

Regular Meeting

Monday, September 28, 2026 7:00 PM

Lower Dauphin School District Administration Center, 291 E. Main Street,
Hummelstown, PA 17036

1. CALL TO ORDER

1.A. CALL TO ORDER

1.B. PLEDGE TO FLAG

1.C. ROLL CALL/ATTENDANCE

1.D. ANNOUNCEMENTS

1.E. APPROVAL OF MINUTES

1.F. STUDENT SCHOOL BOARD REPRESENTATIVE OATH OF
OFFICE

1.G. STUDENT/COMMUNITY RELATIONS REPORT

1.H. PUBLIC COMMENT

2. COMMITTEE REPORTS

2.A. BOARD PRESIDENT REPORT- Mr. Hill

2.B. BUILDINGS & GROUNDS COMMITTEE- Mr. Hill

2.C. DAUPHIN COUNTY TECHNICAL SCHOOL- Mr. Scott, Mr.
Rehrer

2.D. CAPITAL AREA INTERMEDIATE UNIT- Mr. Kaschak

2.E. LEGISLATIVE- Mrs. Foley

3. NOTE REGARDING ITEMS FOR BOARD ACTION

3.A. BOARD ACTION

4. BUSINESS OFFICE REPORT

4.A. APPROVAL OF CHANGE ORDERS

4.B. CONTRACTS

5. SUPERINTENDENT REPORT

5.A. ANNOUNCEMENTS/COMMENTS

5.B. SUPERINTENDENT ACTION

5.B.1. APPROVAL OF FINANCE COMMITTEE OF THE
WHOLE

5.B.2. APPROVAL OF REVISED 2026 BOARD MEETING
CALENDAR

5.B.3. APPROVAL OF POLICY - FIRST READING

5.B.4. APPROVAL OF POLICY- SECOND READING

5.B.5. APPROVAL OF DONATIONS

5.B.6. APPROVAL OF DISPOSAL

5.B.7. APPROVAL OF PERSONNEL

6. INFORMATION ITEMS

6.A. UPCOMING BOARD MEETINGS

7. NEW BUSINESS

8. ADJOURNMENT

8.A. ADJOURNMENT

**LOWER DAUPHIN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
Regular Meeting Minutes
Monday, September 14, 2026**

1. CALL TO ORDER

A. CALL TO ORDER

The Lower Dauphin School Board met this evening at 7:07 PM, in its regular session at the District Administration Center, with President Robert Hill, Jr., presiding.

This meeting was livestreamed and the recording will be available for viewing for one week.

The opinions expressed by any member(s) of the public do not necessarily reflect the views or opinions of the Board of School Directors of the Lower Dauphin School District and are solely those of the presenter. The Board hereby expressly disclaims any and all responsibility for any defamatory or slanderous statements expressed by any member of the public.

B. PLEDGE TO FLAG

The meeting opened with the Pledge of Allegiance.

C. ROLL CALL/ATTENDANCE

Responding to Roll Call were Board Members Mr. Zachary S. Bailey; Mrs. Lisa Foley; Mr. John J. Kaschak; Mr. Robert P. Hill, Jr.; Dr. Andrew C. Miller; Mr. Forrest E. Rehner; Mr. Thomas W. Scott; and Mrs. Lisa M. Stokes; as well as Dr. Gregory J. Milbrand, superintendent. Mrs. Amanda L. Unger was absent.

Staff members present included Mr. Todd Neuhard, Assistant to the Superintendent; Mr. Robert Horney, Jr., Business Manager; Dr. Charles Trovato, Curriculum Director; Ms. Katie Jeffries, Human Resources Director; Mr. Evan Brooks, Community Relations Coordinator; Dr. Kevin White, Director of Information & Technology; Mrs. Lindsay Adams, Mrs. Stephanie Bruno, Dr. David Wuestner, Sr., elementary principals; and Ms. Angela Love, middle school principal.

D. ANNOUNCEMENTS

To all in attendance, please sign in on the yellow sheet at the entrance to the board room. For anyone planning to address the board this evening, please complete a blue card on the table at the entrance and hand it to a board member or administrator.

The Executive Session prior to this meeting was to discuss confidential information related to personnel, student and legal matters.

E. APPROVAL OF MINUTES

The minutes of the regular meeting held on August 10, 2026, and the record of the Buildings & Grounds Committee meeting held on August 26, 2026, were included for approval.

Motion: Mrs. Stokes and Dr. Miller moved to approve the minutes and record as presented.

Vote: All eight (8) members approved the motion.

F. COMMUNITY RELATIONS REPORT: Mr. Brooks reported:

- Our elementary schools are off to a fantastic start for the 2026-27 school year! Across the district, students and families have enjoyed back to school assemblies, community-building events and fun activities. Events such as Back-to-School Night celebrations along with fundraising initiatives and upcoming fall events, our elementary buildings are creating a strong sense of community and excitement for the year ahead.
- At the middle school, students and staff took part in their annual back-to-school assembly. They competed in games, discussed the meaning of PRIDE, and 8th graders took control of the spirit stick to start the school year.
- Students have been designing parking spaces based on the seven habits of Leader in Me. The students also attended grade-level meetings to review the rules and expectations for the upcoming school year.
- As part of two community projects, the outside lunch area has a new look thanks to two Lower Dauphin High School students. As part of his Eagle Scout project, junior Carter Smith constructed a gaga pit by the outdoor courtyard for students to play during lunches and other events throughout the year. Freshman Kelsey Fullerton created an LD plant bed as part of her Silver Scout project
- Mass Band Night will be coming up on Friday, October 2, at Hershey Park stadium. The middle school, high school and elementary bands from across the district will come together for their annual performance during the football game against Gettysburg. The 6-12th grade bands will be performing “Good Time”, a 2012 hit collaboration between Carly Rae Jepsen and Owl City. This year’s final Mass Band Night at Hershey Park Stadium is also going to feature the band “No Last Call” who will be joining in the stands, entertaining our football crowd, and showing our band students how much fun they have playing beyond high school.
- First-day photos were posted on the school’s social media pages. The post asked families to share first-day photos of their kids in the comments; many did. This year’s post did even better than last year, with social engagement reaching over 24 thousand people.
- High school clubs and activities are starting to ramp up. The high school recently held a school-wide assembly to introduce all the clubs and recruit students to join.
- Also, two Lower Dauphin seniors, Christopher Brenneman and Nova Mayer, were named National Merit Scholarship Semifinalists, placing them among approximately 16,000 students nationwide. They are now eligible to compete for one of 6,700 National Merit Scholarships, totaling more than \$24 million in scholarship money.
- Finally, kudos to the Lower Dauphin art department. For the fourth consecutive year, Lower Dauphin was recognized by the Pennsylvania Art Education Association as an Outstanding Visual Art Community. This award is given based on the dedication of our art teachers, the creativity of our students and the district’s ongoing support of strong visual arts opportunities.

G. PRESENTATIONS/RECOGNITIONS

- PAYS Survey highlights: Mrs. Durantine, Mrs. Moody, and Mr. Neuhard
Mr. Neuhard offered thanks to CTC for their programming in the district. These survey results guide programming. Questions regarding vaping, drug and alcohol use, sleep, mental health/suicide, screen time and bullying are addressed.

H. PUBLIC COMMENT: None.

2. COMMITTEE REPORTS

A. BOARD PRESIDENT REPORT: Mr. Hill reported:

- Thank you to the community regarding new parking regulations at Falcon Fields.

B. BUILDINGS & GROUNTS COMMITTEE: No report.

C. DAUPHIN COUNTY TECHNICAL SCHOOL: Mr. Scott reported:

- The Susquehanna Service Dogs' program held a graduation ceremony on August 1.
- DCTS has a work-based co-op program earning 120 students \$1M last year; this year 30 students are enrolled.
- The Board is invited to DCTS for a tour.

Mr. Rehrer reported:

- Freshman Day was held before the start of the school year with state representatives in attendance.
- Drive automotive program for underprivileged students to have a car; an idea close to the heart of former Board member, Keith Oellig. A car show fundraiser in support of this program will be held October 17.

D. CAPITAL AREA INTERMEDIATE UNIT: No report.

E. LEGISLATIVE: Mrs. Foley reported:

- Bill 1551 has passed, requiring 30 minutes of recess for children K-grade 5. LD complies.

Mr. Hill returned to the Announcements section above, as it was skipped earlier in the meeting. An Executive Session will continue, immediately following this regular meeting.

3. NOTE REGARDING ITEMS FOR BOARD ACTION: By notice of the President, the following action items suggest a roll call vote. You will be recorded as voting in the affirmative for the motion unless you say "nay" or "I abstain." Board members are further advised that they must publicly announce and disclose the nature of any conflict of interest before the vote on the matter is taken and file the appropriate form with the Secretary of the Board.

4. BUSINESS OFFICE REPORT

A. TREASURER'S REPORT- JULY and AUGUST 2026

The administration recommended the approval of the Treasurer's report for the month ending July 31, 2026, summarized as follows:

- Balance of General Fund Cash totaling \$1,713,082.27
- General Fund Investments totaling \$13,276,599.64
- General Fund Revenues totaling \$4,424,488.87
- General Fund Expenditures totaling \$6,717,682.09

The administration recommended the approval of the Treasurer's report for the month ending August 31, 2026, summarized as follows:

- Balance of General Fund Cash totaling \$4,012,179.12
- General Fund Investments totaling \$15,709,885.08
- General Fund Revenues totaling \$9,617,685.21
- General Fund Expenditures totaling \$4,885,302.92

Motion: Mr. Scott and Mr. Kaschak moved to approve the treasurer's report as presented.

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Vote: All eight (8) members approved the motion.

B. **FISCAL ITEM- BILLS- JULY and AUGUST 2026**

The Administration recommended the approval of the bills for the month of July 2026, summarized below:

General Fund Account	\$7,017,298.81
including two payrolls amounting to	\$2,229,647.20
a quarterly wire to PSERS in the amount of	--
six Capital/Benecon medical wires totaling	\$2,934,498.36
and six United Concordia dental wires totaling	\$26,629.44
Activity Account	\$0.00
Athletic Account	\$11,181.49
Cafeteria Account	\$56,537.36
Construction Account	\$1,915,151.48
Capital Reserve Account	\$0.00
Capital Contingency Account	\$0.00

The Administration recommended the approval of the bills for the month of August 2026, summarized below:

General Fund Account	\$5,770,534.32
including two payrolls amounting to	\$2,384,900.52
a quarterly wire to PSERS in the amount of	--
two Capital/Benecon medical wires totaling	\$319,364.94
and five United Concordia dental wires totaling	\$30,386.09
Activity Account	\$270.75
Athletic Account	\$44,598.58
Cafeteria Account	\$36,163.13
Construction Account	\$1,081,527.81
Capital Reserve Account	\$0.00
Capital Contingency Account	\$0.00

Motion: Dr. Miller and Mrs. Stokes moved to approve the bills as presented.

Vote: All eight (8) members approved the motion.

C. **FISCAL ITEM – TAX EXONERATIONS**

MUNICIPALITY	PER CAPITA 511 & 679	OCCUPATION 511
Conewago Twp.	\$310.00	\$15,250.00
East Hanover Twp.	\$520.00	\$46,750.00
Hummelstown Boro.	\$550.00	\$26,000.00
Londonderry Twp.	\$430.00	\$29,000.00
South Hanover Twp.	\$490.00	\$34,750.00
TOTAL	\$2,300.00	\$151,750.00

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Motion: Mrs. Stokes and Mr. Kaschak moved to approve the tax exonerations as presented.

Vote: All eight (8) members approved the motion.

D. APPROVAL OF CHANGE ORDERS

The Administration recommended the approval of the following change orders for the summer 2026 projects, as listed:

<u>Item</u>	<u>Net Cost</u>
Middle School – Add geotextile to the bottom of the basin	\$15,435.00
Nye/Middle School- Tear down 7 AHUs, fix 5 leaks in existing piping, fabricate bookshelf covers to hide UV piping.	\$7,443.43

Motion: Mrs. Stokes and Dr. Miller moved to approve the change orders as presented.

Discussion: Question raised to clarify geotextile; it is used to assist with stronger foundation given sinkholes in the area.

Vote: All eight (8) members approved the motion.

7. CONTRACTS

<u>Vendor</u>	<u>Item/Service</u>	<u>Cost</u>
Trane U.S. Inc.	HVAC Service Agreement for equipment at LDHS	\$13,414.00
AFSCME	MOU for custodial placement	
Mars	Falcon Fields parking signs, permits and installation	\$221.40
Questeq	IT personnel and support	\$379,264.00- Yr. 1
Ainsworth	Preventative maintenance of chillers at EH, Londonderry, Nye, SH, MS	\$10,738.00

Motion: Mr. Scott and Mr. Kaschak moved to approve all contracts as presented.

Vote: All eight (8) members approved the motion.

5. SUPERINTENDENT REPORT

A. ANNOUNCEMENTS/COMMENTS:

- Dr. Milbrand thanked Mr. Foose, Facilities Director, and the custodial staff for their hard work during the building renovations.
- Mr. Strohecker and his staff in Transportation were also lauded for their efforts the first few weeks of school.
- Convocation was a great kickoff to the school year. Thank you to the Administration for their continued work in the district.
- Visual/fine arts continue to be strong in LD, especially given the Art Department's PAEA award for at the least the second year in-a-row.
- Falcon Fields' away bleachers' posts are going in. Looking forward to football games under the lights here next year.

B. SUPERINTENDENT ACTION

1. DISCUSSION REGARDING POSSIBLE FINANCE COMMITTEE AND UPDATED 2026 BOARD MEETING CALENDAR

Board discussion regarding meeting date changes to accommodate the creation of a Finance Committee of the Whole. Proposed action will be considered at the September 28, 2026, regular meeting.

Plan to have a Finance Committee meeting prior to every regular meeting in 2026. Hoping to have public involvement with this calendar update. All 2026 changes will be advertised, as required. The schedule for the Finance Committee meetings may change in 2027.

- Dr. Andrew Miller (chair) will work with Dr. Charlie Trovato (curriculum director) to reschedule the October 19, 2026, Curriculum Committee meeting.
- Mrs. Amanda Unger (chair) will work with Mr. Kaylor Kulina (athletic director) to reschedule the November 16, 2026, Athletic Committee meeting.
- Establish and set the dates for a Finance Committee of the Whole to meet on October 19, 2026, November 16, 2026, and December 7, 2026.

2. APPROVAL OF SUPERINTENDENT OBJECTIVE PERFORMANCE MEASURES 2026-2027

The objective performance measures were attached.

Motion: Mr. Scott and Mr. Bailey moved to approve the superintendent objective performance measures as presented.

Vote: All eight (8) members approved the motion.

Dr. Miller thanked Dr. Milbrand for his hard work and dedication to the district.

3. RETROACTIVE APPROVAL OF GROUP 5 AGREEMENTS

At its regular meeting on August 10, 2026, the Board authorized the administration, in collaboration with Mr. Hill and Mr. Kaschak, to negotiate and execute a Group 5 Agreement with the PA Youth Symphony, PA Classics, Lower Dauphin Youth Field Hockey, Lower Dauphin Youth Football in accordance with Policy 707. The administration requests that the attached, finalized Group 5 agreements be retroactively approved.

Motion: Dr. Miller and Mr. Kaschak moved to retroactively approved the Group 5 Agreements as presented.

Discussion: These agreements establish fees and custodial/staff presence at events. This is not a move to make money; we are recovering costs for cleaning and public safety. There is a caveat for an excessive cleaning fee of \$200, should it be required. Towing will be enforced when parking regulations are violated. This is to ensure public safety.

Vote: All eight (8) members approved the motion.

4. PSBA OFFICER ELECTION

This motion is for the Board Secretary to take action on behalf of the Board. All candidates are running unopposed. Unless the Board Secretary hears from a majority to not vote for a candidate, a vote will be cast on behalf of the full Board, for each candidate, by September 30.

