Facilities and Finance Committee Meeting

Tuesday, November 17, 2026 5:00 PM
The Administration Building / Conference Room
5775 Main St.
Center Valley, PA 18034

1. **OPENING PROCEDURES A. Call to Order**
   B. Recording of Attendance
2. **VISITORS' COMMENTS A. Comments will be limited to three minutes per speaker to provide input ot the board on items that are before us.**
3. **APPROVAL OF MINUTES A. Approval of the Facilities and Finance Committee Meeting Minutes of October 5, 2026.**
4. **FACILITIES AGENDA ITEMS**

   4.A. Long Term Facilities Plan Review and SLSD-ICS Assessment Proposal

   1. Discussion of the proposed Agreement for a Facility Condition Assessment and Capital Plan for the district's buildings in the Professional Services Agreement (PSA) and Individual Work Order (IWO). This is inclusive of an optional Capacity Analysis and fee, pending solicitor review.

   4.B. **FACILITIES UPDATES:**
   2. Liberty Bell Grounds
   3. Follow up on Preston Lane Tree Line
5. **FINANCE AGENDA ITEMS**

   5.A. 2027-2028 Budget Calendar

   5.B. **FINANCE UPDATES:**
   4. Administration will review the anticipated Consortium Medical Premium Costs.
   5. Administration will review the existing process for Virtual Instruction/Inclement weather for Instructional Assistants.
6. **VISITORS' COMMENTS A. Comments will be limited to three minutes per speaker to provide input to the board.**
7. **ADJOURNMENT A. Adjourn**

Southern Lehigh School District
Facilities and Finance Committee Minutes
October 5, 2026

Southern Lehigh School District
Facilities and Finance Committee Meeting Minutes
October 5, 2026
Conference Room
Southern Lehigh Administration Building
5775 Main Street
Center Valley, PA 18034
5:30 p.m.

Members present: Luis Melecio, Josh Rager, Emily Gehman, Eric Boyer
Members absent: None
Administrators present: Josh Miller, Tamara Solometo, Dr. Trinkle Trinkle, Andrew Mather, Stacy Gober

1. **OPENING PROCEDURES**
    - **A. Call to Order**
        1. The meeting was called to order at 5:45 p.m
    - **B. Recording of Attendance**
        1. Present: Luis Melecio, Josh Rager, Emily Gehman, Eric Boyer
        2. Absent: None

2. **VISITORS' COMMENTS:** None

3. **APPROVAL OF MINUTES**
    - **A. Approval of Meeting Minutes**
        1. Approval of the September 8, 2026 Committee Meeting Minutes.

Motion to approve the Facilities and Finance Committee meeting of September 8, 2026.

Unanimously approved by the Committee.

4. **FACILITIES AGENDA ITEMS**
    - A. Construction management Services for HS Performing Arts Center Project
        1. The administration will present the recommendation for Construction Management Services for the High School Performing Arts project.

Presentation of Recommendation: Mr. Mather presented the recommendation to retain ICS for Construction Management Services. He noted that while all three interviewing firms demonstrated strong cost management, ICS provided the best overall value for the cost.

Discussion & Next Steps: Dr. Trinkle commended Mr. Mather for the structured interview questions. Subject to final review, administration plans to place the formal recommendation to approve ICS on the October 12 Board meeting agenda.

Recommended action for the October 12, 2026 Board of School Directors meeting

Unanimously approved to move forward to October 12, 2026 Board of School Directors meeting.

B. Tree Line Concerns - SLHS Campus

1. The Administration will provide an update regarding tree line concerns - SLHS Campus

Dr. Trinkle stated that this topic would be addressed at the November meeting and a planned meeting was scheduled with Upper Saucon Township.

C. Southern Lehigh High School Performing Arts Center

1. A presentation will be made by the Alloy5 design team for the conceptual plan for the Southern Lehigh High School Performing Arts Center.

Project Status & Timeline: Alloy5 provided an overview of the Performing Arts Center development, noting that biweekly meetings with administration are ongoing. Having completed the predesign and programming phases, the project is currently in schematic design, with client kickoff and end-user meetings concluded. A proposed timeline was presented. Alloy5 will present a project update to the full Board at the October 12 meeting.

