue Troyan srb1@lehigh.edu Lehigh University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 8/17/2021 10:43:22 AM ID: aea04596-957f-4a6f-a8b3-6948b956a7e1		Sent: 10/6/2026 10:13:22 AM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2026 10:13:22 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Lehigh University (we, us or University) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will not be charged a per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures may be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we may provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we may elect to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you may receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Lehigh University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
email us at es-docusign-supp-list@lehigh.edu. We do not require any other information from you to change your email address.

To advise Lehigh University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at es-docusign-supp-list@lehigh.edu and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Lehigh University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to es-docusign-supp-list@lehigh.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for fees at that time, if any.

To withdraw your consent with Lehigh University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to es-docusign-supp-list@lehigh.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

By selecting the check-box next to "I agree to use electronic records and signatures", you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Lehigh University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Lehigh University during the course of your relationship with Lehigh University.

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Invoice

Southern Lehigh Concert 2026

CUSTOMER

Miller, Joshua
Southern Lehigh High School
5800 Main Street
Center Valley PA 18034

Southern Lehigh High School

Event Reference: 2026-AFAHPF
Account Code:
Invoice Date: Wed, Sep 30 2026
Pricing Date: Jun 25 2026
Current Event State: Confirmed

Contacts

Contact Role	Name	Phone	Fax	Email
Requestor	Miller, Joshua	610- 282-1421		millerjo@slsd.org
Scheduler	Eshelman, Becky A.	(610) 758-5387		ree2@lehigh.edu

Billing Details

	List Price	Adjustment	Reason	Taxable Amt	Tax	Total
Reservation						
Date(s): Dec 16 2026						
ZA 100	$510.00	($510.00)	Included in Concert Package	$.00		$.00
ZA 121	$250.00	($250.00)	Included in Concert Package	$.00		$.00
ZA 131	$490.00	($490.00)	50% Discount- Holding Room only	$.00		$.00
ZA BAKER	$5,160.00			$5,160.00		$5,160.00
ZAC 6 ft Table (4)	$24.00			$24.00		$24.00
ZAC Chairs Black Folding (130)	$273.00			$273.00		$273.00
ZAC FOH Custodial Attendant (6)	$318.00			$318.00		$318.00
ZAC Foh Usher (16)	$352.00			$352.00		$352.00
ZAC Microphone (10)	$280.00			$280.00		$280.00
ZAC Piano 7' Yamaha (1)	$400.00			$400.00		$400.00
ZAC Risers (1)	$315.00			$315.00		$315.00
ZAC Stagehand/Technical Staff (44)	$1,672.00			$1,672.00		$1,672.00
						$8,794.00
				Total Tax	$.00	
			Grand Total			**$8,794.00**

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ZOELLNER
ARTS CENTER • LEHIGH UNIVERSITY

LICENSE AGREEMENT

This License Agreement (also referred to herein as the "Agreement") is made and entered into by and between Lehigh University, a Pennsylvania non-profit corporation, hereinafter referred to as **"UNIVERSITY,"** and **Southern Lehigh High School,** at **5800 Main St, Center Valley PA, 18034** hereinafter referred to as **"LICENSEE,"** this **30th** day of **September 2026.**

WITNESSETH:

(1) LICENSED PREMISES AND EVENT

In consideration of the license and other fees and charges hereinafter provided, and **LICENSEE'S** compliance with its agreements and obligations set forth in this Agreement, **UNIVERSITY** agrees to license to **LICENSEE** that part or all of the Lehigh University Zoellner Arts Center (the **CENTER**), more fully described as follows: **Baker Hall & designated Dressing Rooms,** (hereinafter referred to as the "Licensed Premises"), for the sole purpose of: **Southern Lehigh Orchestra & Choir Concert** (the "Event").

Subject to the provisions, conditions, limitations, and restrictions set forth in this Agreement, **LICENSEE** shall have the use of the Licensed Premises as is and such heat, electrical power, water, sewer and light as may be reasonably required for use of the Licensed Premises.

(2) LICENSE PERIOD

The Licensed Premises shall be made available to **LICENSEE** as follows (hereinafter referred to as the "Rental Period"):

Venue	Date	Activity	In Time	Event Start Time	Event End Time	Out Time	Attendance
Baker Hall	Wednesday 12/16/26	Dress Reh & Performance	9am	7pm	8:30pm	10pm	
Baker Hall	Thursday 12/17/26	**SNOW DATE** Dress Reh & Performance	9am	7pm	8:30pm	10pm	

(3) ITEMS TO BE PROVIDED BY LICENSEE TO UNIVERSITY

A. TAX EXEMPTION: If **LICENSEE** is a nonprofit, tax exempt organization, it shall submit to **UNIVERSITY,** with this Agreement signed by **LICENSEE,** a copy of **LICENSEE'S** determination letter from the Internal Revenue Service confirming **LICENSEE'S** tax-exempt status. **UNIVERSITY** shall keep copies of such determination letters on file; provided, however, that **UNIVERSITY** shall have the right at any time, in its sole discretion, to require **LICENSEE** to resubmit the same.

B. SIGNED CONTRACT FOR ACT: LICENSEE shall submit to **UNIVERSITY** with this Agreement signed by **LICENSEE** a copy of the signed contract (and attendant rider/s) between **LICENSEE** and the act to be presented (the "Act"). Portions of the Act contract concerning financial arrangements with **LICENSEE** may be excised.

(4) FEES TO BE PAID BY LICENSEE TO UNIVERSITY

A. HOLD FEE: LICENSEE shall pay to **UNIVERSITY** upon submission of this Agreement signed by **LICENSEE** a non-refundable fee of **_ Two Thousand Dollars ($2,000.00.)**. Upon receipt of the Hold Fee, **UNIVERSITY** agrees to "hold" the Licensed Premises during the Rental Period for **LICENSEE.** Although the Hold Fee is non-refundable, it shall be applied at settlement as a credit against any reimbursable expenses and any other sums payable by **LICENSEE** under this Agreement (see C. below for a more comprehensive description of how such reimbursable costs are incurred). Deposit and contracts must be received and fully executed no later than 120 days prior to event.

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B. **BASIC RENTAL FEE: LICENSEE** hereby agrees to pay **UNIVERSITY**, for the use of the Licensed Premises, the sum of ---------- by certified or bank check (the "Rental Fee").

C. **REIMBURSABLE EXPENSES: LICENSEE** agrees to pay to **UNIVERSITY** such sums as **UNIVERSITY** may require to reimburse itself for those expenses and costs actually incurred by **UNIVERSITY** in providing personnel and services necessary for the Event (as determined by **UNIVERSITY** in its discretion). Unless otherwise agreed by **UNIVERSITY**, **LICENSEE** shall be required to utilize the services and support personnel provided by **UNIVERSITY**, including without limitation Ticket Services personnel and services, ushers, parking attendants, security guards, police and public safety personnel, technicians, stage hands and caterers. Should **LICENSEE** use certain equipment and supplies furnished by **UNIVERSITY**, **LICENSEE** shall reimburse **UNIVERSITY** for these services, personnel, equipment and supplies at **UNIVERSITY'S** current established rates.

NOTE: a copy of **UNIVERSITY'S** current Rate Schedule is attached hereto and incorporated herein and made a part of this Agreement. A customized estimate of the reimbursable expenses that **UNIVERSITY** is likely to incur in connection with the Event, based upon the information provided to date by **LICENSEE,** is attached to this Agreement. **LICENSEE** acknowledges that this is only an estimate and that **LICENSEE** shall have no claim against **UNIVERSITY**, or any of its officers, Trustees, employees or agents, in the event that the reimbursable expenses actually incurred exceed the estimate.

D. **ACCOUNTING AND SETTLEMENT: UNIVERSITY** shall maintain an accounting of all expenses, fees, charges and other sums which are payable by **LICENSEE** under this Agreement and shall submit a final settlement to **LICENSEE** after the completion of the Rental Period. If **UNIVERSITY** is due payments (after accounting for all credits due **LICENSEE** as described in this Agreement), payment shall be made by **LICENSEE** to **UNIVERSITY** upon receipt of the settlement within thirty (30) business days of billing. If the credits exceed the expenses, **UNIVERSITY** shall refund the balance to **LICENSEE** within thirty (30) business days.

C. **CANCELLATION BY LICENSEE**: Should **LICENSEE** inform **UNIVERSITY** by written notice of cancellation of performance, **UNIVERSITY** will refund sums received in conjunction with performance by University check with the exception of the non-refundable Hold Fee according to the following schedule: (i) Receipt of written notice 31 days before scheduled performance, **UNIVERSITY** will refund all sums received in connection with the Event; (ii) Receipt of written notice of cancellation of performance 15-30 days before scheduled performance, **UNVERSITY** will refund ½ of all sums received in connection with the Event; (iii) Receipt of written notice of cancellation of performance 0-14 days before scheduled performance, **UNIVERSITY** will not refund any sums received in connection with the Event.

(5) PERFORMANCE BOND

Upon written notice from **UNIVERSITY**, **LICENSEE** shall thirty (30) days prior to the commencement of the Rental Period post a performance bond of _____ **WAIVED**_____ ($____) Dollars, either by irrevocable letter of credit or through a duly accredited bonding company, the terms of which bond shall guarantee the payment to **UNIVERSITY** of any and all sums payable by **LICENSEE** under this Agreement.

(6) CONCESSION SALES AND CATERING

UNIVERSITY reserves the right to operate or contract for the operation of all food and beverage concessions for the Event. Unless otherwise agreed by **UNIVERSITY**, such concessions shall be limited to the sale of such food and beverage as may be available through **UNIVERSITY'S** authorized caterer (the "Caterer"). Information regarding what food and beverages are available, and the prices, may be obtained from **UNIVERSITY** prior to execution of this Agreement. All proceeds from the sale of food or drink by the Caterer shall be the sole property of **UNIVERSITY**.

The dispensing of food and/or beverages at no cost to the Event patrons may also be arranged in certain circumstances through **UNIVERSITY** and the Caterer at a fee to **LICENSEE**. **LICENSEE** should consult with **UNIVERSITY** regarding any such arrangements.

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Upon request of **LICENSEE** submitted at least thirty (30) days prior to the Event, **UNIVERSITY** may at its sole discretion authorize a qualified caterer chosen by **LICENSEE** to dispense or sell food and beverages upon such terms as **UNIVERSITY** may deem proper under the circumstances, subject to the provisions of any existing contracts in effect at that time between **UNIVERSITY** and the Caterer. The terms may include the payment by **LICENSEE** to **UNIVERSITY** of a fee for this privilege.

UNIVERSITY also reserves the right to operate, or contract for the operation of, merchandise (artist product) concessions for the Event, including but not limited to sales of CDs, T-shirts, baseball hats, key chains and the like. Upon request of **LICENSEE** submitted at least thirty (30) days prior to the Event**, UNIVERSITY** may in its sole discretion authorize **LICENSEE** to sell merchandise concessions upon such terms as **UNIVERSITY** may deem proper under the circumstances. The terms will include the payment by **LICENSEE** to **UNIVERSITY** of a fee for this privilege. If **UNIVERSITY** operates the merchandise concessions, it shall automatically be entitled to twenty (20%) percent of the gross receipts of event merchandise sales, which shall be payable by **LICENSEE** to **UNIVERSITY** immediately upon the conclusion of the Event. If **UNIVERSITY** authorizes **LICENSEE** to operate such merchandise sales, **UNIVERSITY** shall automatically be entitled to fifteen (15%) percent of the gross receipts of event merchandise sales, which shall be payable by **LICENSEE** to **UNIVERSITY** immediately upon the conclusion of the Event.

In no event shall **LICENSEE** provide any free samples of food or beverage or give away any merchandise or products without prior written approval of **UNIVERSITY**. **UNIVERSITY** shall control the location of any food, beverage and merchandise concessions.

UNIVERSITY holds a Pennsylvania Liquor Control Board Performing Arts Facility Restaurant Liquor License to sell alcoholic beverages in the **CENTER**. Alcohol may be sold or distributed in the **CENTER** only by authorized employees/agents of **UNIVERSITY** or the Caterer for one hour during Event. Licensee must sign two alcohol waivers and submit a Request to Serve Alcohol to University.

(7) TICKETS AND TICKET OFFICE

UNIVERSITY shall at all times maintain control over the sale of tickets for the Event, including without limitation, maintaining control over the **CENTER** Ticket Office and ticket personnel.

A. **AGENCY SALES: UNIVERSITY** shall have the right to offer tickets for sale at the **CENTER** Ticket Office and at all of its regular agencies. **LICENSEE** may request that tickets be sold by **LICENSEE**. Such sales shall not be permitted without the prior consent of the Director of Audience Services.

B. **CHARGES: UNIVERSITY** shall be entitled to a set-up fee and a percent of credit card charges as enumerated in the Rate Schedule for all printing and sales through the **CENTER** Ticket Office. **UNIVERSITY** may levy a charge for staffing the Ticket Office, as enumerated in the Rate Schedule. **UNIVERSITY** will levy per-ticket service charge to the ticket-buying patron for all phone, fax, mail and Internet orders through the **CENTER** Ticket Office.

C. **TICKET PRICES:** Ticket price scaling must be mutually agreed upon by both **UNIVERSITY** and **LICENSEE**, and all ticket discounts must be established in writing in advance of tickets being placed on sale. **UNIVERSITY** and **LICENSEE** agree to sell all tickets at the prices as agreed upon for the Event.

LICENSEE shall use language in its event print advertising accurately describing any ticket service fees which may be applicable, including the **Center** Ticket Office charges described above, which must be approved by the Ticket Office.

D. **COMPLIMENTARY TICKETS: UNIVERSITY** reserves the right to hold six (6) reserved tickets for use by **UNIVERSITY** as complimentary tickets.

E. **CUSTOMER CHECKS: UNIVERSITY** shall exert reasonable precautions against bad checks from patrons. **LICENSEE** shall reimburse **UNIVERSITY** for any bad checks.

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F. **SEATING CAPACITY: LICENSEE** shall not sell or permit to be sold or distributed tickets in excess of the number of seats provided in the Licensed Premises or any other capacity limit imposed by **UNIVERSITY**, nor admit a larger number of persons than are provided for in the seating capacity of the Licensed Premises or any other capacity limit imposed by **UNIVERSITY**. Standing room is prohibited. For any lobby type events, **UNIVERSITY** shall have the right to determine the maximum number of persons who may be admitted.

G. **TICKET RECEIPTS:** All receipts from ticket sales shall remain under the control of **UNIVERSITY** until settlement, and shall be applied as a credit against the reimbursable expenses and other sums payable by **LICENSEE** under this Agreement.