Motion: Dr. Miller and Mrs. Foley moved to authorize Mrs. Wolf to cast a vote on behalf of the full Board, as presented.

Vote: All eight (8) members approved the motion.

5. APPROVAL OF POLICY- FIRST READING

The following policies and their associated Administrative Regulations were presented for first reading approval:

<u>Policy #</u>	<u>Title</u>
800	Records Management (AR-0)

Motion: Mrs. Stokes and Mrs. Foley moved to approve the policy as presented.

Discussion: Mr. Hill asked for a report on MS/HS cell phone infractions this school year versus last school year, given the new cell phone policy. Thanks to Dr. White for his work on this policy.

Vote: All eight (8) members approved the motion.

6. APPROVAL OF FIELD TRIPS

Per Policy 121, the following field trips require approval as they are overnight, out-of-state, or beyond 250 miles:

<u>School/Group</u>	<u>Destination</u>
East Hanover Elementary School- 5th grade	Washington, D.C.
High School- Cross Country Team	Wappinger's Falls, NY
South Hanover Elementary School- 5th grade	Washington, D.C.
High School- Field Hockey	Conshohocken, PA

Motion: Dr. Miller and Mrs. Stokes moved to approve the field trips as presented.

Vote: All eight (8) members approved the motion.

7. APPROVAL OF DISPOSAL

<u>Building</u>	<u>Item</u>
Conewago Elementary School	White boards
East Hanover Elementary School	White boards

Motion: Mr. Scott and Dr. Miller moved to approve the disposals as presented.

Discussion: These whiteboards have now gone through two replacements in the classrooms.

Vote: All eight (8) members approved the motion.

8. APPROVAL OF DONATION

Capital Blue Cross donated 75 computer monitors.

Motion: Mr. Scott and Dr. Miller moved to approve the donation as presented.

Vote: All eight (8) members approved the motion.

9. APPROVAL OF SUMMER PERSONNEL PAYMENT- UPDATED

Amy sell was approved for 128 hours, but worked 144 hours.

Motion: Dr. Miller and Mr. Scott moved to approve the updated summer personnel payment as presented.

Vote: All eight (8) members approved the motion.

10. APPROVAL OF PERSONNEL

Personnel approved as listed on the last page.

Motion: Mr. Scott and Mr. Kaschak moved to approve the personnel items as presented.

Vote: All eight (8) members approved the motion.

6. INFORMATION ITEMS

A. NOTIFICATION OF CHANGE IN EMPLOYMENT STATUS

Having completed three years of satisfactory performance, the following temporary professional employees are recommended for tenure and, thus, professional employee status:

Gabrielle Everest	Stephanie Landis
Athena Garrison	Grace McNeil
Kayce Hoch	Christina Myers
Samantha Irvin	Morgan Oberlander
	Kimberly Reeder

B. COMMITTEE ASSIGNMENTS

<u>Committee</u>	<u>Member</u>
Athletics	Mrs. Unger- Chair
	Mrs. Foley
	Mr. Hill
	Mr. Kaschak
Buildings & Grounds	Mr. Hill- Chair
	Mr. Kaschak
	Mr. Rehrer
	Mrs. Stokes
Curriculum	Dr. Miller- Chair
	Mr. Rehrer
	Mr. Scott

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Committee Assignments (cont'd)

Finance (Committee of the Whole) Mr. Kaschak- Chair
Policy Mrs. Foley- Chair
Mr. Bailey
Mr. Scott
Mrs. Stokes

C. UPCOMING BOARD MEETINGS

<u>Date</u>	<u>Time</u>	<u>Type</u>
September 23, 2026	8:30 AM	Buildings & Grounds Committee
September 28, 2026	6:00 PM	Executive Session
	7:00 PM	Regular Meeting
October 19, 2026	5:00 PM	Finance Committee Meeting
	6:00 PM	Executive Session
	7:00 PM	Regular Meeting

C. MONTHLY ENROLLMENT REPORT

The August 2026 enrollment summary was attached.

7. **NEW BUSINESS:** None.

8. ADJOURNMENT

A. ADJOURNMENT

Motion: Mr. Scott and Dr. Miller moved to adjourn at 8:11 PM.

Vote: All eight (8) members approved the motion.

The Executive Session continued after adjournment.

Respectfully submitted,



Carron K. Wolf
Board Secretary

NO	REASON	ACTION	NAME	POSITION	BLDG.	EFFECTIVE DATE	SALARY
1	Approval of Resignation	Classified Hourly Staff Action	Serena Zimmerman	Health Room Nurse	High School	8/10/2026	
2	Approval of Resignation	Classified Hourly Staff Action	Rachel Richardson	Paraprofessional	Middle School	9/25/2026	
3	Approval of Resignation	Classified Hourly Staff Action	Perry Capurro	Paraprofessional	Middle School	8/27/2026	
4	Approval of Resignation	Classified Hourly Staff Action	Laura Foulkrod	Instructional Aide	Londonderry	8/24/2026	
5	Approval of Resignation	Classified Hourly Staff Action	Kayla Orris	Instructional Aide	South Hanover	8/14/2026	
6	Approval of Resignation	Classified Custodial Staff Action	Fatima Zaragoza Santiago	Custodian	South Hanover	9/18/2026	
7	Approval of Resignation	Professional Staff Action	Sharon Breeden	Librarian	Londonderry	On or before 10/18/2026	
8	Approval of Resignation	Professional Staff Action	Erica Wilkinson	5th Grade Teacher	Conewago	On or before 10/9/2026	
9	Approval of Resignation	Professional Staff Action	Sarah Johnson	Science Teacher	High School	On or before 10/16/2026	
10	Approval of Resignation	Classified Salaried Staff Action	Omawatee (Tracy) Rosario	Computer Repair Technician	TMC	9/15/2026	
11	Approval of Extension of Childrearing Leave	Professional Staff Action	Brenna Southall	4th Grade Teacher	South Hanover	12/1/2026-6/4/2027	
12	Approval of Revised Return Date	Professional Staff Action	Shannon Guevarez	4th Grade Teacher	South Hanover	10/19/2026	
13	Approval of Hire: Extension of LTS	Long Term Substitute Professional Staff Action	Lauren Ferrell	4th Grade Teacher	South Hanover	12/1/2026-6/4/2027	
14	Approval of Revised Job Description	Classified Salaried Staff Action		Administrative Assistant for Facilities & Special Education	DAC		
15	Approval of Transfer	Classified Salaried Staff Action	Rebekah Kratzsch	Executive Assistant & Board Secretary	DAC	TBD	\$53,628.00
16	Approval of Transfer	Classified Salaried Staff Action	Amber Light	Administrative Assistant for Facilities & Special Education	DAC	TBD	\$51,872.00
17	Approval of Transfer	Classified Salaried Staff Action	Alexis Conrad	Building Secretary	Middle School	TBD	No change
18	Approval of Transfer	Classified Hourly Staff Action	Heather Wynne	Paraprofessional	Middle School	9/8/2026	No change
19	Approval of Hire	Professional Staff Action	Brock P Belmont	Learning Support Teacher	South Hanover	8/18/2026	\$57,228.00
20	Approval of Hire	Professional Staff Action	Debra L Moore	Learning Support Teacher	South Hanover	8/18/2026	\$84,311.00
21	Approval of Hire	Professional Staff Action	Christine L Berry	ELA Teacher	Middle School	On or before 11/16/2026	\$84,311.00
22	Approval of Hire	Professional Staff Action	Megan Hershey	5th Grade Teacher	Conewago	9/15/2026	\$59,354.00
23	Approval of Hire	Long Term Substitute Professional Staff Action	Olivia G Saborio	4th Grade Teacher	South Hanover	8/18/2026-10/19/2026	\$57,228.00
24	Approval of Hire	Long Term Substitute Professional Staff Action	Renee Howard	Learning Support Teacher	Nye	Anticipated 10/16/26-4/15/27	\$57,228.00
25	Approval of Hire	Classified Custodial Staff Action	Eric J Cuevas Barbosa	Custodian	East Hanover	9/4/2026	\$18.70 per hour
26	Approval of Hire	Classified Hourly Staff Action	Rachel M Richardson	Paraprofessional	Middle School	8/25/2026	\$16.66 per hour
27	Approval of Hire	Classified Hourly Staff Action	Hailey McCann	Paraprofessional	Conewago	9/8/2026	\$16.66 per hour
28	Approval of Hire	Classified Hourly Staff Action	Jordan Carlson	Paraprofessional	Londonderry	TBD	\$16.66 per hour
29	Approval of Stipend	Classified Hourly Staff Action	Brooke Setnar	Substitute Nurse Caller	District Wide	9/2/2026	\$3,000.00

Committee Name: Buildings & Grounds

Date: 09/23/2026

Committee Members: Robert P. Hill, Jr.; John Kaschak, Lisa Stokes, Forrest Rehrer

Present at the Meeting:

Board Members: Robert P. Hill, Jr., Lisa Stokes, Forrest Rehrer

District Staff Members: Todd Neuhard (Asst. to the Superintendent), Jeremy Foose,
Kaylor Kulina, Justin Hanula, Robert Horney

RLPS: Andy Blaydon

Barton Associates: None

K&W: None

Hillis-Carnes: Matthew Decker, Nathaniel Lauver

Meeting Highlights:

1. Facilities Update
 - a. Discussed the hot water heater at South Hanover and the steps taken to remedy the situation.
 - b. Discussed the traffic at the middle school.
 - i. Some concern about bus over-crowding.
 - ii. Looking into an alternate flow when the parking lot adjacent to the church opens in October.
2. South Hanover/UGI Update
 - a. UGI has committed to a June 2027 installation.
 - b. Meeting held with UGI; Township did not attend.
 - c. Discussed the placement of the gas line and where it will connect to the building.
3. Londonderry Water Tower Update
 - a. Meeting on-site between LD, Barton, RLPS, PA American Water (township did not appear).
 - b. Meeting was productive and PA American Water continues to progress plans and a legal agreement.
4. HVAC Updates
 - a. Commissioning is on-going at the schools to dial in the controls.
 - b. Jeremy demo'd the remote application that he can use to control the systems at various schools.
5. Falcon Fields Update
 - a. Lengthy presentation by Hillis-Carnes about their proposed testing and analysis of the area of new construction to investigate potentially more sink holes.
 - b. Outlined potential remediation techniques and next steps.
 - c. New lights were installed at the main field; need to look into new lights at the west field.

- d. Mars Towing contract will start as soon as additional signage is placed.
- 6. Review of Future Meetings
 - a. Confirmed the cancellation of the 12/23/26 meeting.
- 7. General Discussion
 - a. Jeremy to follow-up with Girl Scouts about bat box at Londonderry.
 - b. Discussion was held on the condition of the tennis courts and what steps could be taken. Todd, Justin and Kaylor to figure out if the damage/cracks are covered by warranty.

Recommendations to the full Board:

- 1. Approve a NTE contract for Hillis-Carnes to allow the testing at Falcon Fields to continue without board meeting dates limiting the project.
- 2. Cancel the 12/23/26 committee meeting.
- 3. Proceed with the proposal to switch electric and gas suppliers effective 12/31/26.

Community Relations Report 9.28.26

The district support across-the-board from admin to teachers and staff was excellent in supporting the awareness and conversations surrounding 9/11 and Constitution Day on September 17. Pictures were shared of students working on different projects to understand the importance and historical context of each day.

Conewago had their staff Olympics last week. It was a fun end to the school day on Friday, where staff competed in a bunch of games like a water balloon toss, a chicken relay and more. The students were excited to see some of their favorite teachers and Dr. Wuestner compete in a variety of games.

We're looking for adult volunteers to support two upcoming Junior Achievement programs at Lower Dauphin Middle School and Lower Dauphin High School. These programs provide students with hands-on opportunities to explore career readiness and prepare for their future. If you're interested in volunteering your time, we encourage you to learn more and sign up through the information provided in our community and building communications. The Middle School's JA program is on Wednesday, October 14, and the High School is scheduled Tuesday, November 17.

One final reminder is that Mass Band Night is next Friday, October 2, at Hershey Park Stadium. The Middle School, High School and elementary bands will come together for their annual performance during the football game against Gettysburg.



Senior Student School Board Representative- Easton Eberly

At High School

We are off to a great start with students and teachers acclimating to the new advisory schedule and personal electronic device policies. There is an obvious shift in the air regarding personal electronic devices where students and staff alike seem to be respecting and understanding the policy.

Financial Aid Night was hosted in the library. This was an excellent opportunity for families to learn about the process of applying to college, applying for scholarships and affording college.

There was also a Club Day hosted September 4, where over 20 student-led clubs were represented. Every student had the chance to learn a little bit more about what is going on around them and how they could get involved. Students were dismissed by grade level at different times to ensure smooth transitions.

We hosted picture day Wednesday, September 2.

On 9/11, there was a moment of silence held throughout the high school to remember the attacks, the victims, and all those affected. Some of our JROTC cadets performed a ceremonial raising and lowering of the flag to half mast.

On Friday the 18th, Mini-THON held their annual kickoff assembly where students were introduced to B4D contestants, executives, captains, and opportunities to get involved.

Elementary Schools

Conewago

Conewago enjoyed their 57th year of the Country Fair this past Saturday. Everyone had an awesome time. Our 4th grade class looks forward to their field trip to the Renaissance Fair on September 30. On Friday, September 18, Conewago said goodbye to longtime 5th grade teacher Erica Wilkinson after 19 years of dedicated service. She begins a new role as an Assistant Principal at a nearby district. Next week our 5th grade heads to Washington D.C. for their annual trip.

East Hanover

East Hanover held their Annual Walk-A-Thon Kick-Off Assembly last Friday, and students are excitedly working toward their building-wide fundraising goal. The building-wide reward for students reaching the goal has yet to be revealed, as it is being kept secret in "The Mystery Box" - a large, bright orange box on display in the lobby. If students reach the building-wide

goal, we'll open the Mystery Box - and reveal what the reward will be! The kids are excited, because in recent years the rewards have included: Mr. MacLeod sleeping overnight on the roof of the school, an all-staff "mascot race", and last year, an all-staff Masked Singer competition

Londonderry

Londonderry is off to a great start! Our students all created classroom mission statements which are posted outside our cafeteria. To show their commitment as leaders, each student signed the window along with their mission statement. We have a lot to look forward to coming up to start October, including Goodies with Grandparents and our annual visit from the Fire Company.

Nye

Nye is having a great start to the school year!! We had a school-wide back to school assembly where we introduced staff and played Are You Smarter than a Fifth Grader to review school rules and information.

South Hanover

At South Hanover, we launched into the year with a vibrant retro-themed Back to School Night, taking a trip down memory lane with 8-tracks, cassette tapes, and classic records. Families captured the fun by posing with a life-size Rubik's Cube, an MTV logo, and a replica of Aqua Net hairspray. The fun continued with Goodies & Grandparents and fall pictures last week. We look forward to a visit from the Fire Company and the PTO Spooktacular event in October!

Junior Student School Board Representative- Carter Smith

Athletics

- The football team currently has a record of 1-3. The team travels to Red Land on Friday, September 25.
- The boys soccer team currently has a record of 6-1-2. The team's next match is a home game versus Palmyra Area High School on September 30.
- The girls soccer team is currently 6-0-1. Their next match will be an away game against Palmyra on September 30. Both teams are currently first in the Mid Penn Keystone division
- Girls volleyball currently has a record of 6-1 with upcoming matches on September 24 and September 28.

- Marlee Bentz from the girls' golf team and Noah Youngbluth from the boys' golf team have both qualified for the Mid-Penn Championships which will take place on September 29.
- The girls' tennis team is currently 4-7. They have 5 matches remaining in the regular season
- At the Ben Bloser Invitational, the girls' cross country team placed twenty-seventh out of fifty-seven teams, and the boys' cross country team took sixth out of fifty-nine teams. The boys are led by junior Daniel Dunkelburger who individually placed ninth out of 342 runners.
- The field hockey team's current record is 5-1. The team hosts Hershey on Saturday, September 26.