Alloy5 detailed updates to the schematic layout based on site plan evaluations, bus loading considerations, and feedback from administration. Mr. Mather explained adjustments made to align the driveway with the main entrance. Proposed updates to the main entrance and bus parking area were presented as well as to the bus area that will feature striping for evening event parking.

The auditorium orientation was rotated. Key features include access to a full orchestra pit, elevator access to the balcony, and adjacent restrooms, changing rooms, and mechanical spaces. Alloy5 noted that they will collaborate with the Construction Management.

The main entrance was adjusted to expand the lobby for spectators, mitigating foot-traffic congestion near concessions and restrooms during intermissions. The Large Group Instruction space layout was optimized for lecture-style seating with evaluations ongoing for alternative configurations and AV/sound needs.

High ceilings, flexible spatial layouts, dedicated storage pathways, and additional general storage were incorporated into the design. Perimeter band storage and dedicated walkways will allow music areas to be secured during the school day to prevent unsupervised student traffic.

End-User Feedback & Discussion:

- Stage & Shop Access: Ms. Gehman inquired about the proximity between the stage and shop area. Alloy5 demonstrated additional connecting doorways and Mr. Mather highlighted the loading dock area for large props. Mr. Miller confirmed the theater director participated in planning and approved the current layout.
- Theater Specifications: Primary theater priorities include lighting, sound integration, and dressing rooms that remain closed off during performances.
- Ms. Gehman requested evaluating the placement of the dressing room doors to enhance privacy.
- Mr. Boyer expressed satisfaction with the auditorium reorientation and enthusiasm for the project's progression.

5. FINANCE AGENDA ITEMS:

1. No agenda items for review

6. VISITORS' COMMENTS:

- Visitor Comment addressed the non agenda item topic of invoices.

7. ADJOURNMENT:

A. Adjourn 7:05PM

Committee Chair adjourned the October 5, 2026 Facilities and Finance Committee Meeting at 7:05PM.

Non-Agenda Items/Upcoming Agenda Items, topics were requested by a majority of the committee to discuss:

<u>Liberty Bell Grounds</u>
Dr. Trinkle reported an update regarding the condition of the Liberty Bell Elementary Grounds will be reviewed next month.

<u>Parent Teacher Organization Funding</u>
Mr. Melecio explained that in a previous committee meeting, the committee and administration discussed the inherent possibility of funding disparities in Parent Teacher Organizations that are based in different schools and neighborhoods. Dr. Trinkle expressed that local PTGs operate independently from the district and the district directly supports building-level needs to ensure equitable access.

<u>SLEF Southern Lehigh Education Foundation & Chamber of Commerce Update</u>
Mr. Melecio stated that this was a request for an update from a committee meeting topic prior to the 2025-2026 Summer Break. Dr. Trinkle stated that SLEF operates independently of the district and although the district does not oversee, manage, or direct funding - a strategic collaborative partnership exists and administrative support is provided as needed. Mr. Melecio discussed the updates that were shared with the board through their board updates like SLEF's Teacher Innovation Grant and the

Chamber of Commerce meeting were worthy of highlighting in public meetings. Dr. Trinkle reported that the Teacher Innovation Grants will be included in the Superintendent's Update at the October 12th Board Meeting.

Legal Invoices

Mr. Melecio discussed the requests to review legal invoices. Dr. Trinkle noted that billing details are subject to staff and student privacy regulations and may be redacted by the solicitor prior to release - this process may incur administrative costs and is prepared to do this moving forward.

2027 - 2028 Budget Calendar

Dr. Trinkle reported an update regarding the 2027-2028 Budget Calendar will be reviewed next month.

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made as of this ____ day of November 2026, by and between the **Southern Lehigh School District**, 5775 Main Street, Center Valley, PA 18034 ("the Owner") and **ICS Consulting, LLC DBA CMTA** ("the Professional"), with a principal place of business located at 1400 N. Providence Road, Bldg 2, Suite 4045, Media, PA 19063. The parties, with the intent to be legally bound, agree as follows:

ARTICLE 1. THE PROJECT

1.1 Under this Agreement, the Professional shall perform and provide for the benefit of Owner work and services in connection with various projects (each referred to as a "Project"), as specified in an approved Individual Work Order. Performance of such scope of Services under each Individual Work Order shall be in compliance with the terms and conditions of this Agreement.