H. **REFUND OF TICKET REVENUE: UNIVERSITY** retains the right to make ticket refunds to patrons for cause in keeping with **UNIVERSITY'S** policy of retaining public faith. This may include, but not be limited to, seats blocked by equipment when exchange for comparable location is not possible; failure of production equipment; failure of the Act to show or to go on stage within 70 minutes of the schedule provided by **LICENSEE**; patrons who leave the hall within 30 minutes of the beginning of a performance and who request a refund from the box office at the time of departure; **UNIVERSITY** shall charge **LICENSEE** five (5%) percent of the face value of any refunded tickets as a special handling charge.

(8) PARKING

UNIVERSITY hereby reserves the right to control all parking facilities at **UNIVERSITY** and to retain all revenues from such parking facilities. **UNIVERSITY** mandates that at least one parking attendant is present at the gate to alleviate tie-ups. **LICENSEE** will be charged for any staff necessary to operate said parking facilities as a reimbursable expense. In-and-out privilege parking passes may be sold to **LICENSEE** at the prevailing rate. This does not imply a guarantee for all audience parking. There is no VIP parking.

(9) BROADCAST RIGHTS

All media rights and privileges, including but not limited to the rights for television, radio and internet broadcasting, and for the production of motion pictures, recordings or video tapes in any form, of the Event, and/or any material originating from the Licensed Premises or **UNIVERSITY'S** facilities while this Agreement is in effect, are the property of and are expressly reserved by **UNIVERSITY**. **UNIVERSITY** shall have sole and exclusive authority to grant such media rights. **LICENSEE** shall not permit broadcasting, production or recording equipment in the Licensed Premises or the **CENTER** except as authorized in writing by **UNIVERSITY**. In the event any media rights are granted by **UNIVERSITY**, it shall have total control over the placement of the broadcasting, production or recording equipment and all logistics shall be pre-approved by **UNIVERSITY**. In addition, **UNIVERSITY** may require advance payment of any estimated costs that it may incur in connection with any such broadcasting, production or recording.

(10) INSURANCE

LICENSEE hereby agrees to obtain at its own expense and keep in effect during the full Rental Period the following insurance coverage with companies licensed to do insurance business in Pennsylvania and acceptable to the **UNIVERSITY**.

COVERAGE	**LIMITS**
Commercial General Liability	$1,000,000/Occurrence/ $2,000,000 Aggregate
(ISO 1996 Form or equivalent)	(Per Event)
Automobile Liability	$1,000,000 Combined Single Limit

Optional: **UNIVERSITY**, taking into account the nature and/or scope of the Event, shall require **LICENSEE** to obtain additional and/or higher limits of coverage as specified below.

Coverage	**Limits**
_____	_____

UNIVERSITY shall be a named insured on all liability policies. Each policy shall provide that it cannot be terminated without prior written notice to **UNIVERSITY**. No later than thirty (30) days prior to the commencement of the License Period, **LICENSEE** shall provide to **UNIVERSITY** proof of required insurance in form of a standard ACORD Certificate of Insurance.

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Notwithstanding the procurement of insurance by **LICENSEE** as required under this Agreement, **LICENSEE** shall continue to be responsible for any and all obligations or liabilities assumed under this Agreement, and any and all obligations or liabilities imposed upon **LICENSEE** under applicable law.

(11) WORKERS COMPENSATION

LICENSEE, by executing this Agreement, certifies that **LICENSEE** is aware of, and in compliance with, the labor laws of the Commonwealth of Pennsylvania, including without limitation those provisions requiring every employer to insure itself against liability for workers' compensation either by procuring third party insurance or by self-insurance, and shall continue to be in compliance with these requirements through the end of the Rental Period. No later than thirty (30) days prior to the commencement of the Rental Period, **LICENSEE** shall provide proof to **UNIVERSITY** in form and content satisfactory to **UNIVERSITY** of **LICENSEE'S** compliance with the foregoing. Limits of coverage shall be:

COVERAGE	**LIMIT**
Workers Compensation	Statutory Limits
Employers Liability	$100,000 Each Accident
	$500,000 Disease - policy limit
	$100,000 Disease - each employee

(12) INDEMNIFICATION

LICENSEE hereby agrees to indemnify, defend and hold harmless **UNIVERSITY**, its trustees, officers, employees and agents (collectively, the "Indemnified Parties") from and against any and all claims, actions, damages, liabilities, losses, costs and expenses of whatever kind (including attorneys' fees) including, without limitation, related to loss of life, illness, bodily injury or damage to property (collectively, a "Claim") arising from (i) **LICENSEE**'s acts or omissions of any kind or those of Licensee's employees, representatives, agents, subcontractors, vendors and guests (collectively and together with **LICENSEE**, the "Licensee Parties") or (ii) the Licensee Parties' use of the Licensed Premises or presence on **UNIVERSITY** property, except to the extent arising solely from an Indemnified Party's negligent acts or omissions or willful misconduct. **LICENSEE** shall give prompt written notice to the Indemnified Party of any proposed settlement of a Claim that is indemnifiable under this Agreement. **LICENSEE** may not, without the Indemnified Party's prior written consent, settle or compromise any claim or consent to the entry of any judgment regarding which indemnification is being sought hereunder.

(13) FORCE MAJEURE

In the event that either party is unable, wholly or in part, to fulfill its obligations under this Agreement due to acts of God or public enemy, wars, civil disturbances, strike or labor unrest, pandemic, epidemic or disease (including, without limitation, COVID-19), government order, law, or action (at any level of government, including federal, state, county, or municipal), including, without limitation, work stoppage, business closure or similar orders (including such orders related to COVID-19), national, state, regional, local or campus emergency (including, without limitation, related to COVID-19), fire, storm, failure of utilities, or any other causes, whether of the kind enumerated herein or otherwise, not within the control of the party unable to perform (each, a "Force Majeure Event"), then it is understood and agreed that the Event shall be canceled, the parties' obligations shall be deemed waived (other than the obligations under this provision and other provisions that, by their nature, would survive termination of this Agreement), the non-performing party shall not be deemed to be in breach of the Agreement, and neither party shall claim damages with respect thereto. The parties shall, in good faith, use commercially reasonable efforts to negotiate a rescheduled performance date to happen within one (1) year of the cancelled event date.

For clarity, UNIVERSITY shall be entitled to declare a Force Majeure Event if it deems, in its sole and reasonable discretion, that hosting the Event would violate any UNIVERSITY policy, rule or regulation related to COVID-19 or be prohibited due to a campus closure (in whole or part) for any reason or would otherwise be unsafe to any member of the UNIVERSITY community or the public as a result of COVID-19 or such campus closure.

The parties further acknowledge and agree that (i) neither party's ability to claim a Force Majeure Event with respect to COVID-19 shall be adversely impacted or otherwise prejudiced by the fact that such Force Majeure Event is currently occurring, has recently occurred or is otherwise foreseeable in any manner; (ii) to the greatest extent permitted by law, a declaration of force majeure made in good faith shall not be deemed to be a repudiation of this Agreement and, in the event of any disagreement over whether a declaration of a Force Majeure Event is permissible hereunder, the parties shall first attempt to settle the matter through amicable discussions; and (iii) the inclusion of this force majeure clause is a specific and material inducement to each party to enter into this Agreement.

(14) COMPLIANCE WITH LAWS AND UNIVERSITY POLICIES

LICENSEE shall at all times during the Rental Period, and specifically in association with its use of the Licensed

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Premises, comply with all applicable laws and other requirements, including without limitation the laws of the United States and of the Commonwealth of Pennsylvania, all ordinances of the City of Bethlehem and Northampton County, and all policies, rules and regulations of **UNIVERSITY**, as well as any determinations of any authorized officer or department of any of the foregoing (altogether referred to hereinafter as "laws and ordinances"), and **LICENSEE** will not suffer or permit to be done anything on the Licensed Premises or the **CENTER** which violates any such laws, ordinances, policies, rules or regulations. Without limiting the generality of the foregoing, **LICENSEE** shall comply and cause its personnel to comply with **UNIVERSITY**'s policies related to COVID-19, Drugs and Alcohol Policy, Protection of Minors Policy (if applicable), Policy on Harassment and Non-Discrimination, Nonsmoking Policy and Firearms Policy. **UNIVERSITY**, as a private educational facility, reserves the right to disapprove or to terminate any performance, event, exhibition or entertainment which does not comply with this Section. **LICENSEE** also specifically agrees to abide by the Rules and Regulations of the **CENTER**, as the same may be amended from time to time.

(15) LICENSES AND PERMITS

LICENSEE agrees to obtain at its sole cost and expense any and all licenses and permits that may be required in connection with the Event as required under the laws and ordinances. Upon demand by **UNIVERSITY**, **LICENSEE** shall provide to **UNIVERSITY** evidence of compliance with the obligations described in this Section in form and content satisfactory to **UNIVERSITY**.

(16) TAXES

LICENSEE agrees to pay promptly any and all applicable taxes and license fees that may arise in connection with the Event and **LICENSEES** use of the Leased Premises or the **CENTER**, including without limitation any amusement taxes, and any sales taxes due in connection with merchandise or other concessions. **LICENSEE** expressly acknowledges that it shall be responsible for the payment over of any such sales tax regardless of whether **UNIVERSITY** or **LICENSEE** is the seller of the concessions under this Agreement. Upon demand by **UNIVERSITY**, **LICENSEE** shall provide to **UNIVERSITY** evidence of compliance with the obligations described in this section in form and content satisfactory to **UNIVERSITY**.

(17) UNIVERSITY CONTROL

The Licensed Premises and the **CENTER** shall at all times remain the property of, and under the control of, **UNIVERSITY** and nothing in this Agreement shall be construed as creating any right, title or interest (including leasehold interest) in **LICENSEE** with respect to the Licensed Premises or the **CENTER**. Rather, this Agreement merely creates license rights in **LICENSEE** as described in this Agreement while this Agreement is in effect, which license rights shall terminate automatically and immediately upon termination of the Rental Period, and otherwise, in accordance with the terms and conditions of this Agreement.

LICENSEE will afford **UNIVERSITY** by its authorized representatives the right to enter any part of the Licensed Premises or the **CENTER** at any time, including but not limited to for the purpose of making any public announcements as **UNIVERSITY** may deem necessary (for public safety or otherwise). This reservation of control under this paragraph shall include without limitation the right to terminate the Event when in the sole judgment of **UNIVERSITY** such act is necessary in the interest of public safety. This reservation of control shall also include without limitation the right of **UNIVERSITY** to eject or cause to be ejected from the **CENTER** or the Licenses Premises any person or persons due to inappropriate behavior or appearance as determined by **UNIVERSITY** in its sole discretion. **UNIVERSITY** shall not grant any refunds to any such person or persons. Neither **UNIVERSITY** nor any of its officers, Trustees, agents or employees shall be liable to **LICENSEE** or any third party for damages that may be sustained by **LICENSEE** through the exercise of such right.

UNIVERSITY hereby retains the right to determine the appropriate number of security and staff personnel necessary to properly serve and protect the public and **UNIVERSITY**. In addition, **UNIVERSITY** reserves the right to make all public safety/police arrangements. **LICENSEE** agrees to be liable for associated costs.

(18) COPYRIGHT

LICENSEE shall be responsible for all costs arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes, or dramatic rights ("proprietary material") used on or incorporated in the Event, and agrees to indemnify, defend and hold harmless the Indemnified Parties from and against any and all Claims relating to any infringement or other improper use (or alleged infringement or improper use) of any proprietary material. **UNIVERSITY** may require evidence of any licenses in effect with organizations such as ASCAP, BMI, etc.

(19) DAMAGE TO UNIVERSITY PROPERTY

LICENSEE will not do, or permit to be done, any injury or damage to any part of **UNIVERSITY** property or buildings, including without limitation the **CENTER** and the Licensed Premises, and further, **LICENSEE** agrees to reimburse **UNIVERSITY** for the cost of repairing any such injuries or damages.

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(20) NON-DISCRIMINATORY EMPLOYMENT PRACTICES

LICENSEE shall not discriminate against any employee or any applicant for employment on the basis of race, sex, age, religion or national origin. **LICENSEE** shall not discriminate for those same reasons against any persons with respect to admission to the Event or availability of services or privileges offered to or enjoyed by the general public.

(21) HOUSEKEEPING

LICENSEE shall remove all of **LICENSEE'S** (and **LICENSEE'S** employees', agents', and invitees') equipment, stage props, personal items, etc. from the Licensed Premises and the **CENTER** on or before the end of the License Period. **UNIVERSITY** shall not have any responsibility for any such items left at the Rental Premises or the **CENTER** after the end of the Rental Period.

(22) ACCEPTANCE OF PREMISES

UNIVERSITY expressly refuses to warrant the fitness of the Licensed Premises, the **CENTER** and any other facilities licensed hereunder for **LICENSEE'S** specific uses and purposes, the same being the obligation of **LICENSEE** to determine. The taking of possession by **LICENSEE** shall be conclusive evidence against **LICENSEE** that said premises were in good repair and in satisfactory condition, fitness and order when possession was taken. A walk-through with the Production Manager is recommended prior to the commencement of the Rental Period.

(23) EVACUATION OF FACILITY

Should it become necessary, in the judgment of **UNIVERSITY** in its sole discretion, to evacuate the Licensed Premises or the **CENTER** because of a bomb threat or for other reasons of public safety, **UNIVERSITY** shall use reasonable efforts, in its sole discretion, to permit **LICENSEE** to re-enter the Licensed Premises for sufficient time after the evacuation to complete the Event without being charged an additional basic license fee, provided such time does not interfere with another building licensee or **UNIVERSITY** user. If it is not possible to complete the Event, the Rental Fee may be prorated or adjusted at the discretion of **UNIVERSITY** based upon the particular situation. **LICENSEE** shall, however, be responsible for any and all reimbursable expenses and other sums payable by **LICENSEE** under this Agreement and arising in connection with any situation arising under this paragraph that is not a result of the **UNIVERSITY'S** negligence. Further, **LICENSEE** shall continue to be responsible for any and all reimbursable expenses and other sums payable by **LICENSEE** under this Agreement and arising prior to the situation. **LICENSEE** hereby waives and releases any claim for damages (consequential or otherwise) or compensation from **UNIVERSITY** in connection with any action taken or decision made by **UNIVERSITY** under this paragraph.

(24) SIMULTANEOUS EVENTS AND SCHEDULING

LICENSEE hereby acknowledges that other performances, expositions, conventions, attractions, or events may be held in other parts of the **CENTER** during the Rental Period and that this License Agreement is subject to the conditions that may result from shared use of the **CENTER**. It is further agreed that **UNIVERSITY** has the right to schedule other events both before and after the Rental Period without notice to **LICENSEE**.