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Lower Dauphin School District - Falcon
Fields - Additions and Renovations

CONTRACT INFORMATION:
Contract For: Site Construction
Date: 07-27-2026

CHANGE ORDER INFORMATION:
Change Order Number: 004
Date: 08-25-2026

OWNER: *(Name and address)*
Lower Dauphin School District
291 East Main Street
Hummelstown, PA 17036

ARCHITECT: *(Name and address)*
RLPS Architects
250 Valleybrook Drive
Lancaster, PA 17601
RLPS Project No.: 2025018

CONTRACTOR: *(Name and address)*
York Excavating Company, LLC
3180 East Prospect Road
York, PA 17402

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. RFC 8004.1: Repair sinkhole in turf field. \$33,274.08
2. RFC 8004.2: Repair sinkhole between inlets 308 and 311. \$11,519.20
3. RFC 8005: Lower waterline. \$14,842.87
4. RFC 8007: Additional concrete sidewalk. \$2,352.17

The original Contract Sum was	\$ 4,293,900.00
The net change by previously authorized Change Orders	\$ 59,764.54
The Contract Sum prior to this Change Order was	\$ 4,353,664.54
The Contract Sum will be increased by this Change Order in the amount of	\$ 61,988.32
The new Contract Sum including this Change Order will be	\$ 4,415,652.86

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 05-01-2027

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*

BY: Christopher S. Linkey, AIA,
Partner

*(Printed name, title, and license
number if required)*

9/23/2026

Date

John Haldeman

CONTRACTOR *(Signature)*

BY: John Haldeman, Senior Project
Manager

(Printed name and title)

9/23/26

Date

Digitally signed by John
Haldeman
DN: C=US, E=john@yecol.com,
O=York Excavating Company,
CN=John Haldeman
Date: 2026.09.23 15:51:32-04'00'

OWNER *(Signature)*

BY: Robert P. Hill, Jr., Board
President

(Printed name and title)

Date

Y
York Excavating Company, LLC.
C

Excavating • Utilities • Grading • Paving

3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

Request for Change

To: LOWER DAUPHIN SCHOOL DISTRICT
219 EAST MAIN STREET
HUMMELSTOWN, PA 17063

RFC No.: 8004.1
RFC Date: 8/5/2026

Project: FALCON FIELDS ADDITIONS & RENO

Project No.: 2631

REPAIR SINKHOLE IN TURF FIELD

Item Description	Hrs/ Qty	Rate	Tax	Total
LABORER	42	70.00		2,940.00
FOREMAN	22	83.00		1,826.00
STD BOX TRUCK W/OPERATOR	2.5	115.00		287.50
CASE CX80C MINI EXCAVATOR/OPER	14	165.00		2,310.00
LOWBOY TRACTOR W/TRAILER/OPER	3.5	160.00		560.00
TAKEUCHI TL12 SKID LOADER/OPER	2.5	115.00		287.50
VERMEER VACUUM TRUCK/OPER	2.5	355.00		887.50
OSHKOSH MIXER TRUCK W/OPERATOR	17.5	135.00		2,362.50
WACKER W/OPERATOR	2	110.00		220.00
KOMATSU PC290 EXCAVATOR/OPER	6	235.00		1,410.00
TRI-AXLE DUMP TRUCK/OPER	9.5	140.00		1,330.00
CAT D6 DOZER W/GPS/OPER	2	230.00		460.00
GROUT MIX	50.00	169.00	507.00	8,957.00
FUEL SURCHARGE FOR GROUT MIX	4	50.00	0.00	200.00
TIME CHARGE	1.87	30.00	3.37	59.47
ADS SLCPP 12" PIPE	20.00	10.19	12.23	216.03
MARMAC BAND KIT	2.00	101.59	12.19	215.37
2A STONE	41.00	7.00	17.22	304.22
AASHTO #57 STONE	5.00	10.00	3.00	53.00

Y
York Excavating Company, LLC.
C
Excavating • Utilities • Grading • Paving

3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

Request for Change

To: LOWER DAUPHIN SCHOOL DISTRICT
219 EAST MAIN STREET
HUMMELSTOWN, PA 17063

RFC No.: 8004.1
RFC Date: 8/5/2026

Project: FALCON FIELDS ADDITIONS & RENO

Project No.: 2631

SCREENINGS	3.00	7.00	1.26	22.26
GROUT MIX (PICKED UP)	40.00	115.00	276.00	4,876.00
4000# AE CONCRETE	3.50	115.00	24.15	426.65
6X6 WW FABRIC	180.00	0.20	2.16	38.16

Description	Amount
Labor	4,766.00
Material	15,368.16
Equipment	10,115.00
Total Cost	30,249.16
10% OH&P	3,024.92
Request for Change Total	\$33,274.08

TO ACCOMMODATE THE NECESSARY ADDITIONAL TIME REQUIRED FOR THESE CHANGES,
PLEASE EXTEND THE CONTRACT COMPLETION DATE BY 0 DAYS.

JOHN HALDEMAN

Requested By

Approved By

DAILY T&M WORK REPORT

Y
York Excavating Company LLC
C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23007

DATE 7/20/2026

PROJECT NAME Falcon Field - 'Turf Field'

PROJECT NO. 2231

BILL TO:

NAME

LDMS

CHANGE ORDER NO. 800 B

ADDRESS

CUSTOMER P.O. NO.

PHONE NO.

8004.1

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

VAC out Sink Hole 57 STONE

SAWCUT CONCRETE - SIX SLABS with Demo Saw

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
<u>Tyler Burkins</u>	<u>2.5</u>	<u>OPER</u>	<u>TK 167</u>
<u>Noah Adcock</u>	<u>2.5</u>	<u>LAB</u>	
<u>Ron Singsenis</u>	<u>2.5</u>	<u>LAB</u>	
<u>TD</u>		<u>TRUCK DR</u>	

REVIEWED & APPROVED BY: [Signature]

YORK EXCAVATING CO REPRESENTATIVE: _____

DAILY T&M WORK REPORT

Y
York Excavating Company LLC
C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23009

DATE 7/4/2012

PROJECT NAME Falcon Fields 'York Field'

PROJECT NO. 2631

BILL TO:

NAME LDMS

CHANGE ORDER NO. 8003

ADDRESS _____

CUSTOMER P.O. NO. 8004.1

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Prep Area for Sink Hole Exc. Bring in Mud Mats & Place

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
<u>8</u>	<u>8x14' Mud Mat</u>		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
<u>James Benfield</u>	<u>1</u>	<u>OPER</u>	<u>#333 / hr</u>
<u>TREVOR STONE</u>	<u>1</u>	<u>LAB</u>	
<u>Ron Samsenig</u>	<u>1</u>	<u>LAB</u>	
<u>Hayden Horne (Low Boy)</u>	<u>1.5</u>	<u>TRUCK DR</u>	<u>163# 817#</u>

REVIEWED & APPROVED BY: [Signature]

YORK EXCAVATING CO REPRESENTATIVE: _____

DAILY T&M WORK REPORT

Y
York Excavating Company LLC
C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 13797

DATE 7/22/26

PROJECT NAME Falcon Fields

PROJECT NO. 2631

BILL TO:

NAME LDMS

CHANGE ORDER NO. 2003

ADDRESS _____

CUSTOMER P.O. NO. 8004.1

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Excavate Sink hole @ Turf field & haul out spoils
Hydro vac out sink hole
Excavate Concrete Slabs to Expose Sink Hole
Powercra Exc.

MATERIALS

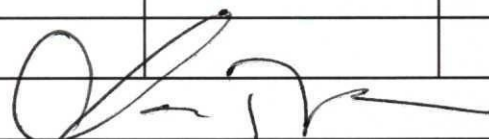
QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
3	Triaxle Rented		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
James Benfield	4	OPER	TRACK HOE 333 # 4HR
Noah Beck	2.5	LABOR	
Ron Sarsenig	2.5	OPER	SKID ST 220 # 2.5 Hour
Ryhs Horsey	2.5	OPER	VACTR 189 #
Jacob Geesey	2.5	LAB	

REVIEWED & APPROVED BY:

YORK EXCAVATING CO REPRESENTATIVE:


Rob Bair

DAILY T&M WORK REPORT

RECEIVED JUL 27 2026

Y York Excavating Company LLC C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 13796DATE 7/23/2026PROJECT NAME Falcon Fields Turf Field SitePROJECT NO. 2631BILL TO:
NAME LDMSCHANGE ORDER NO. 2004.1

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Flow Fill Sink Hole @ Turf Field
50cy from Boger Concrete 7" Slump

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
50 cy	Flow Fill 7" Slump		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Robert Bair	5	Foreman	
Noah Beck	5	LABOR	
Gene Beaton	7	CONCRETE TK Driver	conc TR 179 #

REVIEWED & APPROVED BY: _____

YORK EXCAVATING CO REPRESENTATIVE: Rob Bair

DAILY T&M WORK REPORT

Y
York Excavating Company LLC
C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23010

DATE 7/24/2025

PROJECT NAME Falcon Fields 4 Sink Hole 11 Turf Field

PROJECT NO. 2631

BILL TO:
NAME LDMS

CHANGE ORDER NO. 8004.1

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

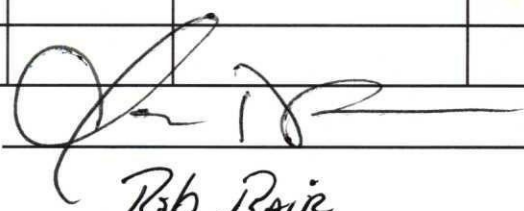
- Install Solid 12" SLCPP Solid 2-Mar Mac Bands @ Connection
- Back fill with 2A & Compact to 8" 57" Layer
- Hills CARNES TEST

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
1- 0	20' ADS SLCPP 12" Pipe	10.19'	
2- 0	Mar Mac Band Kit	101.59'	
18 TON	2A Stone	0.74	

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Chip Kelly	3 0	Foreman	TIL 96
Tyler Howell	3 0	Oper	333 TRACKHOE
WACKER	2 0		WACKER
Brett Boyles	3 0	LABOR/PIPELAYER	

REVIEWED & APPROVED BY: 

YORK EXCAVATING CO REPRESENTATIVE: Rob Bair

DAILY T&M WORK REPORT

Y
York Excavating Company LLC
C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23012

DATE 7/27/2024

PROJECT NAME Falcon Fields

PROJECT NO. 2631

BILL TO:

NAME LDMS

CHANGE ORDER NO. 8004.1

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

REPLACE 57 STONE IN TURF & UNDER SIDEWALK
Pull Mudd MATTS & CLEAN CONCRETE / Haul Mudd MATTS BACK to Shop
Place DUST & FABRIC ON TURF Field
Turf Crew CME & REINSTALLED TURF / MOVE & CLEAN up FENCE

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
<u>5 TON</u>	<u>57 STONE @ \$10.00</u>		
<u>3 TON</u>	<u>SCREENINGS @ \$7.00</u>		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
<u>RON BENSONIS</u>	<u>6</u>	<u>LABOR</u>	<u>LABOR</u>
<u>JAMES BENFIELD</u>	<u>6</u>	<u>OPERATOR</u>	<u>347# TRACK/HC</u>
<u>DENNIS JUDGE</u>	<u>2</u>	<u>TRUCK DRIVER</u>	<u>149 Low Boy</u>

REVIEWED & APPROVED BY: _____

YORK EXCAVATING CO REPRESENTATIVE: _____


Rob Bair

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026

**Y
York Excavating Company LLC
C**

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23059DATE 7/30/2026PROJECT NAME Falcon FieldsPROJECT NO. 2631

BILL TO:

NAME LDMSCHANGE ORDER NO. 8007.1

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

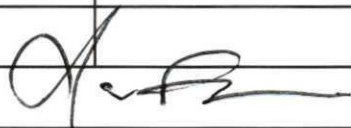
Excavate 3 Sink Holes to Expose throat or Termination Point

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
<u>Tyler Howell</u>	<u>4</u> •	<u>oper</u>	<u>TRACK HOLE 339#</u> •
<u>Chip Kelly</u>	<u>4</u> •	<u>Foreman</u> •	

REVIEWED & APPROVED BY: YORK EXCAVATING CO REPRESENTATIVE: Rob Bair

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026

Y
York Excavating Company LLC
C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23058DATE 7/31/2016PROJECT NAME Falcon FieldPROJECT NO. 2631BILL TO:
NAME LDMSCHANGE ORDER NO. 8004.1

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

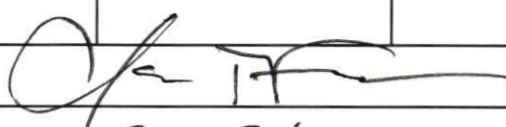
Fill Sink Holes with Flow FillUSE YEC MIXER TRUCK Pick up @ Byler Concrete

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
<u>40cy</u>	<u>Flow Fill (Bylers)</u>		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
<u>Gene Beaton</u>	<u>8.5</u>	<u>TRUCK DRIVER</u>	<u>MIXER TRUCK #179</u>
<u>Rob Bair</u>	<u>6</u>	<u>FOREMAN</u>	

REVIEWED & APPROVED BY: YORK EXCAVATING CO REPRESENTATIVE: Rob Bair

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026
23061

Y York Excavating Company LLC C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. _____

DATE 8/3/2026

PROJECT NAME Falcon Fields

PROJECT NO. 2631

BILL TO:
NAME LDMS

CHANGE ORDER NO. 8004.1

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Backfill SWK Hole @ Access DR under Roadway

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
23 ton	2A STONE		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
James Benfield	2	oper	Exc 339 ZHR
Ron Sansonig	2	oper	TRENCH Roller #31

REVIEWED & APPROVED BY: _____

YORK EXCAVATING CO REPRESENTATIVE: _____

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026

Y York Excavating Company LLC C

WORK ORDER NO. 23049

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

DATE 8/6/2024PROJECT NAME Falcon Field (Turf Field Repair)PROJECT NO. 2631BILL TO:
NAME LDMSCHANGE ORDER NO. 8000 4.1

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Pour Conc @ Turf Field Sink HolePlace Form along Grand standExpansion @ Existing ConcPlace Conc in Buggy to Pour 12x15x5"

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
3.5 cy	Conc. 4000 psi Powsy		
180 SF	6x6 w/w FABRIC w/RE		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Anthony Smith	4	Fore	# TK 41
Davon Lewis	4	Finisher	
Bernell Harris	4	Finisher	
MARK HARRIS	4	Finisher	
Cody Bratina	4	LAD	
Gen Beaton	2	Mixer Driver	TK 179 2HR

REVIEWED & APPROVED BY: [Signature]YORK EXCAVATING CO REPRESENTATIVE: Rsb Bain



BQ Concrete Holdings
118 Springwood Dr Ste 300
Lebanon, PA 17042

INVOICE

RECEIVED JUL 30 2026

INVOICE #: BQC-005348

DATE: 07/23/2026

CUSTOMER ID:

BILL York Excavating Co LLC
TO: 3180 E Prospect Rd
York, PA 17402

Stay on top of your business by getting your
invoices & statements quicker by email -
enroll now at ar@byltermaterials.com!

REFERENCE #	SHIPPING METHOD	PAYMENT TERMS	DUE DATE
251 Quarry Rd		Net 30 - FC	08/22/2026

TICKET #	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT	
2002120 ✓	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002120	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002122 ✓	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002122	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002124 ✓	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002130	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002130	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002133 ✓	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002138 ✓	Grout Mix 8004.1	Yard	10	\$169.00	\$1,690.00	T
2002138	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002140 ✓	Grout Mix 8004.1	Yard	10	\$169.00	\$1,690.00	T
2002141 ✓	Grout Mix 8004.1	Yard	10	\$169.00	\$1,690.00	T
2002141	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002142 ✓	Grout Mix 8004.1	Yard	10	\$169.00	\$1,690.00	T
2002142	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002142	Time Charge	Each	1.87	\$30.00	\$56.10	T

TERMS: Payment is due according to the terms above. A service charge of 1.5% / month will be assessed on all past due balances.