1.2 Individual Work Orders ("IWO"): Each Project, or Projects, and components of the Professional's Services ("Services") to be provided shall be authorized by the Owner under a separate Individual Work Order Form ("Work Order"), substantially in the form attached hereto as Exhibit "A", which shall be negotiated and agreed upon in writing by the parties in advance of the commencement of Services thereunder.

ARTICLE 2. THE PROFESSIONAL'S RESPONSIBILITY

2.1 The Professional accepts the relationship of trust and confidence established between the Professional and the Owner under this Agreement and agrees to perform the Services to a high degree of technical and professional skill and competence and in the most expeditious and economical manner consistent with the interests of the Owner.

2.2 The Professional shall treat information that it obtains through the performance of its

contract in a confidential manner and shall not disclose such information to any third party unless required to do so by law or authorized in writing by the Owner. Additionally, the Professional will cooperate with the Owner in providing records as the Owner determines it is necessary to comply with the Right to Know Law 65 P. S. §67.101 et seq. in complying with requests for public records made under the Law. Professional's cooperation shall solely include prompt communication with the Owner regarding the existence of a record, the length of the record, and producing or providing access to the record if Professional is in possession of the same.

ARTICLE 3. SERVICES OF THE PROFESSIONAL

3.1 The Professional shall perform the following services in connection with the IWO, referred to elsewhere in this Agreement as the "Services":

3.1.1 Services: This Agreement shall encompass general facilities consulting, facilities planning, and pre-design, design, and construction administration services normally associated with Project including, but not limited to, written recommendations, reports, presentations, and opinion of probable construction cost.

3.2 The Professional shall perform the Services in accordance with this Agreement and any applicable laws, codes, ordinances, rules or regulations.

ARTICLE 4. TIME OF PERFORMANCE

4.1 The Professional shall perform the Services as set forth in each approved IWO in a prompt and diligent manner in the best interests of the Owner and in such time as not to cause a delay in the progress or completion of any component of the Project.

ARTICLE 5. THE PROFESSIONAL'S COMPENSATION

5.1 Each IWO will establish whether the Professional's Compensation will be on a fixed fee basis or an hourly rate basis with a defined not to exceed limit.

5.1.1 Fixed Fee: The Owner will compensate the Professional a total amount payable for the reports and deliverables as stated in an IWO approved under this Agreement.

5.1.2 Hourly Basis: The Owner will compensate the Professional on an hourly basis, plus expenses, as set forth in the Rate and Expense Schedule attached as Exhibit "B"; PROVIDED, HOWEVER, that the compensation due hereunder shall not exceed the limitation stated in each IWO approved under this Agreement, unless the Owner specifically agrees otherwise in writing.

5.2 The Professional shall submit monthly applications for payment, and the payment on each application shall be due not later than forty-five (45) days after the Owner's receipt and approval of the application. Upon the Owner's request, the Professional's delivery of its work product to the Owner, in a form usable by the Owner, shall be an express condition precedent upon the Owner's obligation to make payment therefor.

5.3 Owner shall reimburse Professional for any application and/or permit fees paid for securing approval of authorities having jurisdiction over the Project.

ARTICLE 6. MODIFICATION AND TERMINATION

6.1 Professional agrees to provide any additional services, as mutually agreed, that are necessary for the Project at prices to be agreed upon by the Owner and the Professional by written amendment to this Agreement. This Agreement may be modified or amended only by a written document signed by the parties, and Professional is not authorized to perform any such additional services without the expressed prior written approval of the Owner. The Professional's compensation and time of performance as set forth in each component Work Order shall be adjusted only if they are materially affected by such modification or amendment.

6.2 This Agreement, or the work on any IWO, may be terminated by either party for its convenience and without cause at any time upon thirty (30) days written notification. Upon termination, the Professional shall deliver all work products to the Owner, in a form usable by the Owner, and the Owner shall then, subject to the limitation stated in Article 5, make payment to the Professional for all Services rendered and expenses incurred by the Professional in good faith through the date of the termination.

6.3 If Professional defaults by failing to substantially perform, in accordance with the terms of this Agreement, the Owner may give written notice to Professional setting forth the nature of the default and requesting that Professional cure the default within thirty (30) days from the date of written notice. If Professional fails to cure the default within 30 days of written notice, the Owner may give notice to Professional of immediate termination. In such event, Professional shall be entitled to receive payment for reimbursable expenses and Services properly performed prior to termination, then due through the date of termination.