(25) OUTSIDE CONTRACTORS

The installation of electricity, gas, plumbing or other fixtures required by **LICENSEE** shall first be approved by **UNIVERSITY**. Any such installation shall be performed by **UNIVERSITY** or by contractors designated by **UNIVERSITY** in accordance with **UNIVERSITY'S** prevailing practice. In the event that **LICENSEE** desires to utilize independent service contractors in connection with the Event, **LICENSEE** shall supply to **UNIVERSITY** thirty (30) days' prior to the commencement of the Rental Period a list of the names, phone numbers, and addresses of any such independent service contractors. No independent service contractor shall provide services to **LICENSEE** on the Licensed Premises or the **CENTER** without the prior written approval of **UNIVERSITY**.

All costs incurred by **UNIVERSITY** in connection with any fixture contractors shall be the responsibility of **LICENSEE** and shall be included in the accounting and settlement if not sooner paid by **LICENSEE**. The charges incurred by **LICENSEE** in connection with any independent service contractors shall be the sole responsibility of **LICENSEE**, and **LICENSEE** hereby agrees to indemnify, defend and hold harmless the Indemnified Parties from and against any and all Claims relating to the services provided by any such contractors. Upon request, **LICENSEE** shall provide to **UNIVERSITY** documents showing payment of all bills for such services.

(26) SECURITY

UNIVERSITY reserves the right to determine the necessity for, and scope of, providing security in connection with **LICENSEE's** event and to hire appropriate personnel. All costs incurred by **UNIVERSITY** in connection with providing security shall be the responsibility of **LICENSEE** and shall be included in the accounting and settlement if not sooner.

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LICENSEE hereby agrees to indemnify, defend and hold harmless the Indemnified Parties from and against any and all Claims relating to the services provided by any such security personnel.

(27) LICENSEE'S PROPERTY AND STORAGE

UNIVERSITY shall not be required to but may on occasion, as a service to **LICENSEE**, accept the delivery of property on behalf of **LICENSEE**. Prior arrangements must be made with the **CENTER**. **UNIVERSITY** shall not have any responsibility to **LICENSEE** in connection with its receipt, handling, care or custody of any such property and **LICENSEE** hereby agrees to indemnify, defend and hold harmless the Indemnified Parties from and against any and all Claims relating to such property, including without limitation any claims of **LICENSEE** and its employees, agents and sub-contractors (whether due in whole or in part to negligent acts or omissions of **UNIVERSITY**, its officers, Trustees, employees or agents).

(28) MARKETING AND DEVELOPMENT

LICENSEE agrees that all marketing and development material, including advertising, promotion, public relations, press relations and grant proposals for the Event shall be honest and true and shall include accurate information regarding show times, performers, and ticket prices (including any ticket surcharges provided for in this Agreement). Any material used to advertise or fundraise for the event must not make overt or implied representations that Zoellner Arts Center is presenting or sponsoring the event or is the recipient of any development revenue. The location of the Event shall in all instances be referred to as "Zoellner Arts Center, Lehigh University" and shall not include the University or Zoellner logos. **UNIVERSITY** has the right to restrict all advertising and fundraising for the Event. **UNIVERSITY** reserves the right to review and approve any and all advertising used in conjunction with the Event prior to its usage. The Event may not be advertised until this Agreement has been fully executed by all parties.

(29) CANCELLATION BY UNIVERSITY

UNIVERSITY shall have the right to terminate this Agreement under the following circumstances: (i) **LICENSEE** cancels the Event; (ii) **LICENSEE** fails to perform or comply with, or otherwise breaches, any terms, covenants or conditions of this Agreement, including without limitation the payment of the deposits and charges required in this Agreement; (iii) for other good cause as determined by **UNIVERSITY** (this does not include subsequent scheduling of a more preferred event); or (iv) performance of this Agreement is made impossible or impracticable due to casualty or other unforeseen occurrence, including a Force Majeure Event. In the event this Agreement is terminated under (i), (ii) or (iii) above, **UNIVERSITY** shall retain the Hold Fee and **LICENSEE** shall be responsible for all sums payable by **LICENSEE** under this Agreement in excess of the Hold Fee, including, but not limited to, the cost of making refunds to patrons, according to the timeline enumerated in SECTION 4D. In the event of a termination pursuant to (iv) above, **LICENSEE** shall pay the Rental Fee for the Licensed Premises on a pro-rated basis up to the date of such termination, at the rate herein specified, and such reimbursable expenses and other sums payable by **LICENSEE** under this Agreement as shall have been incurred up to that time, including non-cancellable commitments. **UNIVERSITY** shall make any refunds hereunder within thirty (30) business days of the date of cancellation.

In the event of termination of this Agreement pursuant to the foregoing, **LICENSEE** hereby agrees to forego any and all claims for damages (consequential or otherwise) or compensation of any kind against **UNIVERSITY** and any of its Trustees, employees and agents, and further agrees to waive any and all rights which might arise by reason of the terms of this Agreement, and **LICENSEE** shall have no recourse of any kind against **UNIVERSITY**.

(30) ASSIGNMENT OR SUBLICENSING

This Agreement may not be assigned by **LICENSEE** without the prior written consent of **UNIVERSITY**. Subject to the foregoing, this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective heirs, personal representatives, successors and assigns.

(31) WAIVER

Neither the failure of **UNIVERSITY** to insist upon strict and prompt performance of any of the covenants and agreements under this Agreement, nor the acceptance of such performance thereafter, shall constitute or be construed as a waiver or relinquishment of **UNIVERSITY'S** right thereafter to enforce the same.

(32) SUBSEQUENT AGREEMENTS

This Agreement may not be modified except in a writing signed by both parties.

(33) HEADINGS

The headings in this Agreement are for convenience only and in no way define, limit, or extend the scope or intent of this Agreement or any provisions hereof.

(34) SEVERABILITY

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If any provision of this Agreement is held to be ineffective or unenforceable for any reason, such decision shall not, to the extent permitted by law, affect the validity or enforceability of any or all of the remaining provisions of this Agreement.

(35) ENTIRE AGREEMENT

This Agreement, including the Exhibits attached hereto as amended from time to time, sets forth the entire understanding between the parties with respect to the subject matter hereof, and supersedes any prior promises, agreements, understandings, discussions, representations and arrangements.

(36) GOVERNING LAW; VENUE

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania irrespective of the conflict of laws principles of Pennsylvania or any other jurisdiction. The parties hereby submit to the jurisdiction of the courts of the Commonwealth of Pennsylvania in Northampton County and the Federal Court for the Eastern District of Pennsylvania for the resolution of any disputes relating to this Agreement.

(37) NOTICES

Any notice required or permitted to be given under this Agreement shall be sufficient if in writing, and hand delivered or sent, by certified mail, return receipt requested, to the following addresses:

UNIVERSITY:	**LICENSEE:**
Zoellner Arts Center, Lehigh University	**Southern Lehigh High School**
420 E. Packer Avenue, Bethlehem, PA 18015	**5800 Main St, Center Valley, PA 18034**

(38) ACCEPTANCE BY UNIVERSITY

This Agreement shall not be binding upon **UNIVERSITY** unless and until it has been executed by the Managing Director of the **CENTER** or the duly authorized representative of **UNIVERSITY**. In the event that the Managing Director of the **CENTER** or the duly authorized representative refuses to execute this Agreement, any and all deposits paid over by **LICENSEE** to **UNIVERSITY** up to that time shall be repaid by **UNIVERSITY** to **LICENSEE** within thirty (30) business days of the refusal, provided, however, that any such deposits may be used by **UNIVERSITY** to reimburse itself for any expenses incurred by it up to that time relating to the Event.

IN WITNESS WHEREOF and intending to be legally bound the parties hereto have set their hands and seals this __day of _____, 20__.

LEHIGH UNIVERSITY	**LICENSEE**
Signature: _____	Signature: _____
Title:_____	Title:_____
Printed Name:Jennifer Mack _____	Printed Name:Joshua Miller _____
Date: _____	Date: _____

Certificate Of Completion

Envelope Id: DCD596AE-EE6E-8E17-8370-86E35C168CCA
Status: Sent
Subject: Complete with Docusign: Southern Lehigh Licensing Agreement 2026.doc, Southern Lehigh Winter Co...
Source Envelope:
Document Pages: 10
Signatures: 0
Envelope Originator:
Certificate Pages: 5
Initials: 0
Zoellner Arts Center Business
AutoNav: Enabled
inzacbus@lehigh.edu
EnvelopeId Stamping: Enabled
IP Address: 128.180.240.247
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original
9/30/2026 11:59:13 AM
Holder: Zoellner Arts Center Business
inzacbus@lehigh.edu
Location: DocuSign

Signer Events	Signature	Timestamp
Joshua Miller millerjo@slsd.org HS Principal Southern Lehigh High School Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/30/2026 12:21:07 PM ID: 0b6048a3-c1de-4029-a9b4-f149a54e944e		Sent: 9/30/2026 12:08:25 PM Viewed: 9/30/2026 12:21:07 PM
Jennifer Mack jem3@lehigh.edu Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 10/1/2025 9:47:20 AM ID: fa07a7f9-512e-48da-bbb2-b5bbf65f7fb6		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Larry Fisher fisherl@slsd.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/30/2026 12:08:25 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Lehigh University (we, us or University) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will not be charged a per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures may be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we may provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we may elect to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you may receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Lehigh University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
email us at es-docusign-supp-list@lehigh.edu. We do not require any other information from you to change your email address.

To advise Lehigh University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at es-docusign-supp-list@lehigh.edu and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Lehigh University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to es-docusign-supp-list@lehigh.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for fees at that time, if any.

To withdraw your consent with Lehigh University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to es-docusign-supp-list@lehigh.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

By selecting the check-box next to "I agree to use electronic records and signatures", you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Lehigh University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Lehigh University during the course of your relationship with Lehigh University.

DeSales University
Office of Strategic Partnerships

Strategic Partnership Agreement

DeSales University and Southern Lehigh School District **Effective Date: September 1, 2026**

This Strategic Partnership Agreement (the "Agreement"), entered into on September 1, 2026, by and between DeSales University (the "University"), having principal offices located at 2755 Station Avenue, Center Valley, PA 18034, and Southern Lehigh School District ("SLSD"), having principal offices located at 5775 Main Street, Center Valley, PA 18034 formalizes the terms and conditions of the tuition discount and payment arrangement between the University and SLSD. The purpose of this Agreement is to enhance workforce capabilities and leadership development for qualified SLSD employees economically and efficiently. The University and SLSD are hereinafter individually referred to as a "Party," and collectively referred to as the "Parties."

WHEREAS, intending to be legally bound, the Parties agree to the following terms:

Tuition Rate

- Full-time and part-time employees of SLSD ("Eligible Employees") are eligible to participate in the DeSales Partners in Education Consortium (DPEC) program offering students qualified for the graduate teacher education programs a tuition discount provided for in this Agreement, subject to compliance with SLSD 's policies (the "Discount Program"). For purposes of this Agreement, SLSD includes a subsidiary or affiliated entity and the employees of such entities.

- The University agrees to offer state-rate tuition to Eligible Employees of SLSD upon employment verification by SLSD. The state rate tuition provided to Eligible Employees in this Agreement includes graduate teacher education, M.Ed. and certificate programs only.

- The University agrees to provide a twenty percent (20%) tuition discount to Eligible Employees upon employment verification by SLSD. The twenty percent (20%) discount provided to Eligible Employees in this Agreement includes Graduate, Adult Studies, and Certificate programs at DeSales. The discount does not include DeSales' programs: Master of Science in Physician Assistant(MSPAS), Doctor of Physical Therapy (DPT), Master of Science in Speech-Language Pathology (MSLP), and Accelerated Bachelor of Science in Nursing (ABSN), Nurse Anesthesia (CRNA), and Doctor of Medical Sciences (DMSc), M.Ed, and graduate teacher education. Spouses of SLSD employees are excluded from the discount.

- The University agrees to provide any dependent of an Eligible Employee with a sixty percent (60%) discount for traditional undergraduate programs upon acceptance to DeSales. Graduate programs for

dependents do not apply. The sixty percent (60%) discount is subject to the student maintaining satisfactory academic progress as defined by DeSales University's academic policy.

- The Discount Program will apply to all Eligible Employees throughout this Agreement, provided their employment is not terminated by SLSD, for any reason, voluntarily or involuntarily, and with or without cause. If an employee's employment is terminated, the individual may finish the session or semester in which the individual is currently enrolled, with the discount continuing for that semester or session at the discretion of the University, which shall not be unreasonably withheld.

- SLSD agrees to verify the employment of all employees who apply to the University under the Agreement before the session and/or semester the individual is to commence their program of study with the University. Additionally, SLSD agrees that it will designate an employee to respond to requests from the University to verify that individuals participating in the Discount Program remain Eligible Employees during a pertinent session or semester. SLSD and the University agree that verifications of continued eligibility may be done at such times that are mutually agreeable to SLSD and the University.
- SLSD Eligible Employees will be provided contact information and a link to a DeSales University webpage that will include information on how to learn more about the graduate teacher education programs, the Discount Program, and payment process offered at the University to SLSD Eligible Employees.

- The University agrees to share any marketing materials with SLSD before publication, pending approval by the designated SLSD representative(s). This includes but is not limited to websites, social media, signage, and other marketing-related advertising.

- On a session basis, SLSD agrees to review a list of all employees currently enrolled at the University to verify that they are still Eligible Employees.

Direct District Tuition Payment

- The University offers direct district tuition payment for Eligible Employees of SLSD. In order to qualify, Eligible Employees must complete the application (Appendix A) prior to the start of each semester and follow the process noted on the application.

- SLSD agrees to verify the list of eligible employees prior to its submission to the University. The application must be received no later than two weeks prior to the start of each University semester. Direct tuition payment will not be granted retroactively.

- Eligible Employees must follow all SLSD policies regarding enrollment and reimbursement including grade requirements for reimbursement eligibility. The University offers tuition deferment for Eligible Employees under the partnership agreement with SLSD. The University will bill SLSD at the end of each term after grades have been submitted. The payment due date will be stated on the invoice provided and is typically due six weeks from the date of invoice.

- SLSD agrees to provide and reserve a room(s) on-site at a SLSD location determined by SLSD for the University to provide information and/or events to educate employees on options available with SLSD and the University Partnership, as follows:
    - Three virtual Information Sessions per year - Fall, Spring, and Summer.