PAYMENT METHODS ACCEPTED: Check, ACH, Visa/Mastercard (3% surcharge applied to credit card payments)

REMIT ADDRESS: 118 Springwood Dr Ste 300, Lebanon, PA 17042

ACCOUNTS PAYABLE CONTACT: (717) 438-4800
ar@byltermaterials.com

2002144 ✓	Grout Mix <i>8004.1</i>	Yard	10	\$169.00	\$1,690.00	T
2002144 ✓	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT

Subtotal	\$17,306.10
Sales Tax	\$1,017.37
Total	\$18,323.47

If payment has already been made, this copy is for your records.

RECEIVED JUL 30 2026

TERMS: Payment is due according to the terms above. A service charge of 1.5% / month will be assessed on all past due balances.

PAYMENT METHODS ACCEPTED: Check, ACH, Visa/Mastercard (3% surcharge applied to credit card payments)

REMIT ADDRESS:	118 Springwood Dr Ste 300, Lebanon, PA 17042
ACCOUNTS PAYABLE CONTACT:	(717) 438-4800 ar@byltermaterials.com



BQ Concrete Holdings
118 Springwood Dr Ste 300
Lebanon, PA 17042

INVOICE

CUSTOMER ID:

INVOICE #: BQC-005649

DATE: 07/31/2026

BILL TO: York Excavating Co LLC
3180 E Prospect Rd
York, PA 17402

Stay on top of your business by getting your
invoices & statements quicker by email -
enroll now at ar@byltermaterials.com!

REFERENCE #	SHIPPING METHOD	PAYMENT TERMS	DUE DATE
PICKUP IN OWN MIXER TRUCK		Net 30 - FC	08/30/2026

TICKET #	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT	
2002321	Grout Mix	Yard	10	\$115.00	\$1,150.00	T
2002324	Grout Mix	Yard	10	\$115.00	\$1,150.00	T
2002334	Grout Mix	Yard	10	\$115.00	\$1,150.00	T
2002339	Grout Mix	Yard	10	\$115.00	\$1,150.00	T

Subtotal	\$4,600.00
Sales Tax	\$276.00
Total	\$4,876.00

If payment has already been made, this copy is for your records.

RECEIVED AUG 14 2026

TERMS: Payment is due according to the terms above. A service charge of 1.5% / month will be assessed on all past due balances.

PAYMENT METHODS ACCEPTED: Check, ACH, Visa/Mastercard (3% surcharge applied to credit card payments)

REMIT ADDRESS:	118 Springwood Dr Ste 300, Lebanon, PA 17042
ACCOUNTS PAYABLE CONTACT:	(717) 438-4800 ar@byltermaterials.com



A CRH COMPANY

2400 Thea Drive, Suite 3A
HARRISBURG, PA 17110

Customer No: 165420
Invoice No: 3477775
Inv Date: 08/06/26
Page: Page 1 of 1
Customer PO: 2631-03
Customer Job: FOB.26331-LD FALCONS

YORK EXCAVATING CO LLC
3180 East Prospect Rd
York PA 17402

2400 Thea Drive, Suite 3A
HARRISBURG, PA 17110
717-233-4511

accountspayable@yorkexcavating.com

RECEIVED AUG 10 2026

Date	Ticket#	Product#	Description	QTY	UM	Unit Price	Haul QTY	Haul Rate	Matl Total	Haul Total	Tax	Total
Plant: 05040 Paxton St Concrete												
MATERIAL: 4000# AE CONCRETE												
08/6/26	40021759	C4035	4000# AE CONCRETE	5.00	CY	115.00	0.00	0.00	575.00	0.00	34.50	609.50
Total : Material 4000# AE CONCRETE				5.00					575.00	0.00	34.50	609.50
MATERIAL: ENVIRONMENTAL CHARGE (CONC)												
08/6/26	40021759	ENV	ENVIRONMENTAL CHARGE (CONC)	1.00	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total : Material ENVIRONMENTAL CHARGE (CONC)				1.00					0.00	0.00	0.00	0.00
MATERIAL: FUEL/ENERGY SURCHARGE (CONC)												
08/6/26	40021759	FUELSCH	FUEL/ENERGY SURCHARGE (CONC)	1.00	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total : Material FUEL/ENERGY SURCHARGE (CONC)				1.00					0.00	0.00	0.00	0.00
Total Invoice:				7.00					575.00	0.00	34.50	609.50

THIS INVOICE MAY CONTAIN A 11% FUEL SURCHARGE & A 1.5% PROCESSING FEE WILL BE APPLIED TO ALL CREDIT CARD PAYMENTS TOWARDS ACCOUNT BALANCES.

Finance Charges will be applied to any late invoices at a rate of 1.5% per month per credit agreement or the State's Lawful Amount

Invoice Amount: 609.50

Amount Paid: _____

Customer Name: YORK EXCAVATING CO LLC
Customer No: 165420
Invoice #: 3477775
Date: 08/6/26
Customer Job: FOB.26331-LD FALCONS
Customer PO: 2631-03
Due Date: 09/05/26

If you have any questions about your invoice please call 717-233-4511

Remit Payment To: PENNSY SUPPLY INC
PO BOX 415396
BOSTON, MA 02241-5396

Please provide your email address below if you would like to start receiving your invoices via email

D.M. Fetrow, Inc.

1421 Conewago Road
Dover, PA 17315

HIC# PA066205

Invoice

Phone # 717-292-5370

Fax # 717-308-0450

Date	Invoice #
7/22/2026	39813

Bill To
York Excavating Co., LLC 3180 East Prospect Road York, PA 17402

Quantity	Description	Rate	Amount
9.5	hours hauling at Falcon Field job #2631 on 7/22/2026 Ticket #63952   	120.00	1,140.00

Invoice is due upon receipt. 1.5% per month service charge after 30 days.

Sales Tax (6.0%)	\$0.00
Total	\$1,140.00

Y
York Excavating Company, LLC.
C
Excavating • Utilities • Grading • Paving

3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

Request for Change

To: LOWER DAUPHIN SCHOOL DISTRICT
219 EAST MAIN STREET
HUMMELSTOWN, PA 17063

RFC No.: 8004.2
RFC Date: 8/5/2026

Project: FALCON FIELDS ADDITIONS & RENO

Project No.: 2631

REPAIR SINKHOLE BETWEEN INLETS 308 AND 311

Item Description	Hrs/ Qty	Rate	Tax	Total
LABORER	3	70.00		210.00
CASE CX80C MINI EXCAVATOR/OPER	3	165.00		495.00
CASE CX350 EXCAVATOR/OPER	2	185.00		370.00
BOMAG BW138 ROLLER/OPER	2	145.00		290.00
GROUT MIX	50.00	169.00	507.00	8,957.00
FUEL SURCHARGE FOR GROUT MIX	3.00	50.00	0.00	150.00

Description	Amount
Labor	210.00
Material	9,107.00
Equipment	1,155.00
Total Cost	10,472.00
10% OH&P	1,047.20
Request for Change Total	\$11,519.20

TO ACCOMMODATE THE NECESSARY ADDITIONAL TIME REQUIRED FOR THESE CHANGES,
PLEASE EXTEND THE CONTRACT COMPLETION DATE BY 0 DAYS.

JOHN HALDEMAN
Requested By

Approved By

DAILY T&M WORK REPORT

Y
York Excavating Company LLC
C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 13804

DATE 7/22/26

PROJECT NAME Falcon Fields Sink (on site)

PROJECT NO. 2631

BILL TO:
NAME LDMS

CHANGE ORDER NO. 8004

ADDRESS _____

CUSTOMER P.O. NO. 8004.2

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Recreate on-site Sink Hole Between Lwlot 308 & 311
Dug Down to Bird Throat TRACD Approx 35' up to 10' deep
8' 11' wide

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
<u>James Benfield</u>	<u>3</u>	<u>OPER</u>	<u>#339 3hour</u>
<u>Noah Beck</u>	<u>3</u>	<u>LABOR</u>	

REVIEWED & APPROVED BY: [Signature]

YORK EXCAVATING CO REPRESENTATIVE: [Signature]

DAILY T&M WORK REPORT

Y
York Excavating Company LLC
C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23011

DATE 7/24/2024

PROJECT NAME Falcon Field Sink Hole
Site Between Inlet 308 & 311

PROJECT NO. 2631

BILL TO:
NAME LAMS

CHANGE ORDER NO. 8004.2

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Back fill last 6' of sink with on site material

USE TRACK HOE & Roller

TEST By Hills Cranes

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Dan Moist	2	T-Hoe oper	330 TRACK H
Owen Sporer	2	Roller oper	#534 Roller

REVIEWED & APPROVED BY: 

YORK EXCAVATING CO REPRESENTATIVE: Rob Bair



BQ Concrete Holdings
118 Springwood Dr Ste 300
Lebanon, PA 17042

INVOICE

RECEIVED JUL 30 2026

INVOICE #: BQC-005348

DATE: 07/23/2026

CUSTOMER ID:

BILL York Excavating Co LLC
TO: 3180 E Prospect Rd
York, PA 17402

Stay on top of your business by getting your
invoices & statements quicker by email -
enroll now at ar@byltermaterials.com!

REFERENCE #	SHIPPING METHOD	PAYMENT TERMS	DUE DATE
251 Quarry Rd		Net 30 - FC	08/22/2026

TICKET #	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT	
2002120 ✓	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002120	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002122 ✓	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002122	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002124 ✓	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002130	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002130	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002133 ✓	Grout Mix 8004.2	Yard	10	\$169.00	\$1,690.00	T
2002138 ✓	Grout Mix 8004.1	Yard	10	\$169.00	\$1,690.00	T
2002138	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002140 ✓	Grout Mix 8004.1	Yard	10	\$169.00	\$1,690.00	T
2002141 ✓	Grout Mix 8004.1	Yard	10	\$169.00	\$1,690.00	T
2002141	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002142 ✓	Grout Mix 8004.1	Yard	10	\$169.00	\$1,690.00	T
2002142	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT
2002142	Time Charge	Each	1.87	\$30.00	\$56.10	T

TERMS: Payment is due according to the terms above. A service charge of 1.5% / month will be assessed on all past due balances.

PAYMENT METHODS ACCEPTED: Check, ACH, Visa/Mastercard (3% surcharge applied to credit card payments)

REMIT ADDRESS: 118 Springwood Dr Ste 300, Lebanon, PA 17042

ACCOUNTS PAYABLE CONTACT: (717) 438-4800
ar@byltermaterials.com

2002144 ✓	Grout Mix <i>8004.1</i>	Yard	10	\$169.00	\$1,690.00	T
2002144 ✓	Fuel Surcharge	Each	1	\$50.00	\$50.00	NT

Subtotal	\$17,306.10
Sales Tax	\$1,017.37
Total	\$18,323.47

If payment has already been made, this copy is for your records.

RECEIVED JUL 30 2026

TERMS: Payment is due according to the terms above. A service charge of 1.5% / month will be assessed on all past due balances.

PAYMENT METHODS ACCEPTED: Check, ACH, Visa/Mastercard (3% surcharge applied to credit card payments)

REMIT ADDRESS:	118 Springwood Dr Ste 300, Lebanon, PA 17042
ACCOUNTS PAYABLE CONTACT:	(717) 438-4800 ar@byltermaterials.com

Y
York Excavating Company, LLC.
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3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

Request for Change

To: LOWER DAUPHIN SCHOOL DISTRICT
219 EAST MAIN STREET
HUMMELSTOWN, PA 17063

RFC No.: 8005
RFC Date: 8/6/2026

Project: FALCON FIELDS ADDITIONS & RENO

Project No.: 2631

LDSD directed that we lower the existing watermain feeding the field house, to have proper cover of at least 3' atop it. We dug up and lowered the 3" main.

Item Description	Hrs/ Qty	Rate	Tax	Total
FOREMAN	11	83.00		913.00
LABORER	28.5	70.00		1,995.00
CASE CX245D SR EXCAVATOR/OPER	22	175.00		3,850.00
CASE CX245D SR EXCAVATOR/OPER	2	220.00		440.00
CASE 621 WHEEL LOADER/OPER	7	160.00		1,120.00
CAT 926M LOADER/OPER	4	160.00		640.00
TAKEUCHI TL12 SKID LOADER/OPER	4	115.00		460.00
3" SDR-21 PIPE	293.00	3.91	68.74	1,214.37
45 DEGREE BEND	1.00	122.43	7.35	129.78
3" MEGA LUG KIT	3.00	58.92	10.61	187.37
AASHTO #57 STONE	100.00	10.00	60.00	1,060.00
PA 2A STONE	200.00	7.00	84.00	1,484.00

3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

Request for Change

To: LOWER DAUPHIN SCHOOL DISTRICT
219 EAST MAIN STREET
HUMMELSTOWN, PA 17063

RFC No.: 8005
RFC Date: 8/6/2026

Project: FALCON FIELDS ADDITIONS & RENO

Project No.: 2631

Description	Amount
Labor	2,908.00
Material	4,075.52
Equipment	6,510.00
Total Cost	13,493.52
10% OH&P	1,349.35
Request for Change Total	\$14,842.87

TO ACCOMMODATE THE NECESSARY ADDITIONAL TIME REQUIRED FOR THESE CHANGES,
PLEASE EXTEND THE CONTRACT COMPLETION DATE BY 0 DAYS.