ARTICLE 7. INSURANCE

7.1 The Professional represents and agrees that it has in effect and will maintain until completion and final acceptance of the Services required hereunder the following insurance from companies satisfactory to the Owner:

7.1.1 **Worker's or Workmen's Compensation Insurance**, including: (a) Employer's Liability, in an amount not less than $500,000 or such larger sum as may be required by the laws of the Commonwealth of Pennsylvania; and (b) All States endorsement;

7.1.2 **Commercial General Liability Insurance**, including coverage for, among other things, claims for bodily injury, sickness, disease or death of

any person or damage to any property, including loss of use resulting therefrom, in an amount not less than $2,000,000 combined limit. This coverage shall be on an "occurrence" basis.

7.1.3 **Automobile Liability Insurance**, including coverage for claims arising out of the ownership, maintenance or use of a motor vehicle, in an amount not less than $1,000,000 combined limit.

7.1.4 **Professional Liability Insurance**, covering errors and omissions in services, in an amount not less than $1,000,000 per claim and $1,000,000 aggregate.

7.2 Before commencing any Services, the Professional shall furnish a certificate, satisfactory to the Owner, from each insurance company showing that the above insurance is in force, stating policy numbers, endorsements, dates of expiration and limits of liability thereunder, and further providing that the insurance will not be canceled until the expiration of at least thirty (30) days after written notice of such cancellation has been mailed to and received by the Owner. The Owner shall be named as additional insured under those policies of insurance identified in Paragraph 7.1.2.

ARTICLE 8. INDEMNIFICATION

8.1 Each Party ("Indemnifying Party") hereby agrees to defend (with counsel reasonably satisfactory to the Indemnitees hereunder), indemnify and save harmless the other Party (the "Indemnified Party"), its directors, administrators, officers, agents, servants and employees, and each of them (herein the "Indemnitees") from and against any and all liability, loss, claims, actions, damages, demands, loss of funding, and expenses (including, without limitation, fees of attorneys, investigators and experts) asserted against and/or suffered or incurred by any of the Indemnitees on

account of any injury to persons (including death resulting therefrom) or damage to property arising out of or relating to the negligence or willful misconduct of the Indemnifying Party, its agents or employees, in the performance of any Services hereunder. The Indemnifying Party agrees that the foregoing agreement to defend, indemnify and hold harmless includes, without limitation, claims or actions asserted by the Indemnified Party's employees. The Indemnifying Party shall, at its own expense, defend any and all actions, against the Indemnified Party, legal, equitable or otherwise, which arise out of the negligence or willful misconduct of the Indemnifying Party, its agents or employees and shall pay all attorneys' fees and all other expenses, and promptly discharge any judgments arising therefrom. The Indemnifying Party agrees that the indemnification obligations under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Indemnifying Party under workers' compensation acts, disability benefit acts or other employee benefit acts.

ARTICLE 9. USE OF PROFESSIONAL'S WORK PRODUCT

9.1 The original drawings and specifications are the property of the Professional; however, the Project for which the Drawings and Specifications have been developed is the property of the Owner. Upon completion of the Project or any earlier termination of this Agreement under Article 6.2 hereof, the Professional shall furnish the Owner with duplicate reproductions of all Drawings and Specifications prepared by the Professional for the Project and copies of the Professional's computer aided design ("CAD") files, as the Owner may reasonably require. All such reproductions may be used by the Owner without the Professional's permission for any proper purpose relating to the Project including, but not limited to, completion of, additions or modifications to and/or maintenance of the Project. It is understood and agreed that the Drawings and Specifications were prepared for, and hence are appropriate for use only in connection with, the

construction of the Project. In the event the Owner proceeds with construction without the services of the Professional, the Owner agrees that its continued use of the Professional's work product including the Drawings and Specifications shall require it to engage the services of similarly licensed and credentialed professional. It is further agreed that its continued use of the Professional's work product without continuing the employ the services of the Professional shall not release the Professional of any errors or omissions in the Professional's work product but shall release the Professional from any and all claims, demands, suits or liabilities of any kind arising in connection with the Owner's modification, change or completion of the Professional's completed work product.