- Two on-site visits per year
- SLSD designated official must approve permission to conduct an on-site visit.

Entire Agreement

This Agreement shall constitute the Parties' entire agreement with respect to the subject matter hereof, and it is acknowledged that there are no side or oral agreements relating to the undertaking set forth herein.

Modification

This Agreement may not be amended, altered, or modified in any manner except by written amendment signed by both Parties.

Severability

All agreements and covenants contained in this Agreement are severable, and in the event any of them are held to be invalid by any competent court, this Agreement will be interpreted as if invalid agreements or covenants were not contained in this Agreement. The Parties further agree that The Parties hereto agree that if any clause of this Agreement is held unconscionable, the remaining clauses of this Agreement shall remain in full force and effect.

Assignment

The Parties agree that a material condition of this Agreement is that it cannot be assigned. Any language to the contrary in any other section of this Agreement should be ignored and is unenforceable.

Breach

In the event of a breach or default, the non-breaching/non-defaulting Party may void this Agreement. Such voidance shall excuse all duties of the non-breaching/non-defaulting Party.

Choice of Law

This Agreement will be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of this Agreement. The Parties agree to submit to the exclusive jurisdiction of the Lehigh County Court of Common Pleas or the United States District Court for the Eastern District of Pennsylvania for any action in law or equity to interpret, enforce, or defend a breach thereof or action seeking a declaratory judgment or injunction.

Insurance

Both Parties agree that maintenance of insurance coverage was and is a material consideration bargained for in the inducement of this contract and agreed to in this Agreement. Accordingly, the failure of the University to maintain an insurance policy as specified in this section constitutes a material breach of this Agreement. The University further agrees that it will maintain general liability insurance through the Term of this Agreement with a per occurrence value of not less than One Million Dollars $1,000,000.00 per occurrence and Three Million Dollars ($3,000,000.00) in the aggregate. The University further agrees that it shall name SLSD as a additional insured on the insurance policy and will provide proof of the insurance policy to SLSD at the commencement of coverage and

at any time that SLSD requests proof of coverage. No such policies of insurance may be reduced, cancelled, or non-renewed during the term of this Agreement. If any of the above coverages maintained by the University are written on a claims-made basis, then upon termination of such coverage, the University shall provide SLSD with evidence of a "tail" coverage and/or an "extended reporting period" of sufficient duration for the insured's reasonably foreseeable exposures to loss and/or liabilities arising from this Agreement. The requirements of this Paragraph shall remain in effect during the term of this Agreement.

Indemnification

The University shall indemnify, defend and hold harmless SLSD and its officers, directors, agents and employees from and against third party claims, damages and expenses, including, but not limited, to reasonable attorneys' fees and defense costs ("Losses"), solely to the extent arising out of the gross negligence or willful misconduct of the University, including its officers directors, employees, representatives, assigns and agents. SLSD shall indemnify, defend and hold harmless the University and its officers, directors, agents and employees from and against Losses, solely to the extent arising out of the gross negligence or willful misconduct of SLSD, including its officers, directors, employees, representatives, and agents. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist. In no event will either Party be required to indemnify or hold harmless the other for the other's negligence, gross negligence or willful misconduct. Notwithstanding the foregoing, (a) each Party shall advise the other Party in writing of any claims, notices or other information received by it or of which it becomes aware for which such Party will seek indemnification hereunder, in such time and manner as not to impair or prejudice the ability of the indemnifying Party to defend such claims or investigate such notice, (b) each Party shall provide the indemnifying Party with the cooperation and assistance necessary to defend such claim requested by the indemnifying Party, and (c) neither Party shall settle or compromise any claim admitting the fault, liability or negligence of the other Party without the other Party's prior written consent, which shall not be unreasonably withheld or delayed. However, in no event shall the SLSD's liability either directly or for indemnity be greater than it could be liable under the Pennsylvania Political Subdivision Tort Act. The protections and immunities of the Political Subdivision Tort Act are expressly not waived by SLSD. The obligations set forth in this paragraph shall survive the termination of this Agreement.

No Discrimination

Each of the Parties hereto covenant and agree that where applicable respectively, they shall not discriminate against any person for any reason by reason of gender, gender identity or expression, sex, race, creed, religion, color, sexual preference or orientation, national or ethnic origin, genetic information, disability, ancestry, marital or familial status, veteran status or age.

No Waiver

No failure to assert any rights or remedies available to a Party under this Agreement, or a waiver of same by course of dealing or otherwise shall be deemed to waive any other right or remedy, unless such waiver of such right or remedy is contained in a writing signed by the Party alleged to have waived its right or remedy. Any waiver of any provision of this Agreement or any right by any Party hereto at any time shall not be construed as a waiver or bar for any such right or provision at any other time by such Party, unless expressly so stated in writing, and such waiver shall not be effective unless in writing and signed by the Party to be charged.

Term

This Agreement shall take effect on September 1, 2026 and expire August 31, 2027. Notwithstanding the foregoing, either party may terminate this agreement without cause upon 90 days written notice. Upon termination of this agreement, any discounts applied for a session shall remain in effect, notwithstanding such termination.

Termination

Notwithstanding the foregoing, either Party may terminate this Agreement without cause upon 90 days written notice. Either Party may terminate this Agreement for cause, effective immediately upon written notice to the other Party. Upon termination of this Agreement, any discounts applied to a session shall remain in effect, notwithstanding such termination. Termination shall not affect any of the rights and/or obligations accruing hereunder prior to the effective date of termination.

Notice

All notices required or sought to be given under this Agreement shall be in writing and shall be deemed to have been made if (i) delivered personally, (ii) sent by certified or registered mail, postage prepaid, or (iii) sent by nationally recognized overnight courier, addressed as shown on the first page of this Agreement. Unless otherwise stated in this Agreement, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail.

Any Party may at any time, in the manner set forth for giving notices to the other Party, designate a different name and/or address to which notices to it shall be sent.

To the University: 2755 Station Avenue, Center Valley, PA 18034

To SLSD: 5775 Main Street, Center Valley, PA 18034

If the address of either Party shall change, notice shall immediately be made upon the other Party.

Authority

The parties executing this Agreement represent and warrant to each other that they have the full right, power, capacity and authority to execute and deliver this Agreement, and that they have duly and properly performed all acts required to authorize them to carry out this Agreement and the transactions contemplated by it.

Acknowledged and Agreed (signature and date):

DeSales University

Christopher R. Cocozza, C.P.A., J.D., LL.M.
Dean, Kathleen Waterbury and J.B. Reilly School of Business
Director of Strategic Partnerships
Date: _____

_____
Katrin Blamey, Ph.D.
Associate Professor, Education, and Education Department Chair
Date: _____

Southern Lehigh School District · Center Valley, PA

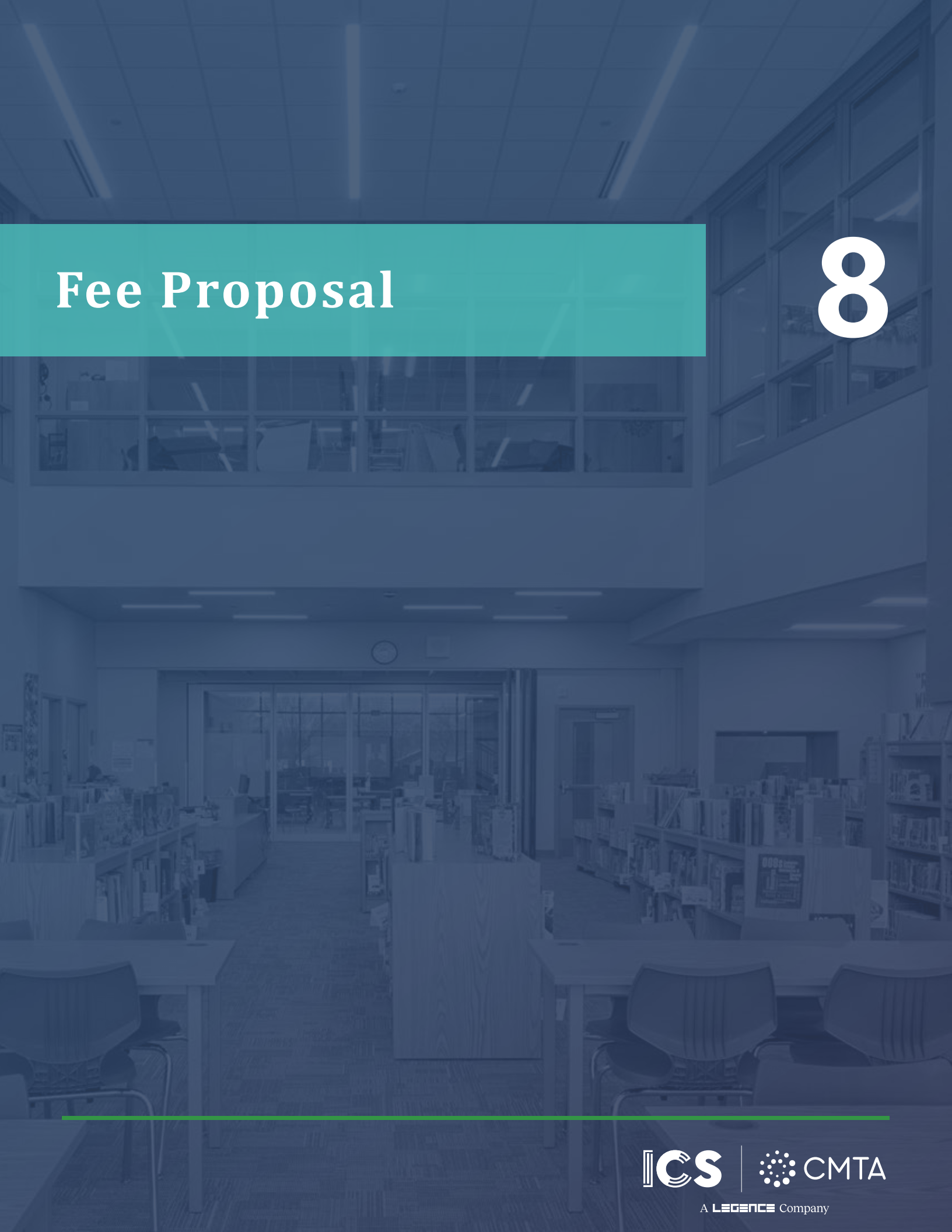
Print: _____

Title: _____

Title	Model	Year of Purchase	Serial Number	Estimated Quantity	Notes		
Yamaha Clavinova	CVP-405	2009	UCON01076	1	Unplayable - has completely stopped working.		

Fee Proposal

8



ICS | CMTA

A LEGENCE Company

FEE PROPOSAL RUBRIC

Firm Name: ICS-CMTA

Printed Name: John Young

Position/Title: Business Development & Energy Consulting Manager

Signature: John C. Young

Date: 09/03/2026

1. **ICS-CMTA** proposes to provide construction management services to Southern Lehigh School District based on the Project Scope of Services described in the Request for Proposal for Construction Management Services, for a fixed fee of: ***$1,189,706.***

   Alternatively, using a compressed project schedule, ICS-CMTA proposes to provide construction management services to Southern Lehigh School District, for a fixed fee of: ***$990,102.***

   We have included a proposed Phasing Plan that expedites the project into a more compressed but manageable schedule. (Please see below fee breakout and graphic.)

2. **Breakdown of the Lump Sum Fee Proposal.**



RFP Schedule Fee:

Project Phase	Total Labor Hours	Total Labor Cost	Reimbursables	Lump Sum Fee (Total)
1.1 Design Phase *(SD, DD, CD)*	970	$180,160	$4,378	$184,538
1.2 Bidding & Procurement Phase	364	$51,174	$821	$51,995
1.3 Construction Phase	5,776	$865,110	$60,159	$925,269
1.4 Closeout & Post Construction Phase	169	$27,008	$896	$27,904
TOTAL FEE (RFP Schedule)	**7,279**	**$1,123,452**	**$66,254**	**$1,189,706**

Alternative Schedule Fee:

Project Phase	Total Labor Hours	Total Labor Cost	Reimbursables	Lump Sum Fee (Total)
1.1 Design Phase *(SD, DD, CD)*	788	$145,919	$3,539	$149,458
1.2 Bidding & Procurement Phase	364	$50,180	$817	$50,997
1.3 Construction Phase	4,789	$711,749	$50,265	$762,014
1.4 Closeout & Post Construction Phase	169	$26,746	$887	$27,633
TOTAL FEE (Alternative Schedule)	**6,110**	**$934,595**	**$55,507**	**$990,102**



3. Summary of Personnel & Hourly Billing Rates

List the key personnel assigned to this project and their associated hourly rates for "Additional Services."

Hourly Billing Rate Schedule (2026)	
Construction Executive	$210/hr
Project Director	$195/hr
Safety Director	$135/hr
Senior Project Manager	$195/hr
Project Manager	$170/hr
General Superintendent	$180/hr
Site Superintendent	$135/hr
Project/Field Engineer	$135/hr
Administrative Services	$75/hr

4. Reimbursable Expenses

Identify if these items are included in your base fee or billed as an additional expense.

Expense Category	Included in Fee? (Y/N)
Project Management Software (e.g., Procore)	Y
Digital Photo/Video Documentation	Y
Telecommunications	Y
Postage	Y
Transportation	Y
Photocopying	Y
Office Supplies	Y
Misc. Supplies	Y
Overnight, Express Mail & Courier Services	N
Sub-consultants (Geotech, Traffic Engineer, etc.)	N
Other General Conditions Required by the Project	N



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HUMAN RESOURCES REPORT

The following Personnel items are presented for discussion and action by the Southern Lehigh School District Board of Directors:

I. Appointments

a. 2026-2027 Athletic Event Workers

Motion to approve the following athletic event worker appointment(s) paid via the 2026-2027 Ancillary Activities Worker Pay Schedule:

Name	Event Type
Kristin Boyer	Event Worker
Kristin Boyer	Event Manager & Site Manager

b. Extracurricular Activities

Motion to approve the appointment of the following employee(s):

Name	Level	Extracurricular Activity	2026-2027 Compensation
Sarah O'Hara	HS	Head Girls Basketball Coach - JRHI	$6193.00 (100% Stipend)

c. Title 1 Funding

Motion to approve the appointment of the following employees, paid via Title 1 funding allocations for the 2026-2027 school year:

Name	Percent	Building	Position
Michele Barker	100%	Joseph P. Liberati IS	Title 1 Instructional Assistant

d. 2026-2027 Substitutes

Motion to approve the following substitute appointment(s):

Name	Position	Pay Rate	Effective Date
Megan Hummel	Sub Teacher	$130.00 a day	10/13/2026
Jill Ciganek	Sub IA	$17.80 per hour	10/13/2026 correction from 9/14/2026 agenda
Justine Corwin	Sub IA	$17.80 per hour	10/13/2026

e. HS Detention Monitor

Motion to approve the following High School staff member for the 2026-2027 school year, paid with building funds.