JOHN HALDEMAN
Requested By

Approved By

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026

Y York Excavating Company LLC C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 22126DATE 8-7-26PROJECT NAME Falcon FieldPROJECT NO. 2631

BILL TO:

NAME _____

CHANGE ORDER NO. 8005

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Remove and Replace 3 inch water line
Run water at lower grade
Peck Rock To lower water 1 hr

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
93 FT	3" SDR 21		
1	45° Bend		
3	3" mega lug kits		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Chip Kelly	8	Foreman	
Tyler Howell	6	operator	# 349
Brett Boyles	5	labor	
Brett Boyles	1	operator	#352 w/Hammer

REVIEWED & APPROVED BY: [Signature]YORK EXCAVATING CO REPRESENTATIVE: Chj

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026

Y York Excavating Company LLC C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 22127DATE 8/10/26PROJECT NAME Falcon FieldPROJECT NO. 2631

BILL TO:

NAME _____

CHANGE ORDER NO. 8005

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

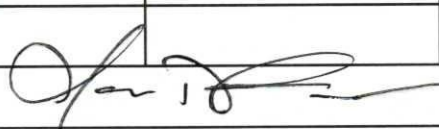
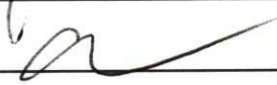
Remove + Replace 3 inch water line
Run water at lower grade
Peck out Rock at lower grade 1 hr

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
60'	3" SDR 21		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Chip Kelly	3	Foreman	
Tyler Howell	3	Operator	# 349
Brett Boyler	2	Labo	
Brett Boyler	1	operator	# 352 w/960
Ron Williamson	1	Labo	
Ron Williamson	2	operator	# 422

REVIEWED & APPROVED BY: YORK EXCAVATING CO REPRESENTATIVE: 

WHITE - OFFICE COPY YELLOW - OFFICE COPY PINK - FIELD COPY

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026

**Y
C
York Excavating Company LLC**

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 22128DATE 8-11-26PROJECT NAME Falcon fieldPROJECT NO. 2631

BILL TO:

NAME _____

ADDRESS _____

PHONE NO. _____

CHANGE ORDER NO. 8005

CUSTOMER P.O. NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Remove + Replace 3" water line
Run water at lower grade

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
<u>140'</u>	<u>3" SDR 21</u>		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
<u>Tyler Howell</u>	<u>9</u>	<u>operator</u>	<u># 349</u>
<u>Brett boyles</u>	<u>9</u>	<u>labor</u>	
<u>Ron williamson</u>	<u>5</u>	<u>operator</u>	<u>428</u>
<u>Ron williamson</u>	<u>34</u>	<u>labor</u>	

REVIEWED & APPROVED BY: [Signature]

YORK EXCAVATING CO REPRESENTATIVE: _____

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026

Y York Excavating Company LLC C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

23051
WORK ORDER NO. _____

DATE 8-12-2026

PROJECT NAME Falcow Fields

PROJECT NO. 2631

BILL TO:
NAME LDMS

CHANGE ORDER NO. 8005

ADDRESS _____

CUSTOMER P.O. NO. _____

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Lower Existing WATER line
BACK FILL WATER TRENCH with 57 stone Bedding + Cover
Back fill to subgrade with 2A stone + suitable fill
Place WATERLINE TAPE (Detectable) Sample WATER for Bacteria
Sample WATER for BA MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
# 100 ton	#57 STONE BEDDING + COVER		
200 TON	2A STONE TRENCH BK fill		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
BRETT Boyles	3.5	LABOR	
Row Sosenis	4	LABOR	
Row Williamson	4	oper	Wheel loader #36
Jim Benfield	4	oper	skidst #215
Tyler Howell	4	oper	#349 cx 145

REVIEWED & APPROVED BY: [Signature]

YORK EXCAVATING CO REPRESENTATIVE: Rob Bair

Y
York Excavating Company, LLC.
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Excavating • Utilities • Grading • Paving

3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

Request for Change

To: LOWER DAUPHIN SCHOOL DISTRICT
219 EAST MAIN STREET
HUMMELSTOWN, PA 17063

RFC No.: 8007
RFC Date: 8/14/2026

Project: FALCON FIELDS ADDITIONS & RENO

Project No.: 2631

Sidewalk limits in our contract didn't work to keep the sidewalk ADA compliant. Jeremy Foose directed that we remove additional sidewalk panels to get back to where we could make the grades work and remain ADA.

Item Description	Hrs/ Qty	Rate	Tax	Total
FOREMAN	3	83.00		249.00
LABORER	14	70.00		980.00
CASE CX80C MINI EXCAVATOR/OPER	2	165.00		330.00
TRI-AXLE DUMP TRUCK/OPER	2	140.00		280.00
AASHTO #57 STONE	3.00	10.00	1.80	31.80
4000# AE CONCRETE	2.00	115.00	13.80	243.80
6X6 WIRE	112.00	0.20	1.34	23.74

Description	Amount
Labor	1,229.00
Material	299.34
Equipment	610.00
Total Cost	2,138.34
10% OH&P	213.83
Request for Change Total	\$2,352.17

TO ACCOMMODATE THE NECESSARY ADDITIONAL TIME REQUIRED FOR THESE CHANGES,
PLEASE EXTEND THE CONTRACT COMPLETION DATE BY 0 DAYS.

JOHN HALDEMAN
Requested By

Approved By

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026

**Y
York Excavating Company LLC
C**

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23063DATE 8/5/26PROJECT NAME Falcon FieldsPROJECT NO. 2631

BILL TO:

NAME LDMSCHANGE ORDER NO. 8006

ADDRESS _____

CUSTOMER P.O. NO. 7

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

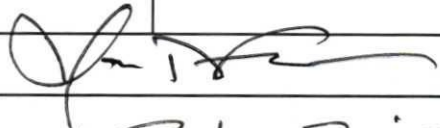
Remove 8x14 Conc Slab side to Adjust Tie in grades
in sidewalk Tie in point to be within ADA Compliance
Excavate to new grade + Place 57# Stone Bedding

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
<u>3 TON</u>	<u># 57 STONE</u>		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
<u>JAMES BENTFIELD</u>	<u>2</u>	<u>OPER</u>	<u>Exc 339#2</u>
<u>Ronald Sausenig</u>	<u>2</u>	<u>LABOR</u>	
<u>Tony Noll</u>	<u>2</u>	<u>Triaxle</u>	<u># 141 2</u>

REVIEWED & APPROVED BY: YORK EXCAVATING CO REPRESENTATIVE: Rob Bair

DAILY T&M WORK REPORT

RECEIVED AUG 14 2026

Y
York Excavating Company LLC
C

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23048

DATE 8/6/2026

PROJECT NAME Falcon Field

PROJECT NO. 2631

BILL TO:

NAME LAMS

CHANGE ORDER NO. 8006

ADDRESS _____

CUSTOMER P.O. NO. 7

PHONE NO. _____

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Place 5" 4000 psi Conc in previously Removed AREA
to make Tie in ADA Compliant
Form AREA & Place Expansion
Caulk Joints

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
2cy	4000 psi Conc.		
112 SF	6x6 wick		
	caulk & Exp.		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Anthony Smith	3	Fore	Truck 41 st
Cody Brating	3	LAB	
Douow Lewis	3	Finisher	
MARK Hess	3	Finisher	
Borwell Hess	3	LAB	

REVIEWED & APPROVED BY: [Signature]

YORK EXCAVATING CO REPRESENTATIVE: Rob Bair



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Lower Dauphin School District - HVAC
Upgrades - East Hanover El. (Vol. 1)
2025013 / Nye El. (Vol. 2) 2025016 /
Middle School (Vol. 3) 2025017

CONTRACT INFORMATION:
Contract For: HVAC Construction

CHANGE ORDER INFORMATION:
Change Order Number: 005

Date: 06-03-2026

Date: 08-19-2026

OWNER: *(Name and address)*
Lower Dauphin School District
291 East Main Street
Hummelstown, PA 17036

ARCHITECT: *(Name and address)*
RLPS Architects
250 Valleybrook Drive
Lancaster, PA 17601

CONTRACTOR: *(Name and address)*
Matchline Mechanical, LLC
901 Dawn Avenue Suite E
Ephrata, PA 17522

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. PCO 005: Lower Dauphin Middle School/Nye Elementary School - Install Heat Trace. \$4,279.76

The original Contract Sum was	\$ 6,954,000.00
The net change by previously authorized Change Orders	\$ 58,942.09
The Contract Sum prior to this Change Order was	\$ 7,012,942.09
The Contract Sum will be increased by this Change Order in the amount of	\$ 4,279.76
The new Contract Sum including this Change Order will be	\$ 7,017,221.85

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be August 21, 2026 for East Hanover Elementary (Volume 1 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Nye Elementary School (Volume 2 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Lower Dauphin Middle School (Volume 3 – Phase 1, 2A, & 2B). August 20, 2027 for Lower Dauphin Middle School (Volume 3 – Phase 3A & 3B)

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT *(Signature)*

BY: Christopher S. Linkey, AIA,
Partner

*(Printed name, title, and license
number if required)*

8/20/2026

Date



CONTRACTOR *(Signature)*

BY: Michael P. Hannan, Project Manager

(Printed name and title)

08.20.2026

Date

OWNER *(Signature)*

BY: Robert P. Hill, Jr., Board
President

(Printed name and title)

Date



901 Dawn Ave; Suite E • Ephrata, PA 17522 Phone: 717.721.3160 Fax: 717.721.3170

CONTRACTOR:

Matchline Mechanical, LLC
901 Dawn Avenue, Suite E
Ephrata, PA 17522

PCO# HC-005**DATE 08.19.2026****PROJECT:**

Lower Dauphin Middle School/Nye Elementary School

Install Heat Trace at Middle School and Nye ES.

Qty	Unit	Unit Cost	Description		Total Line Amt.
1		\$1,792.00	Materials		
			Heat Trace		\$1,792.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				tax	\$107.52
				Matl. Subtotal	\$1,899.52
20	HRS	\$89.73	Labor (Each line includes taxes at percentages shown in box)		
			Sheet Metal	FICA=0.062	\$0.00
			Plumber / Pipefitter	Medicare=0.0145	\$1,805.90
			CAD	FUTA=0.008	\$0.00
			Project Manager	UC=0.075091	\$0.00
				Work Comp=0.0213	\$0.00
				Pub Liab Ins=0.01968	\$0.00
				Labor Subtotal	\$1,805.90
			Subcontracts		
				Subs Subtotal	\$0.00
			Enter overhead percentage 5	% Overhead	\$185.27
				Subtotal	\$3,890.69
			Enter profit percentage 10	% Profit	\$389.07
					\$4,279.76

Note: This Change Order becomes part of and in conformance with the existing contract.

We hereby agree to make the change(s) specified above at this price \$4,279.76

Previous Contract Amount

Revised Contract Total

Michael P. Hannan

08.19.2026

Authorized Representative

Date

Signature



BAY ASSOCIATES GROUP

10943 McCormick • Hunt Valley, MD 21031

Phone 410-825-6616 Fax 410-825-6618

www.bayassociates.com

MATERIAL ONLY QUOTATION

Date:	8/18/26	Job: Lower Dauphin MS
Quote:	43977	Loc: Hummelstown, PA
Expiration Date:	11/18/26	

THERMON

Materials to be Included:

- 130' 5-FLX-1-OJ, Pipe Heat Trace Cable,
- 3 PCA-COM, Power Connection Kit
- 5 Rolls of Attachment tape

Total for Supply of Pipe Heat Tracing System Listed Above: \$1,792.00 Plus Tax and Freight

NOTES:

- 1. Please see the attached two (2) pages for our terms and conditions.*
- 2. Contractor to confirm above quantities prior to ordering.*



Standard Terms and Conditions of Sale

(1) **AGREEMENT OF SALE.** These Standard Terms and Conditions of Sale ("Standard Terms") apply to all goods, including equipment and parts ("Goods") and services ("Services") provided by Bay Associates Group, LLC or its affiliate listed on the Quotation ("Seller") to or for the purchaser ("Customer") under any purchase order, sales contract, quotation, offer, order acknowledgement, or invoice. Customer accepts these Standard Terms by signing and returning Seller's proposal or quotation ("Quotation"), by sending a purchase order, order acknowledgement, or other purchase document in response to the Quotation, or by instructing Seller to begin work, including requesting shipment of Goods or performance of Services. Seller's Quotation, Seller's invoice(s), and these Standard Terms shall constitute the entire agreement relating to the Goods and Services covered by the Quotation (the "Agreement"), and supersedes all prior or contemporaneous agreements or understandings between the parties relating hereto. No course of dealing, usage of trade or course of performance will be construed to supplement, amend or construe any term, condition or instruction of this Agreement. Section and sub-section headings or captions are provided for convenience only and shall not affect the construction or interpretation of this Agreement. The parties are not relying upon any statements or representations not contained in the Agreement. To the extent that any Customer purchase order, shipping release form, acknowledgment, or other document or form of correspondence sent by Customer is inconsistent with these Standard Terms or contains additional terms, these Standard Terms will control and Customer is hereby notified of Seller's express rejection of any terms inconsistent with or additional to the terms and conditions herein or to any other terms proposed by Customer in accepting Seller's Quotation. Neither Seller's subsequent lack of objection to any such terms, nor the delivery of Goods or performance of Services, shall constitute an agreement by Seller to any such terms.

(2) **CANCELLATION AND MODIFICATION.** In addition to any other rights that Seller may have under applicable law, Seller may at any time alter or suspend credit or refuse to ship Goods, refuse to perform Services, or cancel unfilled orders when, in Seller's reasonable opinion, the financial condition of Customer or the states of Customer's account warrants such action. No modification of the Agreement will be binding upon Seller unless it is in writing, is signed by an authorized representative of Seller, and refers specifically to the Agreement and the portion(s) of the Agreement it is intended to modify. Any agreed-upon changes in specifications, quantity, schedule, materials, or scope of Goods or Services requested by Customer shall be subject to an equitable adjustment in the purchase price, time of performance, or both. No order may be reduced, cancelled, or terminated by Customer without Seller's prior express written consent, in Seller's sole discretion. If Seller consents to cancellation, termination, or reduction, Customer agrees to pay to Seller all costs and expenses incurred and damage sustained by Seller on account of such cancellation, termination, or reduction, plus reasonable allowance for overhead profit. The following provisions of these Standard Terms will survive cancellation or termination of the Agreement for any reason: Sections 1-4 and 7-14.

(3) **PRICE, SHIPMENT, AND PAYMENT.**

(a) All price quotations expire thirty (30) calendar days from the date of the Quotation unless otherwise stipulated in that Quotation. Price and delivery for Goods is F.O.B. point of manufacture (Uniform Commercial Code), unless otherwise provided in the Quotation. Unless noted on the Quotation or Seller's invoice, and subject to the approval of Seller's credit department, all payments are due net thirty (30) days from the date of invoice with no deductions, discounts, or retainages. Any amount not paid by the due date will bear interest from the due date until paid at the rate of the lesser of 2.0% per month or the maximum amount permitted by law. In the event Seller brings suit to collect any amounts due from Customer relating to the sale of the Goods or the Services, Seller shall be entitled to recover its cost of collection, including reasonable attorneys' fees, costs and expenses incurred in collecting such amounts, including any appeal thereof. Seller may, at its sole option, have the right to make any delivery under this Agreement payable on a cash or payment guarantee before shipment basis.

(b) Any price quoted on a Quotation is based upon the price for the Goods quoted to Seller by the original manufacturer thereof, which cost may be affected by changes in availability of materials, market conditions, tariffs, or other factors beyond the reasonable control of Seller or the manufacturer. In the event that the manufacturer of the Goods increases the price of the Goods between the date of the Quotation and the date of shipment, Seller reserves the right to increase the quoted price of the effected Goods by an amount up to the increase in price notified by the manufacturer. For the avoidance of doubt, the foregoing applies irrespective of any delivery term agreed by the parties that might otherwise impose liability for such costs, e.g., tariffs, on Seller (e.g., DDP (Incoterms 2020)).

(4) **TAXES.** Unless otherwise provided in the Quotation, all prices exclude local, state, and federal excise, use, sales or similar taxes, as well as all import and customs taxes, fees, duties, tariffs, and levies or other charges imposed and/or enacted by a government, in each case whether now or hereafter levied or imposed and regardless of how such amounts are designated or imposed, all of which shall be the sole responsibility of Customer ("Excluded Fees"). Seller shall endeavor to include Excluded Fees as a separate item on the invoice(s) submitted to Customer. In the event Seller is required to pay, or does pay, any Excluded Fee on behalf of Customer, Seller shall invoice Customer for such Excluded Fees, which invoice shall be due upon receipt.

(5) **DELIVERY.** The delivery date(s) for the Goods or performance date(s) for Services provided by Seller are each only an estimate and is based upon prompt receipt of all necessary information from Customer. Seller shall use commercially reasonable efforts to meet the delivery or performance date, but Seller will not be liable for any delay, regardless of cause. Seller reserves the right to ship Goods in advance of any Customer request dates, except those dates stipulated as "Not

Before" in writing by Customer. If Customer causes Seller to delay shipment or completion of the Goods, Seller shall be entitled to any and all extra cost and expense resulting from such delay, including, without limitation, charges for packing, storing, and insuring the Goods prior to delivery.

(6) **RISK OF LOSS.** Except as otherwise set forth in the Quotation, once the Goods are shipped, Customer assumes and shall bear all risk of loss, destruction, or damage to the Goods, and, if the purchase price has not been paid prior to shipment, Customer shall be responsible for obtaining and maintaining insurance against such loss in an amount sufficient to cover the entire purchase price of the Goods until the purchase price has been paid in full.