ARTICLE 10. MISCELLANEOUS

10.1 The Professional represents and warrants that it is fully qualified, licensed and/or lawfully authorized to perform the services required hereunder in the Commonwealth of Pennsylvania and agrees to maintain such status throughout its performance of the Services. All required seals on any design documents for the Project shall be affixed by the Professional's licensed and registered architects or engineers.

10.2 The Professional shall notify the Owner at least two (2) business days in advance of any data collection, testing or survey(s) performed on the Owner's property. Prior to agreeing to the Professional or any agent, employee, or subcontractor of the Professional coming onto the Owner's property, the Professional will provide the Owner with the following for the agent/employee/subcontractor:

a. Pennsylvania and FBI criminal history reports which shall be no older than 60 months old at any time for the agent/employee/subcontractor is present on the Owner's property;

b. An official child abuse clearance from the Pennsylvania Department of Public Welfare pursuant to the Child Protective Services Act, 23 Pa. C.S. §6355, dated no earlier than 12

months prior to the date upon which it is presented to the Owner.

c. A complete, current PDE-6004 disclosure form.

10.3 If the Owner reasonably objects to the criminal history reports, child abuse clearance or PDE-6004 of any of the Professional's agents/employees/subcontractors, then the identified individual shall not be present on the Owner's property or otherwise perform services under this Agreement.

10.4 The Professional agrees that in the performance of services under this Agreement, the Professional shall comply with the provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et seq.) of the Commonwealth of Pennsylvania, and will prohibit discrimination because of race, color, familial status, religious creed, ancestry, age, sex, sexual orientation, gender identity or expression, national origin, handicap, disability or use of guide or support animal.

10.4 The Professional may use independent professional associates, consultants, or subcontractors from time to time in the performance of a portion of the Services with the Owner's prior written approval.

10.5 The Professional shall have the status of an independent contractor for the Services under this Agreement.

10.6 This Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

10.7 The term of this Agreement shall commence on the date hereof and shall continue until November 30, 2029. This Agreement will automatically be extended for additional twelve (12) month periods unless the services are terminated in accordance with Article 6.2.

10.8 ICS Consulting, LLC reserves the right to replace Exhibit B-Professional Rates and

Expense Schedule on an annual basis.

ARTICLE 11. DISPUTE RESOLUTION

11.1 The Owner, at its sole discretion, shall have the right to elect to have all claims, disputes and other matters in question (collectively "Claims") between the parties arising out of, or relating to, this Agreement or the breach thereof decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The Owner's election to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Any and all Claims that Owner does not elect to arbitrate shall be subject to the exclusive jurisdiction of the Lehigh County Court of Common Pleas. In the adjudication or other disposition of any Claim arising under this Agreement and/or the services provided hereunder, whether through arbitration, court proceeding or otherwise, in addition to any other relief awarded, the prevailing party shall be awarded its reasonable attorneys' fees and costs incurred in connection with the Claim. For purposes of this paragraph, the term "costs" includes, without limitation, filing fees, arbitrator fees and expenses (if applicable), witness and subpoena fees, copying costs, messenger and delivery costs, transcript/stenographic costs and expert witness fees.

ARTICLE 12. AUTHORITY TO ACT FOR THE OWNER

12.1 A majority of the Board of School Directors of the Owner has the sole authority to act on behalf of the Owner with respect to matters creating or increasing any indebtedness or entering into any contract, including, without limitation, the: (a) execution and delivery of any modification or amendment to this Agreement, or increasing the limit stated in Article 5 for the Professional's compensation; and (b) waiver or compromise of any right, claim or remedy of the Owner. In all

other matters concerning the Agreement, the Owner designates _____, as its representative, authorized to act on the District's behalf with respect to the Agreement. The Owner shall render decisions pertaining to documents the Professional submits in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Professional's services. The Owner may change its designated representative from time to time by written notice to the Professional.

IN WITNESS WHEREOF, the parties have executed this **PROFESSIONAL SERVICES AGREEMENT** on the dates indicated below.