Name	Job Title	Rate
Aleica Deterville	Detention Monitor	$57.29 per hour

f. Tenure

The board acknowledges the attainment of tenure for the following professional Staff:

Name	Location	Date
Ella Fox	Southern Lehigh HS	9/29/2026

Book. Policy Manual
Section. 100 Programs
Title. Interscholastic Athletics
Code. 123
Status. Adopted June 24, 2002
Last Revised. November 9, 2015
Prior Revised Dates. October 9, 2006; April 11, 2011

Purpose

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and to the community.

The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

Definition

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

District-Recognized Interscholastic PIAA Sporting Team/Program: a Board-approved, District-sponsored and recognized team/program that is coached by a Board-appointed and District-stipended appointee, which participates in interscholastic contests under the rules and regulations of the PIAA. All District-Recognized Interscholastic PIAA Sporting Teams/Programs will be administrated by the Coordinator of Athletics.

Authority

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal basis as is practicable and without discrimination, in accordance with ~~State~~ applicable laws, regulations, and Board policies.[1]

The Board shall approve a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.[2]

The Board shall determine the standards of eligibility to be met by all students participating in ~~an~~ the interscholastic athletic program. Such standards shall require that each student, before participating in any interscholastic athletic activity, be covered by student accident insurance and undergo a physical examination by a licensed physician to ensure that there are no obvious illnesses and/or injury that would place the student or others at enhanced risk of injury.~~; be in good physical condition; be free of injury, as determined by the district physician.~~[2]12]

The Board ~~further~~ adopts ~~those~~ the eligibility standards set by the Constitution and Bylaws of the Pennsylvania Interscholastic Athletic Association ("PIAA").

The Board may require that students pay reasonable fees to participate in an interscholastic or athletic activity or program.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Attended school regularly.[3]
3. Been in attendance on the day of the athletic event or practice for the hours required.
4. Returned or replaced all school athletic equipment previously used.
5. Complied with the requirements of the Athletic Handbook.
6. Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline.[4]
7. Adhered to applicable discipline standards.

Off-Campus Activities

Student conduct that occurs off school property or during nonschool hours shall comply with the provisions of the student discipline policy and any associated handbooks or codes of conduct addressing off-campus activities. [4]

~~This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[4]~~

1. ~~The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities in a school owned or contracted conveyance.~~
2. ~~The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.~~
3. ~~Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.~~
4. ~~The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an~~

~~agreement made in school, that would violate the Code of Student Conduct if conducted in school.~~

5. ~~The conduct involves the theft or vandalism of school property.~~

Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[5][6][7][8]

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet, that includes information about electrocardiogram testing.

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment, in accordance with Title IX regulations.[1]

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[9][10]

Guidelines

Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.[11]

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.[11]

The availability of the completed disclosure form shall be announced on the district website.[11]

Name, Image and Likeness

Students and their parents/guardians are responsible for following the rules set by the P.I.A.A. for the student to maintain their amateur status in order to be continuously eligible to participate in the district's interscholastic athletics program.[13]

Students may use their own name, image and likeness for such permissible activities that include commercial endorsements, promotional activities, social media presence, product or service advertisements and unique digital items/assets.[13]

District employees and any individual affiliated with a P.I.A.A. member school, including booster clubs, coaches, collectives, administrators and alumni, are prohibited from soliciting, arranging, negotiating or paying for a student's use of their name, image and likeness and/or the provision of consideration to a student for the use of their name, image and likeness. This provision does not apply if the use of the name, image and likeness is for their own child.[13]

Students must notify the building principal or Athletic Director upon entering into any type of name, image and likeness contracts or agreements within seventy-two (72) hours of entering into such contract or agreement. Such notification does not serve as approval by the district of any name, image and likeness contract or agreement.[13]

Legal
1. 22 PA Code 4.27
2. 24 P.S. 511
3. Pol. 204
4. Pol. 218
5. 24 P.S. 5323
6. Pol. 123.1
7. Pol. 123.2
8. 24 P.S. 5333
9. 22 PA Code 12.1
10. 22 PA Code 12.4
11. 24 P.S. 1603-C
12. PIAA Bylaws, Article V
13. PIAA Bylaws, Article II
24 P.S. 1601-C et seq
24 P.S. 5321 et seq
24 P.S. 5331 et seq
34 CFR 106.41
Pol. 103

Section **200 (Pupils)**
Policy **209**
Title **Health Examinations/Screenings**
Second Read

Authority

In compliance with applicable law and regulations, and Board-approved health and safety plans, the Board shall require that district students submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety and physical education courses meets the student's individual needs and that the learning potential of each student is not lessened by a remediable physical disability.[1][2][3][4]

Guidelines

A comprehensive health examination is required upon original entry, in sixth grade, and in eleventh grade. A comprehensive dental examination by a school dentist is required by the district upon original entry, in third grade, and in seventh grade.

In lieu of an examination by school personnel, a private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted. The district shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

The school nurse or **nursing students needing clinical and field experiences through a district approved contract with a local university** shall administer to each student vision tests **screenings,** hearing **screenings, other** tests deemed advisable, and height and weight measurements, at intervals established by the district and in accordance with the standards acceptable to the Department of Health. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.[2][4][6]

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.[7][8][9]

Medical examinations shall be conducted in the presence of the parent/guardian of the child upon request from the parent/guardian. [7][8][9]

A student who presents a statement signed by the parent/guardian that a health and/or dental examination is contrary to the student's or parent's/guardian's religious beliefs shall

be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.[10][11]

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall notify the school of the actions taken with respect to the special examination recommendation(s). If the parent/guardian fails to report the results to the nurse or school physician, the nurse or school physician shall arrange a special medical examination. [2][4][12]

Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.[13][14]

Health Monitoring

The Board directs district staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan.[15]

A student may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted.[16]

A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[16][17]

Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy.[15]

Health Records

The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.[2]

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian, in accordance with law and Board policy.[18][19][20]

The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[15][18][19][20][21][22][23]

Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.[18]

The district shall destroy student health records only after the student **ceases to be enrolled in the district after six (6) years**.[18][24]

Delegation of Responsibility

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health concerns or disability and to promptly report such conditions to the school nurse or designated staff.[2]

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[12]

Legal

1. 24 P.S. 1401
2. 24 P.S. 1402
3. 24 P.S. 1403
4. 22 PA Code 12.41
5. 24 P.S. 1407
6. 28 PA Code 23.1 et seq
7. 24 P.S. 1405
8. 28 PA Code 23.2
9. 20 U.S.C. 1232h
10. 24 P.S. 1419
11. 28 PA Code 23.45
12. 24 P.S. 1406
13. 23 Pa. C.S.A. 6311
14. Pol. 806
15. Pol. 203
16. Pol. 103
17. Pol. 103.1
18. 24 P.S. 1409
19. Pol. 113.4
20. Pol. 216
21. 20 U.S.C. 1232g
22. 34 CFR Part 99
23. Pol. 805
24. Pol. 800

24 P.S. 1401-1419
23 Pa. C.S.A. 6301 et seq

Section **200 (Pupils)**
Policy **209.1**
Title **Food Allergy Management**
Second Read

Purpose

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.[1]

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. *Emergency Care Plan (ECP)* - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. *Individualized Healthcare Plan (IHP)* - a medical plan of care **that is written by school nurses** that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. *Related Services Component in Individualized Education Program (IEP)* - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or

life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]

4. *Section 504 Service Agreement* - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.[3]

Guidelines

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse **and appropriate school team members**, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.[4][5]

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.[2][3]

The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, physician assistant, or certified registered nurse practitioner.

The medical statement must identify:[6]

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Nondisabling Special Dietary Needs

The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a licensed physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

Confidentiality

The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.[7][8][9]

Delegation of Responsibility

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health or other state and federal guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day. [10][11][12][13]

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services. [14]
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.[4][5]
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.[11]
5. Communication and confidentiality.[7][8][9]
6. Emergency response.[15]
7. Professional development and training for school personnel.
8. Awareness education for students.

9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

Legal

1. 24 P.S. 1422.3
2. Pol. 113
3. Pol. 103.1
4. Pol. 210
5. Pol. 210.1
6. 7 CFR 15b.40
7. Pol. 113.4
8. Pol. 209
9. Pol. 216
10. Pol. 121
11. Pol. 246
12. Pol. 808
13. Pol. 810
14. Pol. 146
15. Pol. 805

22 PA Code 12.41
20 U.S.C. 1232g
20 U.S.C. 1400 et seq
29 U.S.C. 794
42 U.S.C. 12101 et seq
7 CFR Part 15
28 CFR Part 35
34 CFR Part 99
34 CFR Part 104
34 CFR Part 300
Pol. 103
Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel – Pennsylvania Departments of Education and Health

Section **200 (Pupils)**
Policy **246**
Title **School Wellness**
Second Read

Purpose

Southern Lehigh School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[1][2]

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day **such as indoor or outdoor recess**.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[1][2]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in the building principal's school.[2]

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[1][2]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model local wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

The district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[2]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership. [1][2]

The district shall provide appropriate training to all staff on the components of the School Wellness policy.

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[2][3]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[1]

The Wellness Committee shall serve as an advisory committee regarding student

health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school-based activities that promote student wellness as part of the policy development and revision process.[2]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[4][5][6]

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement. Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[12][13][14][15]

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall contribute to the effort to provide students with opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

Physical activity breaks may be provided for students during classroom hours. Physical activity shall not be used or withheld as a form of punishment.

Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[5][6][7]

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Physical activity shall not be used or withheld solely as a form of punishment.

Other School-Based Activities

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[8][9][10][11]

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[8]

Students shall have access to hand washing or sanitizing before and after meals and snacks.

Nutrition content of school meals shall be available to students and parents/guardians.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

Food shall not be used in the schools as a reward or punishment.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[8][9][13][14]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods
Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[2][16][17]

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.[2][16]

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[2][16]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[16]

Fundraiser Exemptions
Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[18]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Each fundraiser may not exceed one (1) week. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[16]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods
Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:

a. Foods and beverages shall not be used as a reward or incentive in district schools, unless the reward involves an activity that promotes a positive nutrition message (e.g., field trip to a farm or a farmers' market).

2. Classroom Parties and Celebrations:
   a. The district shall inform parents/guardians through an efficient communications method that foods/beverages may only be brought to school for parties **and celebrations only when requested by the teacher for scheduled parties and celebrations.**

3. Shared Classroom Snacks:
   a. Shared classroom snacks are not permitted in district schools.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -
Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[2][16]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. The Board shall provide reasonable public notice or hold a public hearing prior to approving competitive food and/or beverage contracts. Reasonable public notice constitutes notice to parents/guardians utilizing normal school communication procedures at least thirty (30) days prior to the approval of such contract and guidance on how to offer public comment regarding the contract. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[19]

Management of Food Allergies in District Schools
The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[20]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

Legal

1. 42 U.S.C. 1758b
2. 7 CFR 210.31
3. 7 CFR 210.15
4. 24 P.S. 1513
5. Pol. 102
6. Pol. 105
7. 24 P.S. 1512.1
8. 7 CFR 210.10
9. 7 CFR 220.8
10. 24 P.S. 701
11. 24 P.S. 742
12. Pol. 808
13. 42 U.S.C. 1751 et seq
14. 42 U.S.C. 1773
15. 7 CFR 210.30
16. 7 CFR 210.11
17. 7 CFR 220.12
18. Pol. 229
19. 24 P.S. 504.1
20. Pol. 209.1

24 P.S. 1337.1
24 P.S. 1422.3
P.L. 111-296
7 CFR Part 210
7 CFR Part 220
Pol. 103
Pol. 103.1

Section **800 (Operations)**
Policy **823**
Title **Opioid Antagonist (NEW)**
Second Read

Authority
As a means of enhancing the health and safety of its students, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, such as Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.[1][2]

Definitions
Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.[1]

Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

Opioid antagonist - a drug or device approved by federal law for emergency reversal of known or suspected opioid overdose, including naloxone hydrochloride or other similarly acting drugs approved by the U.S. Food and Drug Administration for the treatment of an opioid overdose.[2][3]

Delegation of Responsibility
The Superintendent or designee, in consultation with the school nurse(s) and the school physician, shall establish appropriate internal procedures for the acquisition, stocking and administration of **opioid antagonists** and related emergency response procedures pursuant to this policy.

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of **opioid antagonists**. The Superintendent or designee shall obtain a standing order from the school physician for the administration of **opioid antagonists**.

The school nurse in each school building shall be responsible for supervising building-level administration of opioid antagonists and management of opioid antagonist stocks that may be stored in a building where the nurse is located.

Guidelines
The **school nursing department leader** shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:

1. The availability of opioid antagonists to treat opioid drug overdoses and what they do;
2. The symptoms of opioid drug overdoses;
3. How students and staff should report suspected overdoses;

4. The protection from criminal prosecution provided by law for persons who report, **in good faith, a** suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and[1][2]
5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.[1][2]

Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for the administration of **opioid antagonists** to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.

The standing order shall include at least the following information:
1. Type of **opioid antagonist** (intranasal and auto-injector).
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in **the Superintendent's office,** and copies of the standing order shall be kept in each location where the **opioid antagonists** are stored.

Training

Before any school district employee may have custody of **opioid antagonists** or administer **opioid antagonists** under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering **opioid antagonists** and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file **or other appropriate file maintained by the school district.[2][3]**

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Acquisition, Storage and Disposal

Opioid antagonists shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Opioid antagonists shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where **opioid antagonists** are being stored within the school nurse's office or other location **designated by the school nurse.**

The school nurse shall obtain sufficient supplies of **opioid antagonists** pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh **opioid antagonist** stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines

Administration of **Opioid Antagonists**

When responding to a suspected drug overdose, district employees shall follow the steps outlined below:
1. Call for medical help immediately (Dial 9-1-1).

2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer **opioid antagonist**, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of opioid antagonist if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

Referral to Law Enforcement and Parental Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[4][5][6][7][8][9][10]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[4][9][10][11]

Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.[12]

Indemnification

The school district shall indemnify and hold harmless any employee who administers opioid antagonists in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:[2][13][14]

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering **a opioid antagonist** to that individual.
2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering opioid antagonist.
4. The employee is administering an opioid antagonist pursuant to this policy.