(7) **SECURITY AGREEMENT.** Title to the Goods will remain in Seller until the purchase price for the Goods and any Services related thereto has been paid in full. As security for the full payment of the price for the Goods and Services, Customer hereby (a) grants to Seller a security interest in and (b) authorizes Seller to execute and file financing statements pertaining to, the Goods and all proceeds thereof. Customer will notify Seller in writing within thirty (30) days of any change of Customer's name or state of organization and take such other action as Seller deems necessary to protect its security interest. The termination of this Agreement shall not be construed as termination of the security interest hereunder. The Goods shall remain personal property and retain its character as such no matter in what manner affixed or attached to any structure or property. Until the price for the Goods and Services is paid in full, Customer shall keep the Goods free of all liens, taxes, encumbrances, seizure or levy and shall not sell, loan or otherwise transfer possession of the Goods without the written permission of Seller. In the event of attachment or execution being levied against the Goods, the bankruptcy of the Customer or any default by Customer in payments due to Seller, Seller, in addition to all other rights and remedies available to it, may seize the Goods and all payments made to the date of such repossession shall be considered as rent for the Goods.

(8) **INSPECTION AND ACCEPTANCE.** Customer will inspect the Goods immediately upon receipt and, unless a different time is provided in the Quotation, will have three (3) days thereafter to give written notice to Seller of any claim that the Goods are of insufficient quantity, do not conform to the agreed upon terms and/or that they contain material defects. If Customer fails to give such notice, Customer will be deemed to have accepted the Goods as conforming to the Agreement. Customer waives any rights Customer may have otherwise had after the expiration of such three (3) day period to revoke acceptance or claim breach of warranty with respect to any material defects that could have been discovered with reasonable diligence upon such inspection.

(9) **LIMITATIONS OF LIABILITY.** NOTWITHSTANDING ANYTHING IN THE AGREEMENT THAT MAY BE CONSTRUED TO THE CONTRARY AND TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW (a) IN NO EVENT WILL SELLER, IT AFFILIATES, OR THEIR RESPECTIVE OWNERS, DIRECTORS, OFFICERS, MANAGERS, EMPLOYEES, REPRESENTATIVES, OR AGENTS (THE "SELLER PARTIES"), BE LIABLE FOR ANY DELAY, WORK STOPPAGE, LOSS OF USE OF MACHINERY, LOSS OF TIME, INCONVENIENCE, LOSS OF PROFITS, OR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, WHETHER RESULTING FROM, ATTRIBUTABLE TO, OR BASED ON DEFECTS IN THE GOODS AND SERVICES, NEGLIGENCE (INCLUDING GROSS NEGLIGENCE) OR OTHER TORT, WARRANTY, CONTRACT, INDEMNITY, BREACH OF ANY PROMISE TO REPAIR OR REPLACE THAT MAY BE CONTAINED HEREIN, STRICT LIABILITY OR OTHERWISE, AND (b) THE MAXIMUM AGGREGATE LIABILITY, IF ANY, OF THE SELLER PARTIES FOR ALL DIRECT DAMAGES, INCLUDING WITHOUT LIMITATION ALL CONTRACT DAMAGES, WHETHER RESULTING FROM, ATTRIBUTABLE TO, OR BASED ON DEFECTS IN THE GOODS AND SERVICES, NEGLIGENCE (INCLUDING GROSS NEGLIGENCE) OR OTHER TORT, WARRANTY, CONTRACT, INDEMNITY, BREACH OF ANY PROMISE TO REPAIR OR REPLACE THAT MAY BE CONTAINED HEREIN, STRICT LIABILITY OR OTHERWISE WITH RESPECT TO ANY GOODS AND SERVICES, IS LIMITED TO AN AMOUNT NOT TO EXCEED THE PURCHASE PRICE OF THE PARTICULAR DEFECTIVE GOODS OR SERVICES.

(10) **FORCE MAJEURE.** Seller will not be liable for any delay in or impairment of performance resulting in whole or in part from a situation outside of Seller's reasonable control, including, without limitation, epidemics, pandemics or other human health crisis; fires, floods, earthquakes, or other catastrophes; strikes, lockouts or labor disruptions; wars, riots, civil commotion, vandalism, terrorist acts, or embargo delays; government allocations or priorities; shortages of fuel, labor or materials, failures of transportation equipment, or transportation delays; severe weather conditions; or any applicable governmental or judicial law, regulation, order or decree.

(11) **JURISDICTION; ATTORNEYS' FEES; JURY WAIVER.**

(a) **GOVERNING LAW & VENUE.** The Agreement will be governed by the laws of the State of Delaware, without reference to its choice of law rules. The United Nations Convention on Contracts for the International Sale of Goods, and the 1974 Convention on the Limitation Period in the International Sale of Goods, as amended by the 1980 Vienna Protocol, will not apply. With respect to any dispute, claim or controversy arising under, out of, in connection with or relating to the Agreement or the Goods or Services provided, or any course of conduct, course of dealing, statements (oral or written), or actions of Seller or Customer relating to the Agreement, the Goods or Services, Customer agrees that any action at law, suit in equity or other judicial proceeding for the enforcement of this Agreement or any provision hereof shall be



Standard Terms and Conditions of Sale

instituted only in the United States federal or state courts located within the State of Delaware; provided, however, that Seller at its option may elect to sue Customer at its principal place of business or in any jurisdiction in which the Goods or other assets of Customer may be found. Notwithstanding the foregoing, this Section 11(a) does not apply to orders for the ultimate benefit of, or funded in whole or in part by, a state, local, or federal government agency where such government agency is prohibited from agreeing to Delaware as governing law and venue. Such orders will instead be governed by the state law required to be applied by such governmental agency. (b) **ATTORNEYS' FEES.** In the event of any suit, action, or proceeding based on the Agreement or the Goods or Services, the substantially prevailing party will be entitled to recover from the other party its reasonable attorneys' fees, costs, and expenses incurred in such dispute, including any appeal thereof.

(c) **JURY TRIAL WAIVER.** TO THE FULLEST EXTENT PERMITTED BY LAW, SELLER AND CUSTOMER HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHTS THAT EITHER OF THEM MAY HAVE TO A TRIAL BY JURY WITH RESPECT TO ANY DISPUTE, CLAIM, OR CONTROVERSY BASED ON THE AGREEMENT OR THE GOODS OR SERVICES.

(12) WARRANTY.

(a) Customer acknowledges that the Goods are not of Seller manufacture and are warranted only to the extent that they are warranted by the original manufacturer thereof. Seller shall provide Customer with any warranty document or information provided by the original manufacturer, and shall execute and deliver any documents reasonably necessary to assign the manufacturer's warranty to Customer. Manufacturer warranties are often conditioned upon the Goods being stored, maintained, and operated in accordance with industry standard practices and/or the manufacturer's instructions or manuals, so Customer is encouraged to carefully read all manufacturer warranty documentation. SELLER DOES NOT MAKE, AND EXPRESSLY DISCLAIMS, ANY OTHER WARRANTIES WITH RESPECT TO THE GOODS, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND CUSTOMER ACKNOWLEDGES AND AGREES THAT THE ONLY WARRANTIES MADE WITH RESPECT THERETO ARE THE WARRANTY (IF ANY) PROVIDED BY THE ORIGINAL MANUFACTURER OF THE GOODS.

(b) Seller warrants that the Services provided will be performed in a workmanlike manner. The sole remedy for any breach of this warranty for the Services in the reperformance of the Services by Seller without additional charge.

(c) THE WARRANTIES IN THIS SECTION 12 (AND THE MANUFACTURER'S WARRANTY, IF ANY) ARE THE ONLY WARRANTIES APPLICABLE TO ANY GOODS AND SERVICES AND ARE EXPRESSLY IN LIEU OF ANY WARRANTIES OR CONDITIONS OTHERWISE IMPLIED BY LAW, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A

PARTICULAR PURPOSE. SELLER ASSUMES NO OTHER OBLIGATION OR RESPONSIBILITY WITH RESPECT TO THE CONDITION OF THE GOODS OR THE SERVICES, AND DOES NOT AUTHORIZE ANY OTHER PERSON TO ASSUME FOR SELLER ANY OTHER OBLIGATION OR LIABILITY.

(13) **ASSIGNMENT.** Customer may not assign its rights under this Agreement without Seller's prior written consent. Seller may assign its rights under this Agreement, including the right to any moneys due or to become due hereunder, at any time and upon receiving notice of such assignment, Customer shall make payments to the assignee as directed.

(14) MISCELLANEOUS

(a) **CHANGES OF CONSTRUCTION AND DESIGN:** The manufacturers represented by Seller each reserves the right to change or revise the construction and design of its products at any time, and Seller shall have no liability or obligation to incorporate such changes to the Goods ordered by Customer unless specifically agreed upon in writing reasonably in advance of the delivery date for the Goods. If after the date of the Quotation, a change in law, rule, or regulation (including local building codes) requires modifications or alterations to the Goods to ensure legal compliance, Customer agrees to bear the expense of meeting any such changes or modifications.

(b) **INSTALLATION:** If installation by the Seller is included within the Seller's Quotation, Customer shall provide all of the following at its own expense and at all times pertinent to the installation: (i) free, dry, and reasonable access to the project site premises; (ii) proper foundations, lighting, power, water and storage facilities reasonably required; and (iii) any other access, items, services, or utilities required to be provided by Customer under the Quotation.

(c) **COMPLIANCE WITH LAWS:** Seller's obligations are subject to the applicable export administration and control laws and regulations of the United States. Customer shall comply fully with such laws and regulation in the export, resale, or disposition of the Goods. Quotations or proposals made, and any orders accepted by Seller from a Customer outside the United States are with the understanding that the ultimate destination of the Goods is the country indicated therein. Diversion of the Goods to any other destination contrary to the United States is prohibited. Accordingly, if the foregoing understanding is incorrect, or if Customer intends to divert the Goods to any other destination, Customer shall immediately inform Seller of the correct ultimate destination.

(d) **SEVERABILITY.** If any provision of this Agreement is determined to be invalid, illegal or unenforceable, the remaining provisions will remain in full force and will be interpreted in order to best attain the parties' intentions as set forth in this Agreement. (e) **WAIVER.** No delay or omission to exercise any right or remedy accruing to Seller upon any breach or default of Customer shall impair any such right or remedy or be construed to be a waiver of any such breach or default, nor

shall any waiver of any single breach be deemed a waiver of any other breach or default theretofore or thereafter occurring.

(f) **NO THIRD-PARTY BENEFICIARIES.** The parties hereto agree that the Agreement shall inure only to the benefit of the parties hereto and their respective successors and assigns and to no third parties, other than the Seller Parties with respect to the limitation of liability provided hereunder.

(g) **COUNTERPARTS.** The Agreement may be executed and delivered by electronic means (including electronic signature) and in any number of counterparts, each of which, when so executed and delivered, shall be deemed to be an original and all of which taken together shall constitute one and the same instrument. (h)

NOTICE. All notices, requests, demands, designations, consents or other communications provided for herein or which shall be made pursuant hereto shall be in writing and shall be deemed to have been given and received when either (i) delivered by registered or certified United States mail, postage prepaid, return receipt requested, (ii) delivered personally, or (iii) upon confirmation of receipt, if delivered by email, in each case to the address for the receiving party noted in the Quotation. In addition, a copy of all notices sent by Customer to Seller shall be sent to Air Control Concepts, LLC, Attn: Legal, 4850 Brookside Court, Suite 100, Norfolk, VA 23502, legal@aircontrolconcepts.com.



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Lower Dauphin School District - HVAC
Upgrades - East Hanover El. (Vol. 1)
2025013 / Nye El. (Vol. 2) 2025016 /
Middle School (Vol. 3) 2025017

CONTRACT INFORMATION:
Contract For: Electrical Construction

CHANGE ORDER INFORMATION:
Change Order Number: 005

Date: 11-26-2025

Date: 08-24-2026

OWNER: *(Name and address)*
Lower Dauphin School District
291 East Main Street
Hummelstown, PA 17036

ARCHITECT: *(Name and address)*
RLPS Architects
250 Valleybrook Drive
Lancaster, PA 17601

CONTRACTOR: *(Name and address)*
Manada Electric
10 West Main Street
Hershey, PA 17033

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. COR 5: Middle School - Additional electrical modifications. \$5,235.00
2. COR 6: Nye Elementary - Additional electrical modifications. \$4,539.00
3. COR 7: East Hanover - Additional electrical modifications. \$3,354.00

The original Contract Sum was	\$ 629,990.00
The net change by previously authorized Change Orders	\$ 55,595.00
The Contract Sum prior to this Change Order was	\$ 685,585.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 13,128.00
The new Contract Sum including this Change Order will be	\$ 698,713.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be August 21, 2026 for East Hanover Elementary (Volume 1 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Nye Elementary School (Volume 2 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Lower Dauphin Middle School (Volume 3 – Phase 1, 2A, & 2B). August 20, 2027 for Lower Dauphin Middle School (Volume 3 – Phase 3A & 3B)

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*

BY: Christopher S. Linkey, AIA,
Partner

*(Printed name, title, and license
number if required)*

8/24/2026

Date

Zach Buckler

Digitally signed by Zach
Buckler
Date: 2026.08.25
08:59:29-04'00'

CONTRACTOR *(Signature)*

BY: Zach Buckler, Project Manager

(Printed name and title)

8/25/2026

Date

OWNER *(Signature)*

BY: Robert P. Hill, Jr., Board
President

(Printed name and title)

Date

**CHANGE ORDER INFORMATION**

COR DATE: 8/21/2026
JOB NUMBER: A-6089
PROJECT: LDSD HVAC Upgrade
COR#: 5
DESCRIPTION: Additional Elec Work
ATTENTION:

SUMMARY OF WORK

Middle School additional electrical modifications.

DETAILS OF WORK

Electrical changes Middle School: RFI EC-12 temporary power to air compressor, added light fixtures in band storage closet and admin storage closet. Additional ceiling and lights demoed and removed by others, labor to reinstall.

NOTES

All work to be performed M-F 7-3:30

SCHEDULE IMPACT

0 Days

CHANGE ORDER REQUEST AMOUNT \$

5,235.00

Thank you for the opportunity to price this work, if you should have any questions or would like to review please don't hesitate to contact me.

Thanks,

Jack Buckler

Project Manager

814-558-9815

COST BREAKDOWN

PROJECT NAME: LDSO HVAC Upgrade
 COR DESCRIPTION: Additional Elec Work
 CHANGE REQUEST # 5
 MANADA JOB# A-6089

**MATERIAL**

Electrical Material		\$	1,117.23
Freight		\$	-
Sales Tax	0%	\$	-
Subtotal			\$1,117.23
Total Material Cost			\$1,117.23

LABOR

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Foreman	18.00	\$ 107.00	\$ 1,926.00
Electrician	15.00	\$ 97.00	\$ 1,455.00
Total Hours	33.00		
Subtotal			\$ 3,381.00
Total Labor Cost			\$ 3,381.00

EQUIPMENT

	<u>Hourly</u>	<u>Duration</u>	
Bucket Truck	\$ 88.00	-	\$ -
Pickup Truck	\$ 11.80	18.00	\$ 212.40
Arial Lift	\$ 8.50	-	\$ -
Telehandler	\$ 17.00	-	\$ -
Subtotal			\$ 212.40
Total Equipment Cost			\$ 212.40

SUBCONTRACTORS

	\$ -
	\$ -
Subtotal	\$ -
Total Subcontracts	\$ -

SUMMARY

Total Material		\$1,117.23
Total Labor		\$ 3,381.00
Total Equipment		\$ 212.40
Total Subcontractor		\$ -
Subtotal		\$ 4,710.63
Permit		\$ -
Bond	1.124 %	\$ 53.00
Profit	10 %	\$ 471.06
Total		\$ 5,234.69

TOTAL PROPOSAL

\$ 5,235.00

MANADA 
ELECTRIC

\$	1,117.23
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**CHANGE ORDER INFORMATION**

COR DATE: 8/21/2026
JOB NUMBER: A-6089
PROJECT: LDSD HVAC Upgrade
COR#: 6
DESCRIPTION: Additional Elec Work
ATTENTION:

SUMMARY OF WORK

Nye Additional electrical modifications.