SOUTHERN LEHIGH SCHOOL DISTRICT

Dated: _____ By: _____

Name: _____

Title: _____

ICS CONSULTING, LLC DBA CMTA

Dated: _____ By: _____

Name: _____

Title: _____

EXHIBITS

A - INDIVIDUAL WORK ORDER FORM FOR WORK ORDERS

B – PROFESSIONAL'S CURRENT RATE AND EXPENSE SCHEDULE

EXHIBIT "A"

INDIVIDUAL WORK ORDER ("IWO") FOR
FOR PROFESSIONAL SERVICES AGREEMENT

Southern Lehigh School District ("Owner") entered into a Professional Services Agreement (PSA) with ICS Consulting, LLC DBA CMTA ("Professional") dated _____ to provide work and services in connection with various Projects. All terms, requirements, conditions and considerations of the Agreement are incorporated herein by reference as if fully set forth herein. In the event of a conflict between this IWO and the Agreement, the Agreement shall govern unless this IWO expressly identifies the provision of the Agreement being modified and states the parties' intent to modify that provision.

Owner hereby authorizes Professional, effective _____, to provide Services as described in connection with the following Project(s), and this Work Order authorization is entered into by and between Owner and Professional in accordance with the following:

1. Reference Information / Project General Scope of Work:

2. Services and Deliverables:

3. Completion Dates and Milestones:

4. Compensation and Costs:

5. Reimbursable Expenses / Exclusions

As negotiated and agreed, this Individual Work Order has been executed and delivered as of the date previously set forth:

ICS Consulting, LLC DBA CMTA	Southern Lehigh School District
_____	_____
_____ TITLE	_____ TITLE
_____ DATE	_____ DATE

EXHIBIT 'B' – CURRENT RATE AND EXPENSE SCHEDULE (2026)

Hourly Billing Rate Schedule	
Construction Executive	$205/hr
Project Director	$190/hr
Safety Director	$130/hr
Senior Project Manager	$190/hr
Project Manager	$165/hr
General Superintendent	$180/hr
Site Superintendent	$130/hr
Project/Field Engineer	$130/hr
Administrative Services	$75/hr
Other General Conditions Required for Project	TBD
Travel & Lodging Expenses	Cost + 10%
Printing Services	Cost + 10%
Overnight, Express Mail & Courier Services	Cost + 10%
Sub-consultants	Cost + 10%

EXHIBIT "A"

INDIVIDUAL WORK ORDER ("IWO") FOR
FOR PROFESSIONAL SERVICES AGREEMENT

Southern Lehigh School District ("Owner") entered into a Professional Services Agreement (PSA) with ICS Consulting, LLC DBA CMTA ("Professional") dated _____ to provide work and services in connection with various Projects. All terms, requirements, conditions and considerations of the Agreement are incorporated herein reference as if fully set forth herein. In the event of a conflict between this IWO and the Agreement, the Agreement shall govern unless this IWO expressly identifies the provision of the Agreement being modified and states the parties' intent to modify that provision.

Owner hereby authorizes Professional, effective _____, to provide Services as described in connection with the following Project(s), and this Work Order authorization is entered into by and between Owner and Professional in accordance with the following:

1. Reference Information:

IWO-1_Facility Condition Assessment

2. Services and Deliverables:

The proposed professional services are summarized below:

1) Existing Facilities Assessment Review - The primary goal of our facility assessment work will be to obtain baseline information and to assist in establishing potential facilities investments needed within the next 5-10 years. This assessment will include a review of each facility's existing drawings, interviews with select District staff, and follow-up on-site surveys (as required) carried out by our integrated professional team including licensed engineers and previous K-12 facility directors. The assessments will be based on visual observations using non-destructive methods only.

2) The collected information, housed in ICS's CIP-360 software, will be used as the basis for a Long-Range Capital Plan that will be developed for on-going use in planning, prioritizing, tracking and forecasting future facility-related needs. Descriptions, recommendations and cost estimates for improvements of each major building system and related subcomponents will be included in the CIP-360 software. Access to that software and the information will be made available to the Owner. Facilities that will be included in the assessment are as follows:

A.	Hopewell Elementary	4625 W. Hopewell Road, Center Valley, PA
B.	Liberty Bell Elementary	960 W. Oxford Street, Coopersburg, PA
C.	Joseph P. Liberati Intermediate	5438 Route 378, Bethlehem, PA
D.	Southern Lehigh Middle	3715 Preston Lane, Center Valley, PA
E.	Southern Lehigh High	5800 Main Street, Center Valley, PA
F.	District Administration Office	5775 Main Street, Center Valley, PA