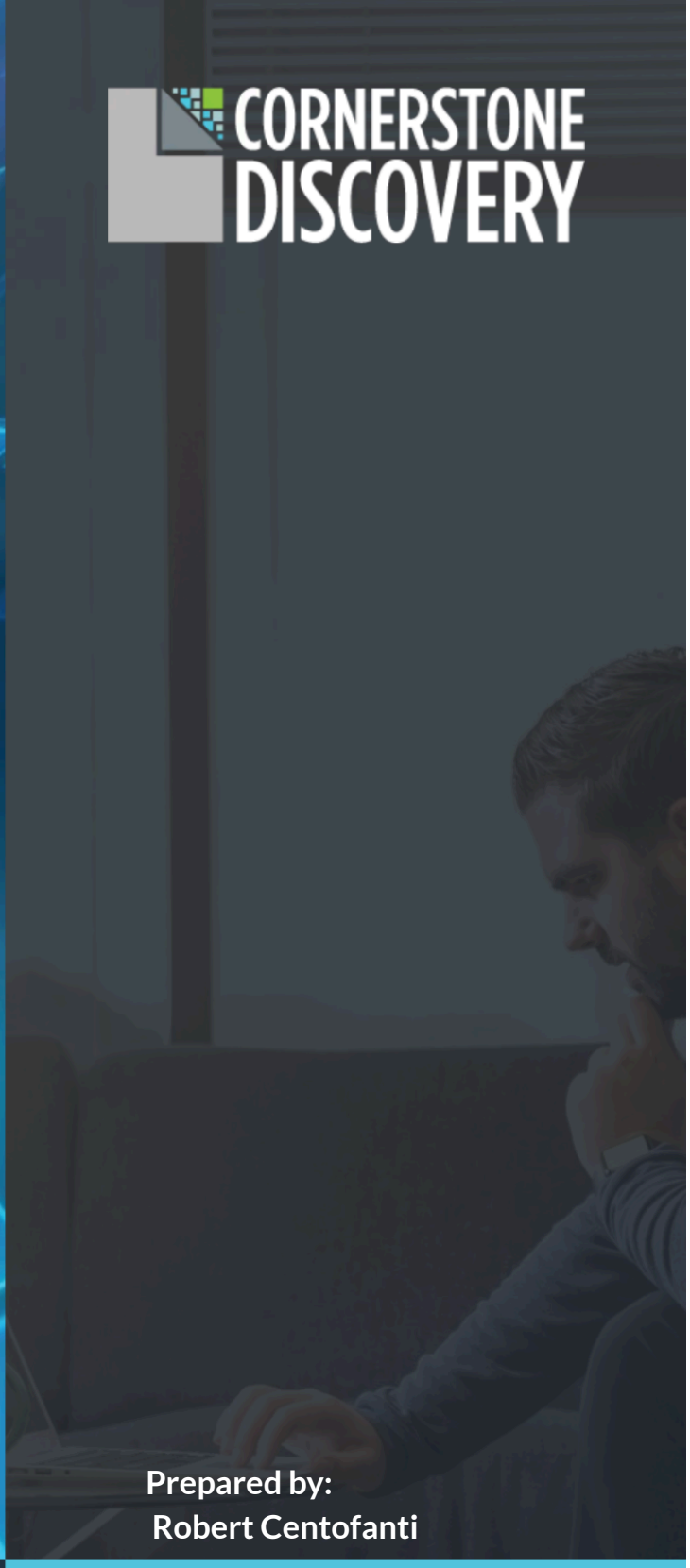
Legal

1. 35 P.S. 780-113.7
2. 35 P.S. 780-113.8
3. Pol. 324
4. 22 PA Code 10.2
5. 22 PA Code 10.21
6. 22 PA Code 10.22
7. 24 P.S. 1302.1-A
8. 24 P.S. 1303-A
9. Pol. 227

10. Pol. 805.1
11. 22 PA Code 10.25
12. Pol. 236
13. 42 Pa. C.S.A. 8547
    42 Pa. C.S.A. 8548



CORNERSTONE DISCOVERY



Prepared by:
Robert Centofanti

CORNERSTONE DISCOVERY PROPOSAL

PREPARED IN CONNECTION WITH:

Southern Lehigh School District Investigation

CASE ID:
26-476

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03 WHY CORNERSTONE DISCOVERY?

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WHY CORNERSTONE DISCOVERY?

OUR REPUTATION FOR INNOVATION, LEADERSHIP AND RELIABILITY HAS AFFORDED US AN OPPORTUNITY TO BECOME YOUR PARTNER.



DIGITAL FORENSICS – Rely on our team of certified digital forensic experts to uncover the critical evidence you need. Computers, Mobile Phones, Servers, Cloud Data, Cell-Site Location data - expertly analyzed.



E-DISCOVERY –Tap into our reliable, dependable and cost-effective e-discovery solutions and specialists. We provide innovative technology and strategic consulting services for every stage of the process.



LITIGATION SUPPORT – Access our around-the-clock, comprehensive and industry-leading Litigation Support services, including graphic design, project management, printing/production services, scanning and more.



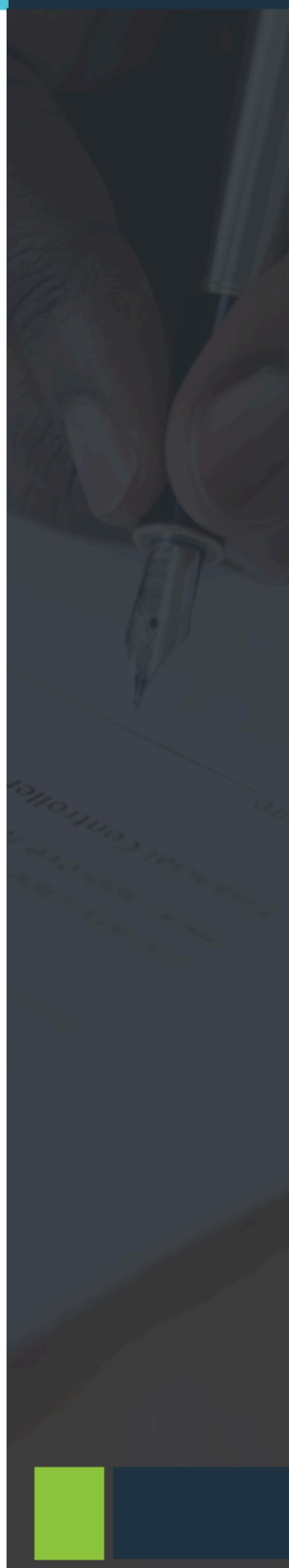
TRIAL SUPPORT – Leverage our certified trial technicians before and during court. Our experts in presentation and trial technology software will help you better prepare and execute your case.

SERVICES

FORENSIC COLLECTION
E-DISCOVERY
FORENSIC INVESTIGATIONS
DISCOVERY MANAGEMENT
SCANNING/PRINTING
PRODUCTION
BATES STAMPING
TRIAL SUPPORT
EXHIBIT MANAGEMENT
EXHIBIT DESIGN SERVICES

Engagement Letter

RE: Southern Lehigh School District Investigation



Oct 7, 2026

Justin D. Barbetta
Wisler Pearlstine, LLP
Blue Bell Executive Campus
460 Norristown Road, Suite 110
Blue Bell, PA 19422-2323

Dear Mr. Barbetta:

Cornerstone Discovery would like to thank you for giving us the opportunity to present this digital forensics and e-discovery proposal for your consideration.

This engagement letter sets forth the terms and conditions under which Cornerstone Discovery is engaged to perform digital forensic consulting services and e-discovery services to assist counsel in rendering legal advice in the above-described matter.

This engagement letter and services agreement ("Agreement") is dated Oct 7, 2026 and is between:

Cornerstone IT Consultants, LLC, d/b/a Cornerstone Discovery ("Cornerstone")

and

Wisler Pearlstine, LLP ("Client") (collectively the "Parties").

Cornerstone is engaged by Client in connection with their representation of Southern Lehigh School District. All work product – including but not limited to memoranda, transcripts, analyses, opinions, interviews, notes, and all other documentation – is confidential information relating to an attorney-client relationship and protected by the attorney-client and work-product privileges.

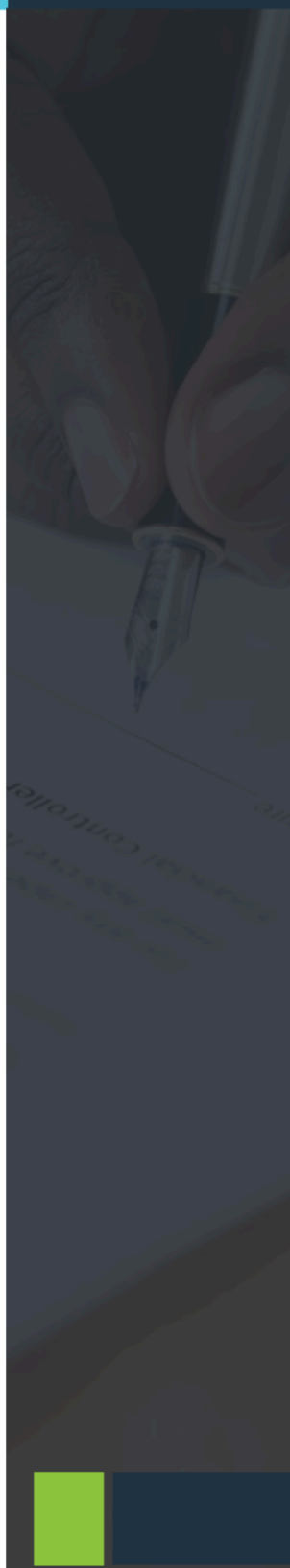
At Cornerstone Discovery, we are a dedicated and trusted single-source solution for your comprehensive litigation support needs. You can rely on our digital forensic and e-discovery experts to simplify your comprehensive e-discovery process and get results.

We have enclosed the details of our proposal and an agreement for your review. Should you have any questions or would like to discuss the proposal further, please don't hesitate to contact me at (267) 639-6900.

Warm regards,

Robert Centofanti

Engagement Letter



Client has engaged Cornerstone to perform the following scope of services ("Services"):

Forensic audit/investigation of Google Workspace; forensic preservation and processing of Google Workspace/Takeout data; possible forensic imaging of devices and/or processing of received forensic images;

Requested Retainer: $10,000

Retainer Payment Link

Engagement Letter

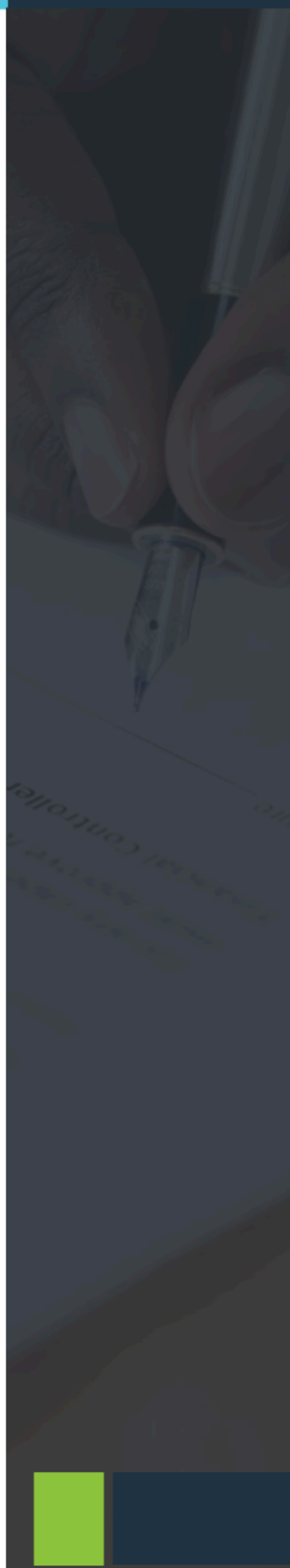
Fee Schedule

Schedule of Values	Pricing
Forensic Imaging (Storage Drive)	$750 per device[1]
Forensic Imaging (Logical/Server)	$750 per TB
Forensic Imaging (USB Device)	$500 per device[2]
Forensic Imaging/Processing (Mobile Device)	$1200 per device[3]
Forensic Collection/Preservation (Cloud Account)	$450 per hour
ECA Indexing and Forensic Processing	$25 per GB
Forensic Hourly Rate	$450 per hour
E-Discovery and Discovery Management Hourly Rate	$225 per hour
Paper Digitization Rate (Scanning) and Deposition Syncing	$125 per hour
In-Court Trial Technician/Hot Seat Daily Rate	$1600 per trial day[5]
Trial Technician and Litigation Support Hourly Rate	$225 per hour
Printing, Shipping Costs, and Expenses	Billed as accrued
Travel Time	50% of prevailing hourly rate

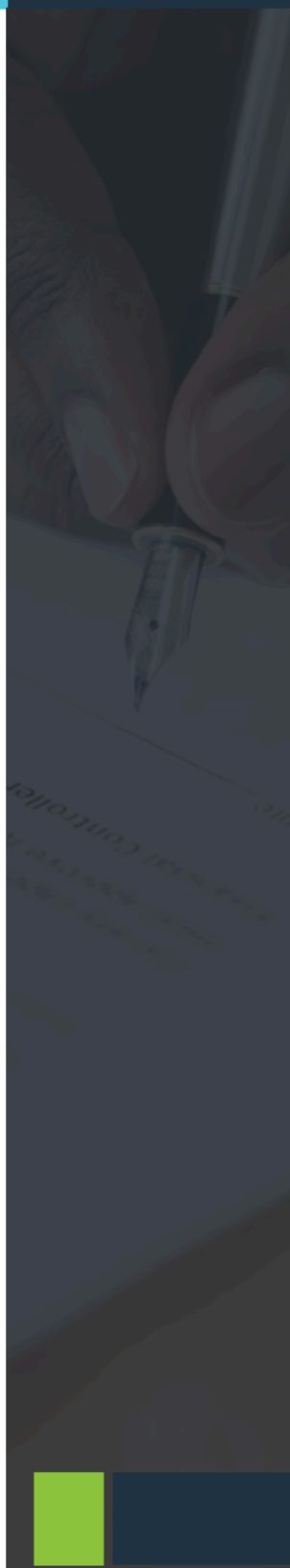
Hosting Schedule of Values	Pricing
Up to 20 GB (Unlimited users, training, and technical support)	$400 per month
Up to 50 GB (Unlimited users, training, and technical support)	$950 per month
Up to 100 GB (Unlimited users, training, and technical support)	$1800 per month
Up to 200 GB (Unlimited users, training, and technical support)	$2500 per month
Additional sizes at volume-discounted rates	As low as $3 per GB

The Services do not include the provision of legal advice, and Cornerstone makes no representations regarding questions of legal interpretation.