DETAILS OF WORK

Kiln circuit- repull wire, install 25A breaker, replace fuses, and reconnect to disconnect. Additional ceiling and lights demoed and removed by others, labor to reinstall.

NOTES

All work to be performed M-F 7-3:30

SCHEDULE IMPACT

0 Days

CHANGE ORDER REQUEST AMOUNT \$

4,539.00

Thank you for the opportunity to price this work, if you should have any questions or would like to review please don't hesitate to contact me.

Thanks,

Jack Buckler

Project Manager

814-558-9815

COST BREAKDOWN

PROJECT NAME: LDSO HVAC Upgrade
 COR DESCRIPTION: Additional Elec Work
 CHANGE REQUEST # 6
 MANADA JOB# A-6089

**MATERIAL**

Electrical Material		\$	976.58
Freight		\$	-
Sales Tax	0%	\$	-
Subtotal			\$976.58
Total Material Cost			\$976.58

LABOR

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Foreman	18.00	\$ 107.00	\$ 1,926.00
Electrician	10.00	\$ 97.00	\$ 970.00
Total Hours	28.00		
Subtotal			\$ 2,896.00
Total Labor Cost			\$ 2,896.00

EQUIPMENT

	<u>Hourly</u>	<u>Duration</u>	
Bucket Truck	\$ 88.00	-	\$ -
Pickup Truck	\$ 11.80	18.00	\$ 212.40
Arial Lift	\$ 8.50	-	\$ -
Telehandler	\$ 17.00	-	\$ -
Subtotal			\$ 212.40
Total Equipment Cost			\$ 212.40

SUBCONTRACTORS

	\$ -
	\$ -
Subtotal	\$ -
Total Subcontracts	\$ -

SUMMARY

Total Material		\$976.58
Total Labor		\$ 2,896.00
Total Equipment		\$ 212.40
Total Subcontractor		\$ -
Subtotal		\$ 4,084.98
Permit		\$ -
Bond	1.124 %	\$ 46.00
Profit	10 %	\$ 408.50
Total		\$ 4,539.48

TOTAL PROPOSAL**\$ 4,539.00**

MANADA 
ELECTRIC

MANADA 
ELECTRIC

**CHANGE ORDER INFORMATION**

COR DATE: 8/21/2026
JOB NUMBER: A-6089
PROJECT: LDSD HVAC Upgrade
COR#: 7
DESCRIPTION: Additional Elec Work
ATTENTION:

SUMMARY OF WORK

East Hanover additional electrical modifications.

DETAILS OF WORK

Additional ceiling and lights demoed and removed by others, labor to reinstall. Pull convenience receptable power to chiller.

NOTES

All work to be performed M-F 7-3:30

SCHEDULE IMPACT

0 Days

CHANGE ORDER REQUEST AMOUNT \$

3,354.00

Thank you for the opportunity to price this work, if you should have any questions or would like to review please don't hesitate to contact me.

Thanks,

Jack Buckler

Project Manager

814-558-9815

COST BREAKDOWN

PROJECT NAME: LDSO HVAC Upgrade
 COR DESCRIPTION: Additional Elec Work
 CHANGE REQUEST # 7
 MANADA JOB# A-6089

**MATERIAL**

Electrical Material		\$	1,054.37
Freight		\$	-
Sales Tax	0%	\$	-
Subtotal			\$1,054.37
Total Material Cost			\$1,054.37

LABOR

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Foreman	10.00	\$ 107.00	\$ 1,070.00
Electrician	8.00	\$ 97.00	\$ 776.00
Total Hours	18.00		
Subtotal			\$ 1,846.00
Total Labor Cost			\$ 1,846.00

EQUIPMENT

	<u>Hourly</u>	<u>Duration</u>	
Bucket Truck	\$ 88.00	-	\$ -
Pickup Truck	\$ 11.80	10.00	\$ 118.00
Arial Lift	\$ 8.50	-	\$ -
Telehandler	\$ 17.00	-	\$ -
Subtotal			\$ 118.00
Total Equipment Cost			\$ 118.00

SUBCONTRACTORS

	\$ -
	\$ -
Subtotal	\$ -
Total Subcontracts	\$ -

SUMMARY

Total Material		\$1,054.37
Total Labor		\$ 1,846.00
Total Equipment		\$ 118.00
Total Subcontractor		\$ -
Subtotal		\$ 3,018.37
Permit		\$ -
Bond	1.124 %	\$ 34.00
Profit	10 %	\$ 301.84
Total		\$ 3,354.21

TOTAL PROPOSAL

\$ 3,354.00



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Change Order

PROJECT: *(Name and address)*
Lower Dauphin School District - HVAC
Upgrades - East Hanover El. (Vol. 1)
2025013 / Nye El. (Vol. 2) 2025016 /
Middle School (Vol. 3) 2025017

CONTRACT INFORMATION:
Contract For: HVAC Construction

CHANGE ORDER INFORMATION:
Change Order Number: 004

Date: 06-03-2026

Date: 08-17-2026

OWNER: *(Name and address)*
Lower Dauphin School District
291 East Main Street
Hummelstown, PA 17036

ARCHITECT: *(Name and address)*
RLPS Architects
250 Valleybrook Drive
Lancaster, PA 17601

CONTRACTOR: *(Name and address)*
Matchline Mechanical, LLC
901 Dawn Avenue Suite E
Ephrata, PA 17522

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Lower Dauphin Middle School: Vent-A-Kiln Pipe/ Access Doors/ Condensate Pumps. \$10,558.02

The original Contract Sum was	\$	6,954,000.00
The net change by previously authorized Change Orders	\$	48,384.07
The Contract Sum prior to this Change Order was	\$	7,002,384.07
The Contract Sum will be increased by this Change Order in the amount of	\$	10,558.02
The new Contract Sum including this Change Order will be	\$	7,012,942.09

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be August 21, 2026 for East Hanover Elementary (Volume 1 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Nye Elementary School (Volume 2 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Lower Dauphin Middle School (Volume 3 – Phase 1, 2A, & 2B). August 20, 2027 for Lower Dauphin Middle School (Volume 3 – Phase 3A & 3B)

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT *(Signature)*

BY: Christopher S. Linkey, AIA,
Partner

*(Printed name, title, and license
number if required)*

8/17/2026

Date

Michael P. Hannan

CONTRACTOR *(Signature)*

BY: Michael P. Hannan

(Printed name and title)

08.17.2026

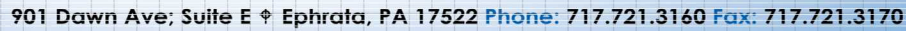
Date

OWNER *(Signature)*

BY: Robert P. Hill, Jr., Board
President

(Printed name and title)

Date



Matchline Mechanical, LLC
901 Dawn Avenue, Suite E
Ephrata, PA 17522

Vent-A-Kiln_Pipe Access Doors/Condensate Pumps	
1	Access Door
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99	Access Door
100	Access Door

Note: This Change Order becomes part of and in conformance with the existing contract.

Signature

Reimbursement

From: SupplyHouse.com donotreply@supplyhouse.com
Subject: SupplyHouse.com Order 28039130 - Summary Invoice
Date: July 26, 2026 at 12:07 PM
To: Highs.0718@gmail.com

Sheldon High LOMS



INVOICE SUMMARY

ORDER #: 28039130

ORDER DATE: 07/18/26

SupplyHouse.com
130 Spagnoli Rd
Melville, NY 11747
1-888-757-4774
customerservice@supplyhouse.com
shigh@matchlessmechanical.com

Billing Address
Sheldon High
45 Royal Rd
Lebanon, PA 17042
(717) 869-3849

Shipping Address
Sheldon High
45 Royal Rd
Lebanon, PA 17042
(717) 869-3849

Invoice #: 28039130-INV01

ITEM	DESCRIPTION	PRICE	QTY	TOTAL
CBS04UL	Heavy Duty Industrial Condensate Pump, 50 Ft Shut-off (1/5 HP, 460V)	\$434.60	4	\$1,738.40
Items Sub Total				\$1,738.40
Total Sales Tax				\$104.30
Total				\$1,842.70

DATE	PAYMENT METHOD	REF #	AMOUNT
Jul 19, 2026	Visa 7741 08/2027	97kjhmp	\$1,842.70

Total Payments **\$1,842.70**

**UNITED REFRIGERATION INC.**

REFRIGERATION • AIR CONDITIONING • HEATING SUPPLIES • EQUIPMENT
11401 ROOSEVELT BLVD., PHILA, PA 19154-2197
(215) 698-9100 • www.uri.com
WHOLESALE DISTRIBUTORS

INVOICE

BRANCH	INVOICE DATE	INVOICE NUMBER
015	07/14/26	20394040-00
P.O. NO.	CUST. NO.	PAGE #:
NYE	1088780	1 of 1
INVOICE AMOUNT	AMOUNT PAID	
392.88		

For questions concerning this invoice please contact the credit office:

5001 N. BEACH STREET FT. WORTH, TX 76137

Phone: (800) 438-4810

Fax: (817)625-9138

FED I.D. NO.: 23-1307731

BILL TO:

MATCHLINE MECHANICAL LLC 21
901 DAWN AVE STE E
EPHRATA PA 17522-1375

REMIT TO:

UNITED REFRIGERATION, INC.
PO BOX 820100
PHILADELPHIA, PA 19182-0100

▼ DETACH HERE AND INCLUDE WITH YOUR PAYMENT. ATTACH EXPLANATION WHEN NOT PAYING IN FULL. ▼

BRANCH LOCATION		SHIP TO			INSTRUCTIONS		
HARR United Refrigeration 4490 Lewis Road Harrisburg, PA 17111							
					REFERENCE INVOICE #	e COMMERCE ORDER #	
INVOICE DATE	INVOICE NO.	PO NUMBER	CUSTOMER NUMBER	TERMS	PICKUP NAME	VIA	SHIP DATE
07/14/26	20394040-00	NYE	1088780	1% 10thprox	SHELDON	PICK-UP	07/14/26

LINE NO.	PRODUCT / DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QTY UOM	UNIT PRICE	PRICE UOM	AMOUNT (NET)
1	VCCA20ULS115V L/G 115V 20' LIFT .3-GAL COND PUMP 554201101	4	2	2	ea	106.67000	ea	* 213.34
2	BK222UL BECKETT 230V 22' LIFT COND PUMP W/S-SWITCH	2	0	2	ea	78.65000	ea	* 157.30
2	Lines	Shipped	Total	4		Total		370.64
						Taxes		22.24
	3.71 Cash Discount					Invoice Total		392.88

**SAVE TIME, SAVE MONEY with our hassle free e-billing invoicing service**

We are proud to offer a faster, greener, way for our valued customers to interact with URI. Invoice Gateway, a secure online invoice management tool, offers both a convenient and easy way for you to receive your invoices. Receive email notifications as new invoices post, manage your account with search/sort/view/print/download capabilities, and even make payments directly on the portal.

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**UNITED REFRIGERATION INC.**

REFRIGERATION • AIR CONDITIONING • HEATING SUPPLIES • EQUIPMENT

11401 ROOSEVELT BLVD., PHILA, PA 19154-2197

(215) 698-9100 • www.uri.com

WHOLESALE DISTRIBUTORS

INVOICE

BRANCH	INVOICE DATE	INVOICE NUMBER
015	07/15/26	20394223-00
P.O. NO.	CUST. NO.	PAGE #:
EHS	1088780	1 of 1
INVOICE AMOUNT	AMOUNT PAID	
113.07		

For questions concerning this invoice please contact the credit office:

5001 N. BEACH STREET FT. WORTH, TX 76137

Phone: (800) 438-4810

Fax: (817)625-9138

FED I.D. NO.: 23-1307731

BILL TO:

MATCHLINE MECHANICAL LLC 21
901 DAWN AVE STE E
EPHRATA PA 17522-1375

REMIT TO:

UNITED REFRIGERATION, INC.
PO BOX 820100
PHILADELPHIA, PA 19182-0100

▼ DETACH HERE AND INCLUDE WITH YOUR PAYMENT. ATTACH EXPLANATION WHEN NOT PAYING IN FULL. ▼

BRANCH LOCATION			SHIP TO			INSTRUCTIONS	
HARR United Refrigeration 4490 Lewis Road Harrisburg , PA 17111							
						REFERENCE INVOICE #	e COMMERCE ORDER #
INVOICE DATE	INVOICE NO.	PO NUMBER	CUSTOMER NUMBER	TERMS	PICKUP NAME	VIA	SHIP DATE
07/15/26	20394223-00	EHS	1088780	1% 10thprox	SHELDON	PICK-UP	07/15/26

LINE NO.	PRODUCT / DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QTY UOM	UNIT PRICE	PRICE UOM	AMOUNT (NET)
1	VCCA20ULS115V L/G 115V 20' LIFT .3-GAL COND PUMP 554201101	1	0	1	ea	106.67000	ea	* 106.67
1	Lines	Shipped	Total	1		Total		106.67
						Taxes		6.40
	1.07 Cash Discount					Invoice Total		113.07

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11401 ROOSEVELT BLVD., PHILA, PA 19154-2197
(215) 698-9100 • www.uri.com
WHOLESALE DISTRIBUTORS

INVOICE

BRANCH	INVOICE DATE	INVOICE NUMBER
015	07/15/26	20394040-01
P.O. NO.	CUST. NO.	PAGE #:
NYE	1088780	1 of 1
INVOICE AMOUNT		AMOUNT PAID
226.14		

For questions concerning this invoice please contact the credit office:

5001 N. BEACH STREET FT. WORTH, TX 76137

Phone: (800) 438-4810

Fax: (817)625-9138

FED I.D. NO.: 23-1307731

BILL TO:

MATCHLINE MECHANICAL LLC 21
901 DAWN AVE STE E
EPHRATA PA 17522-1375

REMIT TO:

UNITED REFRIGERATION, INC.
PO BOX 820100
PHILADELPHIA, PA 19182-0100

▼ DETACH HERE AND INCLUDE WITH YOUR PAYMENT. ATTACH EXPLANATION WHEN NOT PAYING IN FULL. ▼

BRANCH LOCATION			SHIP TO			INSTRUCTIONS		
HARR United Refrigeration 4490 Lewis Road Harrisburg, PA 17111								
						REFERENCE INVOICE #	e COMMERCE ORDER #	
INVOICE DATE	INVOICE NO.	PO NUMBER	CUSTOMER NUMBER	TERMS	PICKUP NAME	VIA	SHIP DATE	
07/15/26	20394040-01	NYE	1088780	1% 10thprox	SHELDON	PICK-UP	07/15/26	

LINE NO.	PRODUCT / DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QTY UOM	UNIT PRICE	PRICE UOM	AMOUNT (NET)
1	VCCA20ULS115V L/G 115V 20' LIFT .3-GAL COND PUMP 554201101	2	0	2	ea	106.67000	ea	* 213.34
1	Lines	Shipped	Total	2		Total		213.34
						Taxes		12.80
	2.13 Cash Discount					Invoice Total		226.14

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TO SIGN UP TO VIEW AND PAY YOUR INVOICE(S) ONLINE, GO TO: <http://uri.billtrust.com>

Michael Hannan

From: Sheffield Pottery Inc. <orders@sheffield-pottery.com>
Sent: Monday, July 6, 2026 3:15 PM
To: Michael Hannan
Subject: Order 1163787 confirmed



ORDER 1163787

Thank you for your purchase!

If you purchased a large equipment item, please allow additional time for delivery. If you ordered a Kiln, we'll be in touch shortly with a few questions and to schedule delivery.

Thanks for shopping with us, reach out anytime if you have questions.