3) Plan Development - Utilizing the data generated above, ICS will assist the District to formulate its Long-Range Capital Plan. It is expected the Plan shall meet the District's objectives and identify financial resources necessary to execute the plan. ICS's services during Plan Development shall include:
   A. Collaboratively develop options to address the needs of the District.
   B. Revise and narrow options based on feedback for School Board consideration.
   C. Develop conceptual cost estimates for the agreed upon options and improvements.
   D. Develop conceptual schedules/timelines for the agreed upon options and improvements.
   E. Collaboratively prepare financial solutions, including identification of funding sources and timing of financial resources needed for the agreed upon options.
   F. Evaluate various project delivery options: In-House/Self-Performed by District, Cooperative Purchasing, Traditional Design-Bid-Build, Design-Build (GESA), Hybrid (Traditional/GESA).
   G. Based on feedback, and District priority, provide recommendations and revise plans, as needed.
   H. Formalize these options into a Long-Range Facilities Plan or Plans.

4) Plan Deliverable – A collaboratively developed electronic workbook of data summarizing the findings listed above, access to information housed in ICS's CIP-360 software, and a final report coupled with a presentation containing all assessment findings. This initial capital plan will be monitored and updated annually under the Professional Services Agreement. Deliverables include a Long-Range Capital Plan that can be presented to the School Board for approval and implementation.

5) **(Optional)** Capacity & Educational Program Study
   ICS will review existing building capacities and develop a capacity model of each educational building in the district portfolio. This building-by-building capacity analysis will take into account the current educational program at each building. We will coordinate with each of the principals to confirm the current room utilization and will compare the building capacities to the projected enrollments. Our team will prepare a comparison of projected enrollment to the capacities of each building in a workbook format.

6) **(Optional)** Ongoing Planning & Retainer Services *(To be addressed under future IWO's)*
   A. Updates to initial capital plan, including establishing schedules and budgets for the Work. In ICS's CIP-360 software, our team will track completed projects, plan for new projects, and include additional facility-related priorities as they arise.
   B. ICS will establish a project manager to act as the District's single point-of-contact. This team member will be one that was involved in the facility assessment phase and be knowledgeable of all Owner's facilities and current projects.
   C. Attendance at Board Meetings, at Owner's request, to discuss engineering issues as they relate to buildings and infrastructure.
   D. Review facility-related issues as requested by the Owner (via teleconferences, video calls, or in-person).

E. Provide full service, multi-discipline engineering support to administration and maintenance departments for consultation as problems arise. Our team will provide prompt responses with recommendations to Owner.
F. Provide preliminary evaluations related to planning for new construction, additions and/or renovations where need is identified. Evaluations will include construction options and budget estimates.
G. Assist the district with identifying grants and with submissions.
H. Review and organize available building plans and maintain a current log of building plans that are available.
I. Inform the Owner when changes in legislation, codes, or other state requirements may impact the facility-related projects.
J. Provide recommendations in writing for any facility related issues that might be required after an issue is identified.
K. Evaluate various project delivery options: In-House/Self-Performed by ASD, Cooperative Purchasing (COSTARs, KPN, TIPS), Traditional Design-Bid-Build, Design-Build (GESA), Hybrid (Traditional/GESA).

G. Completion Dates and Milestones:

Assuming the project can commence on or before December 1, 2026:

- Complete building surveys (as required) 12FEB27
- Develop ICS's CIP-360 program (draft version) 12MAR27
- Review the Draft CIP-360 program with District 22MAR27
- Update and Finalize CIP-360 Program 19APR27
- Develop 5-Year Plan in Coordination with District 07MAY27
- Present Plan to Administration and Board (TBD)

H. Compensation and Costs:

ICS fees and expenses for this Task shall be a fixed **fee of $12,500.**
Optional Capacity & Educational Program Study for **additional fee of $7,500.**

I. Reimbursable Expenses / Exclusions

Deliverables excluded from the IWO-1 fee, that would be additional fees or reimbursable expenses, if needed:

- Renderings and/or scale models.
- Engineering/architectural drawings and details.
- Third party Testing and Inspections.
- Detailed or extensive evaluations or studies will be performed at additional cost with prior authorization from the District.
- Printing/copying existing drawings.
- Preparing sketches or narratives to obtain bids/quotes.
- Preparation of hard copies of the final Capital Plan.
- Environmental investigations

EXHIBIT "A"

As negotiated and agreed, this Individual Work Order has been executed and delivered as of the date previously set forth:

ICS Consulting, LLC DBA CMTA	**Southern Lehigh School District**
_____	_____
_____	_____
TITLE	TITLE
_____	_____
DATE	DATE

SOUTHERN LEHIGH SCHOOL DISTRICT
ANNUAL OPERATING BUDGET
FY-2028

BUDGET CALENDAR

Stacy M. Gober
Interim Business Manager

Shannon Williams
Asst. Dir. Of Business & Finance

Date(s)	Action	Responsibility
November 18, 2026	School budget templates, including Prior Year budget numbers and instructions provided to principals and administrators.	Business Office
November 18 – December 16, 2026	Schools review educational plans and use them to inform budget development.	Schools
November 23, 2026 6:30 pm	**BOARD OF EDUCATION MEETING** **ACT I Index - Resolution to NOT raise taxes for support of the school budget for fiscal year 2027-2028 by more than the index:** ➢ **2027-2028 index is 3.6%** ➢ **Calculated by PDE for the Commonwealth of Pennsylvania**	**Board**
December 15, 2026	Executive Administration Meeting: Review questions attributed to the Budget	Cabinet
December 18, 2026	All budget templates are due in the Business Office.	Schools
January 11-22, 2027	Individual Administrative Reviews with Mrs. Gober and Ms. Williams	Administration
January 25, 2027 **PRESENTATION**	**BOARD OF EDUCATION MEETING** **The Interim Director of Business Services will discuss the proposed 2027-2028 budgets for:** ➢ **CLIU 21 and LCCC; and** ➢ **Provide an update on the SLSD FY 2028 Budget Process and Long Range Facilities Plan Needs**	**Board/Administration**
January 26, 2027	Executive Administration Meeting: Mrs. Gober to review and report to the cabinet on budget submissions.	Cabinet
February 1-26, 2027	**The Administration reviews school budgets and resolves open issues. Schools work with the Central Office Administration for any needed Changes**	**Administration**
February 22, 2027 **PRESENTATION**	**BOARD OF EDUCATION MEETING** **The Interim Business Manager will provide an update on the SLSD Budget, including the 2027-2028 Lehigh Career and Technical Institute Budget and proposed resolution:** ➢ **LCTI 2027-2028 School Budget for General Operating and Academic Center Funds** ➢ **LCTI 2027-2028 Budget Adoption Resolution for SLSD**	**Board/Administration**
March 2, 2027	Executive Administration Meeting: Mrs. Gober to review and report to the cabinet on budget adjustments and progress.	Cabinet
April 13, 2027	Executive Administration Meeting: Mrs. Gober to review the PRELIMINARY with the cabinet	Cabinet
April 26, 2027 **PRESENTATION**	**BOARD OF EDUCATION MEETING** **The Interim Business Manager will present the 2027-2028 PRELIMINARY BUDGET for consideration**	**Board/Administration**

Date(s)	Action	Responsibility
May 10, 2027	**BOARD OF EDUCATION MEETING** **Adoption of the 2027-2028 PRELIMINARY BUDGET**	**Board**
May 20, 2027 (30 days prior to the final budget adoption deadline)	School District to publish the notice in the newspaper of the 2027-2028 PRELIMINARY BUDGET and to make the proposed budget available for public inspection on the General Fund Budget from the CFRS application	Business Office
June 7, 2027 (10 days prior to the final budget adoption deadline)	School District to offer Public Notice of intent to adopt the FINAL BUDGET	Business Office
June 21, 2027	**BOARD OF EDUCATION MEETING** **Adoption of the 2027-2028 FINAL BUDGET** **Board adopts homestead/farmstead exclusion resolution**	**Board**
June 22, 2027	Upload the signed Certification of Use document in the CFRS application through the PDE Suite.	Business Office

Note: Dates and Presentations are subject to change in accordance with PDE Timeline for Events Related to the 2027-2028 Budget Process.