[1]Storage drives up to 1 TB capacity; additional charges may apply for larger devices. [2]USB device up to 64 GB capacity; additional charges may apply for larger devices. [3]Includes UFED processing and report generation. . [5]Afterhours trial support billed hourly



Engagement Letter



Invoicing and Payment: Cornerstone will invoice Client and Client will pay Cornerstone based on the fixed prices and the hourly rates for the listed services as set forth in the Agreement and the services rendered by Cornerstone. Cornerstone will submit invoices to Client every month unless the invoice is less than $1,000.00, in which case Cornerstone may decline to issue an invoice until the next invoicing date. All invoices are considered past due in 30 days. Any invoice not paid within 30 days of receipt is subject to a 1.9% monthly interest charge. Further, in the event of non-payment of invoices by Client, Cornerstone shall have the absolute right to suspend or terminate its services, including Client's use or access to any document database or other electronic file created by Cornerstone, upon written notice to the Client, including notice by email.

Timetable: As is often the case, immediate commencement of Services may be required or requested. In such circumstances, Cornerstone will initiate Services upon receipt of a signed engagement from the Client acknowledging this commitment. While Cornerstone prefers to initiate Services only upon full execution of this Agreement and receipt of the retainer, should Services commence in advance of a fully executed Agreement, the Agreement and all General Terms and Conditions are retroactive to when Services were initiated.

Addendum for Additional Services: Should the scope of work change, additional services will be agreed upon in writing or by verbal consent by the client or client's counsel.

Terms and Conditions: This Agreement and the attached Terms and Conditions set forth the rights and responsibilities of the Parties with respect to the Services. The attached Terms and Conditions is an integral part of this Agreement.

Signatures of the Parties: By the signatures below of their duly authorized representatives, the Parties have entered into this Agreement effective on the date stated in the introductory clause and accept all scope of services, timelines and General Terms and Conditions to this Agreement.

Cornerstone Discovery

Signature:_____

Date: _____

Client Signature

Signature: _____

Name: _____

Date: _____

Billing Contact

Name: _____

Address / Phone / Email:

_____

_____

_____

General Terms & Conditions

Confidentiality: Counsel's confidential information, Client's confidential information, and Cornerstone's confidential information are collectively referred to as "confidential information." All data relating specifically to a party's business and any other information which reasonably should be understood to be confidential in nature are confidential information of such party. Cornerstone's proprietary software, tools, methodologies, techniques, ideas, discoveries, inventions, know-how and any other information which reasonably should be understood to be confidential to Cornerstone is the confidential information of Cornerstone. Each party shall use Confidential Information of the other party only in furtherance of the purposes of this Agreement and shall not disclose such Confidential Information to any third party without the other party's prior written consent. Each party agrees to take reasonable measures to protect the confidentiality of the other party's Confidential Information and to advise its employees of the confidential nature of the confidential information and of the confidentiality provisions and use prohibitions herein.

Notwithstanding the foregoing, either party may disclose Confidential Information of another to a third party as may be required by law, statute, rule or regulation, including any subpoena or other similar form of process, provided that (and without breaching any legal or regulatory requirement) the party to which the request is made provides the other party with prompt written notice thereof if that notice is permitted by law and, if practicable under the circumstances, allows the other party to seek a restraining order or other appropriate relief. Subject to Cornerstone confidentiality obligations in this Agreement, nothing herein shall preclude or limit Cornerstone from providing services similar to the services to other clients of Cornerstone.

Protecting the Confidentiality and Security of Current and Former Clients' Information: During the course of our service, Cornerstone collects nonpublic information. In order to guard this nonpublic information, we maintain physical, electronic, and procedural safeguards that comply with industry best-practice standards to avoid any breach of data.

Parties to Whom We Disclose Information: For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our Service except as required or permitted by law. Permitted disclosure includes, for instance, providing information to assist us in providing services to Client. In all such situations, we stress the confidential nature of information being shared.

Indemnification and Liabilities: Subject to the provisions hereof, each party shall indemnify, defend and hold harmless the other from and against any and all amounts payable under any judgment, verdict, court order or settlement for death or bodily injury or the damage to or loss or destruction of any real or tangible personal property, but only to the extent the foregoing arising out of the indemnitor's negligence or intentional misconduct in the performance of this Agreement.

EXCEPT TO THE EXTENT FINALLY DETERMINED TO HAVE RESULTED FROM THE GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT OF CORNERSTONE, CORNERSTONE'S LIABILITY TO PAY DAMAGES FOR ANY LOSSES INCURRED BY CLIENT AS A RESULT OF BREACH OF CONTRACT, NEGLIGENCE OR OTHER TORT COMMITTED BY CORNERSTONE, REGARDLESS OF THE THEORY OF LIABILITY ASSERTED, IS LIMITED TO NO MORE THAN THE TOTAL AMOUNT OF FEES PAID TO CORNERSTONE UNDER THIS AGREEMENT. IN ADDITION, CORNERSTONE WILL NOT BE LIABLE IN ANY EVENT FOR LOST PROFITS OR ANY CONSEQUENTIAL, INDIRECT, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES. In addition, Cornerstone shall

General Terms & Conditions

have no liability to Client arising from or relating to any third-party hardware, software, information or materials selected or supplied by Client. Changes; Additional Services: Cornerstone will not be responsible for performing any services or work beyond the Services set forth in this Agreement. Either party may request changes to the Services. Changes must be agreed between the Parties either by email, verbal consent or as an Addendum to this Agreement.

Other Matters: In performing the Services, Cornerstone is acting solely as an independent contractor and is not acting as a fiduciary. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their successors and assigns. Except as expressly provided herein, nothing in this Agreement shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement, and there are no intended third-party beneficiaries. Neither party may, nor shall have the power to, assign or transfer this Agreement or any rights or obligations hereunder or claims arising hereunder, without the prior written consent of the other party. This Agreement supersedes any prior understandings, proposals or Agreements with respect to the Services. The provisions of this Agreement, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties. If any provision of this Agreement is declared or found to be illegal, unenforceable or void, then both Parties shall be relieved of all obligations arising under such provision, but if the remainder of this Agreement shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law. Where Agreement, approval, acceptance, consent or similar action by Client or Cornerstone is required, such action shall not be unreasonably delayed, conditioned or withheld. Headings in this Agreement are for convenience only, and shall not be used in interpreting this Agreement. No party shall be liable to the other for any delay or failure to perform any of the Services or obligations set forth in this Agreement due to causes beyond its reasonable control. This Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

Termination: Either party may terminate this Agreement at any time by giving the other written notice of termination. In the event of termination, Client will be responsible for all fees earned by Cornerstone for completed services and all costs and expenses incurred by Cornerstone through the date termination notice is received.

Archiving: Cornerstone is a temporary custodian of any data and devices for use by Cornerstone in conjunction with the Services, and, while a matter is active, Cornerstone will need to store such data or devices in order to perform the Services. Should such matter become inactive, which presumptively occurs when more than 90 days have elapsed during which Cornerstone has not been directed by Client and/or Client's counsel to perform any such services, Cornerstone reserves the right to give notice to Client and/or Client's counsel, which can include email notice, and thereafter storage fees for all data and physical devices stored by Cornerstone in conjunction with the Services shall accrue at a rate determined and communicated by Cornerstone.

Closeout: At the conclusion of this Agreement, Cornerstone reserves the right to delete all data and forensically wipe and recycle physical devices after Cornerstone gives notice to Client that the matter is deemed closed. Sufficient notice is defined as 90 days from the issuance of notification. Cornerstone will not archive any data or devices pertaining to a matter that has been closed-out unless directed in writing by Client to archive the same and storage fees are agreed upon prior to 90 days past notification issuance date.

General Terms & Conditions

Claims and Disputes: Claims and disputes shall be resolved by litigation. Client hereby consents and agrees that jurisdiction and venue for any litigation of any claim or dispute between the parties shall only be in the First Judicial District of Pennsylvania, or in the U.S. District Court for the Eastern District of Pennsylvania. In the event that Cornerstone is required to institute litigation against Client to recover payment for any unpaid invoices, Client will be responsible for all costs and expenses, including court filing fees and a reasonable attorney's fee, incurred by Cornerstone in such litigation.

Southern Lehigh School District

Professional Development Conferences

To: Board of Directors

Date: 10/12/2026

Funding Source: L-Local, S-State, F-Federal, A-Applicant, O-Other, NC-No Charge

Name	Conference	Location	Date	# of Days	Registration	Lodging	Meals	Travel	Other	Sub Cost	Fund Source	Total Cost
Beth Dottery	The Annual Mtg. for CHS STAT Teachers	Pittsburgh	10/23/2026	1	0	0	75	525	0	260	D-District	$860.00
Deanna Webb	SAS Showcase 2026	IU20, Easton	10/2/2026	1	0	0	0	12	0	0	F-Federal	$12.00
Deanna Webb	PA Math Workshop: Building Students as Problem Solvers	Montgomery CO IU	12/11/2026	1	0	0	0	83.14	0	0	F-Federal	$83.14
Kristen Stepanczuk	PA School Counselor Association (PSCA) Conference	State College, PA	12/2/2026 - 12/4/2026	3	0	0	0	0	0	0	NC-No Charge	0
Christina Piascik	WCU School Counselor Visit	West Chester, PA	9/29/2026	1	0	0	0	119.8	0	0	D-District	$119.80
Leigh Kern	Automobile Training Center (ATC) PD Seminar	Warminster, PA	11/18/2026	1	0	0	0	0	0	130	D-District	$130.00

- on spreadsheet ✓
- NO exact date indicated ✓
- Location ✓

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School SLHS

Teacher(s) Wlodek, Jennifer

Class/ Group Fashion Club

Date Request Submitted 10/1/26 Date of Field Trip 11/10/26 Rain Date n/a

Destination Phoebe Nursing Home - Allentown

Time of Departure 9:30 Return Time ~~2:00~~ 1:00

Method of Transportation 1 bus

Number of Students 30 or less Number of Staff 1 Number of other Chaperones

How will students be grouped for supervision? ✓ staff and parents volunteers

What preparation will occur for chaperones to ensure an understanding of expectations?

NO additional chaperones.

How is the trip financed? (Please provide details for all funding sources).

Mr. Miller has agreed to cover the funding for the Bus.

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?

Community Service, Leadership, Outreach, Creativity, Organization

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?

Fashion show - design/prep, show, socialization post-show

What method will you measure the achievement of the education goal(s)?

Response from residents and students

STEP 2: Nursing Verification
Please submit the field trip proposal, student roster, and chaperone list to the building school nurse minimum fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:
I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

____ Nurse is needed for the field trip.
X) Nurse is not needed for the field trip.

Nurse Signature: _____ Date 10/1/26

School Nurse please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: _____ Date 10/1/24

Principal Approval: _____ Date 10/1/24

STEP 4: Central Office Approval

Curriculum Office Approval: _____ Date 10/5/24

Superintendent Approval: _____ Date _____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

- ☐ Submission for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.
- ☐ Secured parental permission slips for each student.
- ☐ Signed the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.

on spreadsheet:
- NO exact date
- NO exact location

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School HS

Teacher(s) Wehr

Class/ Group Meistersingers

Date Request Submitted 8-20-26 Date of Field Trip 12-8-26 Rain Date Ø

Destination First Presbyterian Church - Allentown

Time of Departure 5:30 PM Return Time ~~2:00~~ 8:45 PM

Method of Transportation X bus

Number of Students 53 Number of Staff 1 Number of other Chaperones Ø

How will students be grouped for supervision? staff and parents volunteers as an ensemble together

What preparation will occur for chaperones to ensure an understanding of expectations?

n/a

How is the trip financed? (Please provide details for all funding sources).

music dept budget

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?

performance

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?

rehearsal

What method will you measure the achievement of the education goal(s)?

reflection

STEP 2: Nursing Verification
Please submit the field trip proposal, student roster, and chaperone list to the building school nurse minimum fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:
I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

__✓__ Nurse is needed for the field trip.
____ Nurse is not needed for the field trip.

Nurse Signature: _____ Date 9/28/26

School Nurse please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: _____ Date 8/26/26

Principal Approval: _____ Date 8/26/26

STEP 4: Central Office Approval

Curriculum Office Approval: _____ Date 10/1/26

Superintendent Approval: _____ Date _____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

- ☐ Submission for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.
- ☐ Secured parental permission slips for each student.
- ☐ Signed the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.

No Specific date indicated ✓

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School Southern Lehigh Middle School

Teacher(s) Lauren Murphy and Jackie Collins

Class/ Group SLMS Student Fundraiser Participants

Date Request Submitted 9/24/2026 Date of Field Trip 11/17/2026 Rain Date N/A

Destination Citizens Bank Park, Philadelphia, PA

Time of Departure 8:00 AM Return Time 2:00 PM

Method of Transportation Bus

Number of Students 78 Number of Staff 7 Number of other Chaperones N/A

How will students be grouped for supervision? Students will be divided into groups amongst staff members.

What preparation will occur for chaperones to ensure an understanding of expectations?
Trip leaders will communicate expectations with staff members who are chaperoning.

How is the trip financed? (Please provide details for all funding sources).
Students earned the trip through their fundraising efforts.

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?
This trip supports goal setting with students. If they wanted to earn this trip through their fundraising efforts, they needed to set a goal and develop a plan to reach that goal. The tour they receive allows students to learn about the various initiatives that Citizens Bank Park and the Phillies organization have.

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?
Students needed to write their goal down on their fundraising portal to share with their family and friends.

What method will you measure the achievement of the education goal(s)?
Students will get to share the things they learned about the initiatives that Citizens Bank Park and the Phillies organization have with staff and family/friends.

STEP 2: Nursing Verification
Please submit the field trip proposal, student roster, and chaperone list to the building school nurse minimum fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:
I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

✓ Nurse is needed for the field trip.
____ Nurse is not needed for the field trip.

Nurse Signature: _____ Date 9/25/26

School Nurse please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: Lauren Murphy Date 9/29/26

Principal Approval: _____ Date 9/29/26

STEP 4: Central Office Approval

Curriculum Office Approval: _____ Date 9/30/26

Superintendent Approval: _____ Date _____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

- ☐ Submission for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.
- ☐ Secured parental permission slips for each student.
- ☐ Signed the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.
- ☐ Evaluation of the field trip.

(Not on Spreadsheet)

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School High School

Teacher(s) Patricia Gouck

Class/ Group Chinese 4

Date Request Submitted 8-31-26 Date of Field Trip 3-18-27 (SNOW) Rain Date 4-7-27

Destination NanXiang King of Prussia 160 N. Gulph Rd. Ste 4220 King of Prussia 19406

Time of Departure 10:00 AM Return Time 1:30 pm

Method of Transportation School Bus

Number of Students 21 Number of Staff 3 Number of other Chaperones ——

How will students be grouped for supervision? 7 per group

What preparation will occur for chaperones to ensure an understanding of expectations?

meet to discuss class expectations

How is the trip financed? (Please provide details for all funding sources).

Departments Budgets pay for Bus

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?

Level 4 Chinese has 2 Units that align with this trip
1) Regional cuisines around China & (2) Dining at a restaurant

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?

① Learning about the famous dish from Shanghai - & the most famous restaurants which serves this dish - Practice using chopsticks

What method will you measure the achievement of the education goal(s)?

follow up project

STEP 2: Nursing Verification
Please submit the field trip proposal, student roster, and chaperone list to the building school nurse minimum fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:
I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

__X__ Nurse is needed for the field trip.
____ Nurse is not needed for the field trip.

Nurse Signature: _____ Date 8/31/26

School Nurse please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: Patricia Gouck Date 9-25-26

Principal Approval: _____ Date 9/28/26

STEP 4: Central Office Approval

Curriculum Office Approval: _____ Date 9/29/26

Superintendent Approval: _____ Date _____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

Sul☐ssion for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.

Sec☐d parental permission slips for each student.

Sig☐ the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.

Eva☐tion of the field trip.

no specific date indicated

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School _____Liberty Bell_____

Teacher(s) _____Dougherty, Malicki, Rice, Tobin, Zervos_____

Class/ Group____Second Grade_____

Date Request Submitted _9/21/26___ Date of Field Trip __5/19/27____ Rain Date__N/A____

Destination Lost River Caverns_/Upper Saucon Park

_____

Time of Departure ___9:45_____ Return Time _____2:00_____

Method of Transportation _____Bus

_____

Number of Students __119____Number of Staff __5____ Number of other Chaperones____5_____

How will students be grouped for supervision? __By Class_____

What preparation will occur for chaperones to ensure an understanding of expectations?

Parents will be given the directions from Lost River Caverns which outlines the responsibilities and expectation for chaperones for the day. Teachers will ask parents to review the Liberty Bell Handbook to refresh their memories on what is acceptable Liberty Bell behavior on the bus and for the duration of the field tripl.

How is the trip financed? (Please provide details for all funding sources).

The trip will be financed by the PTA for staff and students. Chaperones will pay for themselves.

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?

Our science curriculum includes a study of rocks. Students will observe rocks in their original form and how weathering affects the shape and color of the rocks.

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?

Students have studied rocks as part of the science curriculum. During the trip students will be asked to identify the properties of rocks they observe while in the cave. Students will also watch a video that includes information about the rocks that can be found at the site. There is also a 15 minute rock talk which is presented by a staff member who will share their knowledge of rocks with the students. Students will then go on the nature trail to find more rocks that they can observe and identify. Upon our return to school, teachers will review what the students have observed and share that information with the class.

What method will you measure the achievement of the education goal(s)?

Teachers will administer a formative assessment in which students will provide the knowledge they have gained from the field trip.

STEP 2: Nursing Verification
Please submit the field trip proposal, student roster, and chaperone list to the building school nurse minimum fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:
I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

X Nurse is needed for the field trip.
____ Nurse is not needed for the field trip.

Nurse Signature: _____ Date 9/24/26

School Nurse please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: _____ Date 9/25/26

Principal Approval: _____ Date 9/24/26

STEP 4: Central Office Approval

Curriculum Office Approval: _____ Date 9/29/26

Superintendent Approval:_____Date_____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

☐ Submission for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.

☐ Secured parental permission slips for each student.

☐ Signed the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.

☐ Evaluation of the field trip.

no specific date indicated ✓

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School Hopewell Elementary
Teacher(s): Mrs. Oakes, Mrs. Smillie, Mrs. Cela, Mrs. Lavender, Mrs. Patterson, Miss Horwath, Miss Steele

Class/ Group: Kindergarten

Date Request Submitted: 9/21 Date of Field Trip: 10/16 Rain Date

Destination: Hausman Fruit Farm

We are taking 3 groups in the AM and 3 groups in the PM
Departure: 9:10 Return Time: 11:10 and Departure: 12:30 Return 2:30

Method of Transportation: School bus

Number of Students: 102 Number of Staff: 10 Number of other Chaperone 24

How will students be grouped for supervision? Staff and parent volunteers will be grouped as a class; staff and parent volunteers will stay with the class.

What preparation will occur for chaperones to ensure they understand expectations?
Teachers will meet with chaperones before the trip and review expectations for behavior, safety, procedure, and learning experiences.

How is the trip financed? (Please provide details for all funding sources). PTA

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?
This trip supports our Science and Play-Based Learning Curriculum

What specific student activities are planned for before, during, and after the trip to ensure "value-added" to the learning process?

Before:

- Centers
- Videos
- Books
- Crafts
- Apple Day 9/22
- Pumpkin Life Cycle and Pumpkin Patch Lessons

During:

- Apple Picking, Pumpkin Picking, Corn Maze Experience, Sensory Play, Ride on Small Tractors (large motor skills)

After:

- Continue using the Market Stand during play-based learning; draw and write about Experiences.

What method will you measure the achievement of the education goal(s)?

- ★ Journals
- ★ Student Questioning
- ★ Projects
- ★ Teacher Observations

STEP 2: Nursing Verification

Please submit the field trip proposal, student roster, and chaperone list to the building school nurse a minimum of fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:

I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

Nickie C. going on trip (Trish Marren covering her)

✓ Nurse is needed for the field trip.

____ Nurse is not needed for the field trip.

Nurse Signature: Trish M Costello RN Date 9/22/24

School Nurse, please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: Nancy M Saillie Date 9/22/2026

Principal Approval: Lynn C Thomas Date 9/22/2026

STEP 4: Central Office Approval

Curriculum Office Approval: Dewell Date 9/29/24

Superintendent Approval: _____ Date _____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

- ☐ Submission for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.
- ☐ Secured parental permission slips for each student.
- ☐ Signed the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.
- ☐ Evaluation of the field trip.

(Not on Spreadsheet)

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School High School

Teacher(s) Trish Gouck

Class/ Group Chinese Level 5

Date Request Submitted 8-31-26 Date of Field Trip 10-21-26 Rain Date —

Destination Philadelphia Chinatown

Time of Departure 8:15 am Return Time 3:00

Method of Transportation School Bus

Number of Students 29 Number of Staff 4 Number of other Chaperones —

How will students be grouped for supervision? in groups of 7 or 8

What preparation will occur for chaperones to ensure an understanding of expectations?

we will meet to discuss field trip expectations & agenda

How is the trip financed? (Please provide details for all funding sources).

Bus ride is paid by department budget

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?

Students in Level 5 learn about Philly Chinatown's History, Geography,

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?

① Unit on Philly Chinatown ② Trip including specific activities, visit landmarks etc ③ Follow up- project & Kahoot

What method will you measure the achievement of the education goal(s)?

Follow up project & class discussion

STEP 2: Nursing Verification
Please submit the field trip proposal, student roster, and chaperone list to the building school nurse minimum fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:
I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

____ Nurse is needed for the field trip.
__X__ Nurse is not needed for the field trip.

Nurse Signature: _____ Date 9/23/26

School Nurse please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: Patricia Gouck Date 9-24-26

Principal Approval: _____ Date 9/23/26

STEP 4: Central Office Approval

Curriculum Office Approval: _____ Date 9/29/26

Superintendent Approval: _____ Date _____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

Sul☐ssion for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.

Sec☐d parental permission slips for each student.

Sig☐ the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.

Eva☐tion of the field trip.

*no exact date indicated

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School Liberty Bell

Teacher(s) Valley / Burkhardt / ~~Mc Mullen~~ Negron

Class/ Group Kindergarten

NO NURSE — Wed. 10/13

Greenawald Supp / ~~Negron~~ McMullen — NURSE — Thur 10/14

Date Request Submitted 9/21/26 Date of Field Trip 10/13/10/14 Rain Date None

Destination Hausman's Fruit Farm

Time of Departure 10/13 9:15am 10/14 9:15am Return Time 10/13 12:30pm 10/14 12:30pm

Method of Transportation bus

Number of Students 60 Number of Staff 5/5 Number of other Chaperones 9

How will students be grouped for supervision? Teacher

What preparation will occur for chaperones to ensure an understanding of expectations?

letter, check clearances

How is the trip financed? (Please provide details for all funding sources).

PTA - Field trip S.D. - bus

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?

Seasons / life cycle / science / social studies

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?

apple day, science, life cycle

What method will you measure the achievement of the education goal(s)?

KWL chart

STEP 2: Nursing Verification
Please submit the field trip proposal, student roster, and chaperone list to the building school nurse minimum fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:
I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

X ___ Nurse is needed for the field trip. – 10/14
X ___ Nurse is not needed for the field trip. – 10/13

Nurse Signature: _____ Date 9/22/26

School Nurse please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: _____ Date 9/21/26

Principal Approval: _____ Date 9/21/26

STEP 4: Central Office Approval

Curriculum Office Approval: _____ Date 9/25/26

Superintendent Approval: _____ Date _____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

- ☐ Submission for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.
- ☐ Secured parental permission slips for each student.
- ☐ Signed the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.
- ☐ Evaluation of the field trip.

no specific date indicated

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School Southern Lehigh H.S.

Teacher(s) Miller / Ruch

Class/ Group FCS - Clothing Concepts

Date Request Submitted 9/2/26 Date of Field Trip 9/25/26 Rain Date -

Destination Wooden Bridge - Kutztown

Time of Departure 8:30 Return Time 2:00

Method of Transportation Vans

Number of Students 12 Number of Staff 2 Number of other Chaperones

How will students be grouped for supervision? Groups of 6. 1 chaperon per group

What preparation will occur for chaperones to ensure an understanding of expectations?

- Meet to review expectations

How is the trip financed? (Please provide details for all funding sources). FCS

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?

- Purchase supplies / fabric for Clothing Concepts sewing projects.

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?

- Types of fabrics
- Amount needed

What method will you measure the achievement of the education goal(s)? Check in

STEP 2: Nursing Verification
Please submit the field trip proposal, student roster, and chaperone list to the building school nurse minimum fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:
I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

X Nurse is needed for the field trip. Epipen training to be completed during Needs - lunch?
X Nurse is not needed for the field trip.

Nurse Signature: _____ Date 9/16/26

School Nurse please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: _____ Date 9/8/26

Principal Approval: _____ Date 9/8/26

STEP 4: Central Office Approval

Curriculum Office Approval: _____ Date 9/24/26

Superintendent Approval: _____ Date _____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

- [X] Submission for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.
- [X] Secured parental permission slips for each student.
- [ ] Signed the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.

on spreadsheet ✓

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School Southern Lehigh Middle School

Teacher(s) Anne Cooper (School Counselor) and 8th grade Teachers and other SLMS staff.

Class/ Group 8th grade students

Date Request Submitted 9/24/26 Date of Field Trip 11/6/26 Rain Date N/A

Destination Lehigh Career and Technical Institute (LCTI)

Time of Departure 8:15am Return Time 11:00am

Method of Transportation School Bus

Number of Students 245 Number of Staff 20 Number of other Chaperones 0

How will students be grouped for supervision? Groups of 20 students or less for each tour group based on interest. Each group will have at least 1 staff member with them.

What preparation will occur for chaperones to ensure an understanding of expectations?
Information about the LCTI tours and their duties will be relayed to staff members.

How is the trip financed? (Please provide details for all funding sources).
There is no cost for this trip.

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?
Eighth grade students will be exposed to LCTI for career readiness purposes and to educate them about the programs and opportunities at LCTI.

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?
Before the trip, students will take a survey to ensure they will see the programs that interest them while visiting LCTI. Students will discuss the LCTI programs before and after their tour in their Career and Technical Exploration (CTE) class. The students will also be asked to respond to reflection questions after the trip in their CTE class to use as a career artifact.

☐ Signed the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.

☐ Evaluation of the field trip.

no specific date indicated

SOUTHERN LEHIGH SCHOOL DISTRICT
FIELD TRIP PROPOSAL / REQUEST FORM

Directions: Teachers, please complete Step 1, Step 2, and Step 3 prior to submitting to the Curriculum Office for approval.

STEP 1: Field Trip Information and Educational Goals

School High School

Teacher(s) Kane

Class/ Group Star club

Date Request Submitted 9/14 Date of Field Trip 10/14 Rain Date

Destination Valley Youth House for STAR officer meeting

Time of Departure 7:55 am Return Time 10:30 am

Method of Transportation Van

Number of Students 4 Number of Staff 1 Number of other Chaperones

How will students be grouped for supervision? 1 group

What preparation will occur for chaperones to ensure an understanding of expectations?

How is the trip financed? (Please provide details for all funding sources).
Lehigh County

Educational Goal(s) of Trip / How does this trip support the written/approved curriculum?
Club Officers or representatives from the club come together to brainstorm and share ideas for the year.

What specific student activities are planned for before, during and after the trip to ensure "value-added" to the learning process?
Breakfast and brainstorming

What method will you measure the achievement of the education goal(s)?
Leave with a list of scheduled activities for the year

STEP 2: Nursing Verification
Please submit the field trip proposal, student roster, and chaperone list to the building school nurse minimum fifteen (15) days in advance of the scheduled trip.

To Be Completed by the School Nurse:
I have reviewed the field trip request form and have all the information necessary for the teacher to move forward for approval.

____ Nurse is needed for the field trip.
✓ Nurse is not needed for the field trip.

Nurse Signature: _____ Date 9/14/26

School Nurse please send this form back to the teacher organizing the field trip.

STEP 3: Teacher Signature and Principal Approval
Please sign only when Step 1 and Step 2 are completed.

Teacher Signature: _____ Date 9/14/26

Principal Approval: _____ Date 9/17/26

STEP 4: Central Office Approval

Curriculum Office Approval: _____ Date 9/24/26

Superintendent Approval: _____ Date _____

Please return this form back to the building principal once approved.

Once approved, teachers and principals will ensure the following are completed:

- ☐ Submission for approval of School Bus Transportation -form SL-5130.2-1-77 to Central Office fifteen (15) days in advance.
- ☐ Secured parental permission slips for each student.
- ☐ Signed the trip verification from the bus driver and returned it to the principal's office as soon as possible after the trip.
- ☐ Evaluation of the field trip.