[View your order](#)

or Visit our store

Order summary



#1437 -37" Vent-A-Kiln 500 Cfm Kiln Hood Vent × 1 \$1,299.00



Vent-a-kiln Swinging Wall Bracket for 1122-1437 × 1 \$199.00



Vent-a-Kiln Negative Pressure Upgrade × 1 \$100.00

Subtotal **\$1,598.00**

Shipping	\$12.03
Taxes	\$96.60

Total	\$1,706.63 USD
-------	-----------------------

Total paid today	\$0.00 USD
------------------	-------------------

Customer information

Shipping address

Michael Hannan

Matchline Mechanical

901 Dawn Ave

Suite E

Ephrata PA 17522

United States

Billing address

Michael Hannan

Matchline Mechanical

901 Dawn Ave

Suite E

Ephrata PA 17522

United States

Shipping method

Shipping - Ground

If you have any questions, reply to this email or contact us at orders@sheffield-pottery.com



NEFCO Construction Supply LLC - 6
415 Boot Rd
DOWNINGTOWN, PA 19335
Phone 610-647-8070
Fax 610-524-7387



Quotation

EXPIRATION DATE	QUOTE NUMBER
07/29/2026	S6249746
NEFCO Construction Supply LLC - 6 415 Boot Rd DOWNINGTOWN, PA 19335 Phone 610-647-8070 Fax 610-524-7387	PAGE NO.
	1 of 1

QUOTE TO:

SHIP TO:

MATCHLINE MECHANICAL LLC
901 DAWN AVE SUITE E
EPHRATA, PA 17522

MATCHLINE MECH - DAUPHIN M/SCH
LOWER DAUPHIN MS
251 QUARRY ROAD
HUMMELSTOWN, PA 17036

ORDERED BY		CUSTOMER PO NUMBER		JOB NAME / RELEASE NUMBER		SALESPERSON		
ernie		buy/cs		n/a		Anthony Cacciavillani		
WRITER			SHIP VIA		TERMS		SHIP DATE	FREIGHT ALLOWED
Kevin Wolbert			PA TRUCK 4		1% 10TH NET 30		06/29/2026	Yes
LINE	ORDER QTY	DESCRIPTION				UNIT PRICE		EXT PRICE
1	11EA	CENDREX AHD24X24 24 X 24 UNIV ACCESS DOOR PRIME PNTD Pn: 364757				82.930/EA		912.23
THIS IS A QUOTATION Prices are firm for 15 days unless otherwise noted and are subject to change based on cost fluctuations. Quoted prices are effective for quantities quoted only. Applicable taxes extra.						Subtotal		912.23
						S&H Charges		0.00
						Amount Due		912.23

6951 Allentown Boulevard, Unit A

Harrisburg, PA 17112

Phone (717) 561-1623

Fax (717) 754-0084

www.hcea.com

CHANGE ORDER REQUEST No. CO #4839

September 23, 2026

Mr. Jeremy Foose

Lower Dauphin School District
291 East Main Street
Hummelstown, PA 17036

Job Name: Lower Dauphin MS Falcon Fields
Job No.: HAR260120A

Dear Mr. Jeremy Foose:

Hillis-Carnes Engineering Associates, Inc. (HCEA) is submitting this Change Order Request No. 1 for additional geotechnical investigation and engineering services associated with the sinkhole activity encountered during construction of the Lower Dauphin Middle School Athletic Facilities project. Our current contract, P260128HAR, was authorized on June 22, 2026, by the Lower Dauphin School District.

	Amount	Total Contract Value
Initial Contract P260128HAR	\$20,000	\$20,000
CO Request # 1	\$66,960	\$86,960

PROJECT UNDERSTANDING

During ongoing construction of the Lower Dauphin Middle School Athletic Facilities project, multiple sinkholes and/or subsidence features have developed within the project area. The site is underlain by carbonate bedrock and is located within an area known to be susceptible to solution activity and sinkhole development. The previous geotechnical investigation, completed in 2009, documented an irregular bedrock surface, existing sinkhole activity, and subsurface conditions indicative of solution activity within the underlying limestone bedrock. The previous investigation was performed for improvements proposed at that time and provides limited subsurface information within the areas of several improvements currently under construction.

Based on the sinkhole activity encountered during construction and the limited subsurface information available within portions of the current construction area, Lower Dauphin School District has requested that Hillis-Carnes Engineering Associates, Inc. (HCEA) perform additional investigation to better characterize subsurface conditions and evaluate potential sinkhole/subsidence risk relative to the proposed buildings, grandstands/bleachers, light poles, and other significant site improvements.

HCEA proposes to perform the investigation in phases, beginning with non-invasive geophysical surveying over selected portions of the project site. Results of the geophysical investigation will then be used to select locations for targeted geotechnical drilling. This approach is intended to

provide broad subsurface coverage while focusing intrusive exploration on anomalous conditions and areas considered most significant to the proposed improvements.

SCOPE OF SERVICES

A. Geophysical Investigation

HCEA will retain RETTEW Field Services, Inc. (RETTEW) to perform a geophysical investigation utilizing a combination of microgravity, seismic refraction, multichannel analysis of surface waves (MASW), and ground penetrating radar (GPR). These methods provide independent but complementary information regarding subsurface conditions. Microgravity will be utilized to evaluate potential bedrock cavities and low-density zones; seismic refraction will be utilized to evaluate the approximate depth and configuration of the bedrock surface; MASW will provide information regarding subsurface shear-wave velocities and may identify low-velocity zones, including conditions below the top of bedrock; and GPR will be utilized to evaluate relatively shallow subsurface anomalies where site conditions permit.

The geophysical investigation will be performed within accessible portions of the project site selected by HCEA based on the locations of proposed structures and improvements, observed sinkhole activity, and existing subsurface information. The investigation will generally focus on areas associated with the proposed buildings, grandstands/bleachers, light poles, and other improvements where localized subsidence could adversely affect performance.

Microgravity measurements will generally be collected on a grid appropriate for the investigation area. Seismic refraction and MASW profiles will be positioned to evaluate the depth and configuration of the soil/bedrock interface and identify potentially anomalous subsurface zones. GPR scanning will be performed across accessible portions of the investigation area to evaluate shallow anomalies. Survey locations and spacing may be adjusted in the field based on site conditions, utilities, accessibility, and preliminary findings.

RETTEW will process and interpret the geophysical data and correlate the results of the individual methods. Features of interest and anomalous responses potentially associated with low-density soils, irregular bedrock, solution features, voids, or other subsurface conditions of interest will be identified for further evaluation.

Based on the expanded investigation area currently contemplated by HCEA, approximately 5 days of geophysical fieldwork are anticipated. The actual duration may vary depending on site accessibility, field conditions, and findings encountered as the investigation progresses.

Due to the sensitivity of the microgravity equipment to vibration, heavy construction equipment will need to be shut down within and around the active survey area while microgravity measurements are being collected. HCEA and RETTEW will coordinate the anticipated work areas and sequencing with the project team prior to mobilization in an effort to minimize impacts to ongoing construction activities.

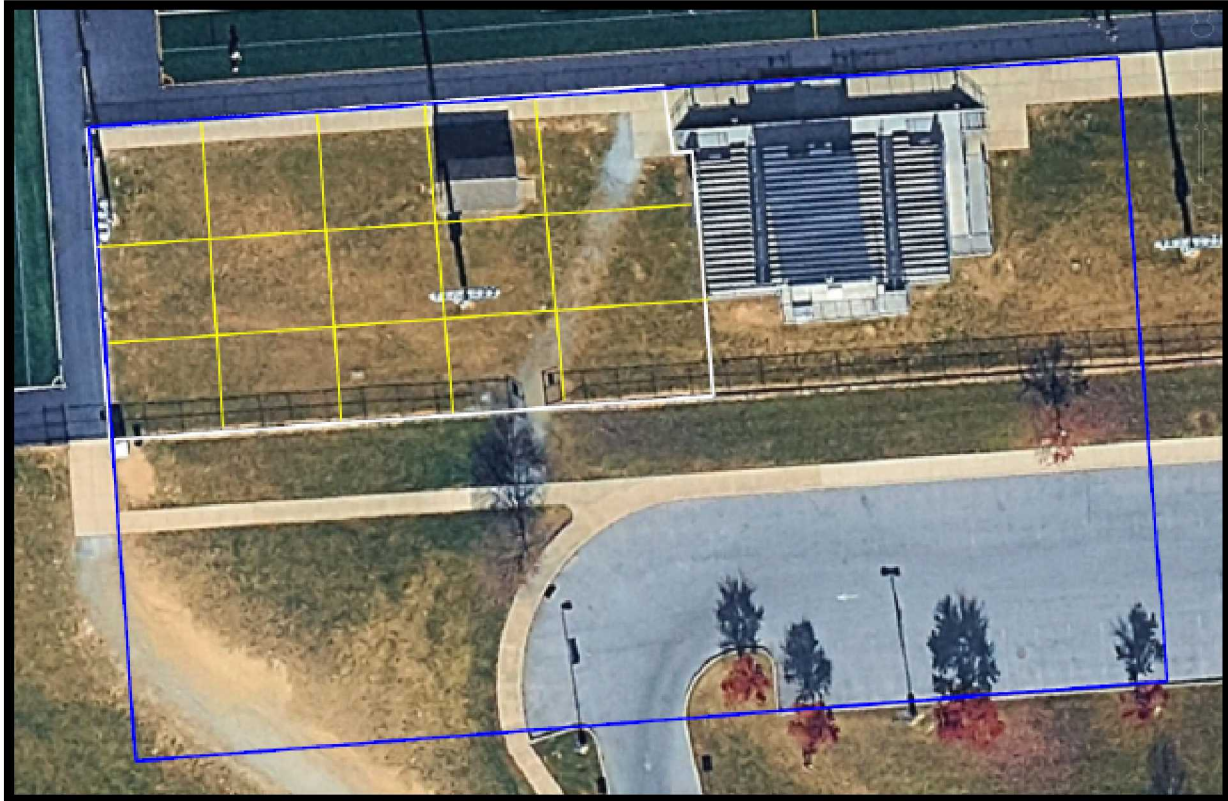


Figure 1 - Approximate Location of Geophysical Services

B. Targeted Geotechnical Drilling

Following completion and preliminary interpretation of the geophysical investigation, HCEA will develop a targeted subsurface exploration program. Test boring locations will be selected based primarily on significant geophysical anomalies, observed sinkhole activity, locations of proposed structures and other improvements, and the available subsurface information.

Borings are anticipated to extend through the overburden and into bedrock. Rock coring will be performed at selected locations, as appropriate, to evaluate bedrock conditions including rock quality, weathering, solution features, soil-filled seams, voids, and other conditions potentially associated with karst development.

The number, location, and required depth of the test borings cannot be reliably established until the geophysical results have been reviewed. **Accordingly, the final cost of the targeted drilling program is not included in this Change Order.** Following review of the geophysical results, HCEA will provide the School District with the recommended drilling program and associated fee for authorization prior to proceeding with the drilling. Two days of drilling have been included to provide an estimate in case these services are needed.

C. Engineering Evaluation and Report

Following completion of the geophysical investigation and subsequent targeted geotechnical drilling, HCEA will evaluate the combined results relative to the proposed construction. The evaluation will consider the observed sinkhole activity, interpreted configuration of the oil/bedrock interface, identified geophysical anomalies, conditions encountered during drilling and rock coring, and the location and relative sensitivity of the proposed improvements.

HCEA will prepare a written report summarizing the investigation, findings, and engineering conclusions. The report will identify areas where the investigation indicates increased concern for sinkhole or subsidence development and will provide recommendations, as appropriate, regarding foundation construction, additional investigation, monitoring, subsurface remediation, or other measures intended to reduce geotechnical risk to the proposed improvements.

ASSUMPTIONS AND LIMITATIONS

Geophysical methods provide indirect measurements of subsurface conditions and cannot identify all subsurface voids, solution features, soil piping pathways, or other conditions capable of contributing to future sinkhole development. An anomalous geophysical response does not necessarily represent a void or sinkhole condition, and the absence of an identified anomaly does not establish that potentially adverse subsurface conditions are absent. RETTEW similarly notes that geophysical methods identify anomalies consistent with voids, solution features, or potential subsidence zones, but that their presence, absence, size, and nature cannot be conclusively determined without intrusive investigation.

Test borings and rock cores provide direct subsurface information only at the specific locations explored. Conditions between exploration locations may differ, particularly within carbonate geology where the bedrock surface, weathering, and solution features may vary significantly over relatively short distances.

The proposed investigation is intended to improve the understanding of subsurface conditions and provide a reasonable basis for evaluating and reducing geotechnical risk associated with the proposed improvements. **The investigation cannot eliminate the inherent risk of future sinkhole or subsidence development associated with construction in karst terrain, nor should the results be interpreted as a certification that subsurface voids or other adverse conditions do not exist outside of the specific conditions evaluated.**

HCEA's recommendations will be based on conditions encountered during the investigation, information available at the time of our evaluation, and the proposed construction information provided to HCEA. Conditions encountered during subsequent construction that differ materially from those described in our report should be brought to HCEA's attention for evaluation.

DESCRIPTION	QTY	RATE	U/M	ITEM TOTAL
LABORATORY SERVICES				
USCS Class - Sieve and Limits	OPEN	\$ 190.00	Each	OPEN
Moisture Content	OPEN	\$ 20.00	Each	OPEN
SUBTOTAL				OPEN
DRILLING SERVICES				
Drill Rig	2	\$ 3,550.00	DAY	\$ 7,100.00
Drill Rig Mobilization/Demobilization	1	\$ 800.00	Each	\$ 800.00
Rock Coring	OPEN	\$ 85.00	LF	OPEN
SUBTOTAL				\$ 7,900.00
GEOPHYSICAL & GEOTECHNICAL SERVICES				

Microgravity Survey	5	\$ 5,250.00	Day	\$ 26,250.00
Seismic Survey	3	\$ 7,600.00	Day	\$ 22,800.00
GPR Survey	1	\$ 4,500.00	Day	\$ 4,500.00
Geotechnical Report	1	\$ 4,750.00	LS	\$ 4,750.00
Principal Engineer - Post Report Consultation	4	\$ 190.00	Hour	\$ 760.00
SUBTOTAL				\$ 59,060.00
TOTAL BUDGET ESTIMATE				\$ 66,960.00

CLOSING

To authorize this Change Order Request, please sign the acceptance section below, or issue HCEA a separate Change Order agreement using the client's forms. Terms and Conditions of Service will remain as outlined in our current contract. If you have any questions or require any additional information, please do not hesitate to contact us.

Sincerely,

Hillis-Carnes Engineering Associates, Inc.



Nathaniel J. Lauver, PE

Principal Engineer
nwhite@hcea.com



Matthew J. Decker, PE
Principal Engineer/Branch Manager
mdecker@hcea.com

Attachments:

Authorization of Change Order No. #1

Date of Acceptance: September 28, 2026

Phone No.: (717)566-5300

Typed Name and Title: Robert P. Hill, Jr., Board President

Signature: _____

ELECTRICITY PROCUREMENT PROGRAM PARTICIPATION AGREEMENT

July 1, 2026-June 30, 2029

The Lower Dauphin School District will participate in the collaborative procurement effort to purchase electricity being offered through the Lancaster-Lebanon Intermediate Unit 13 (IU13), beginning on July 1, 2026 and ending on June 30, 2029.

Responsibilities of participating entity:

1. Promptly complies with all reasonable requests for information to IU13 and program vendor by established deadlines.
2. Supports the procurement decision of the appointed program buyer, and / or Advisory Team.
3. Contracts with and procures electricity supply directly from program vendor.
4. Pays IU13 fee through electricity supply invoices received from program vendor.
5. Abides by the program terms and conditions.
6. Forwards concerns or issues regarding the program to IU13 Collaborative Services.

Responsibilities of IU13:

1. Provides oversight and overall management of the program.
2. Participates with the Advisory Team as a decision maker / buyer for group procurement decisions.
3. Ensures program vendor's compliance with agreement terms and conditions.
4. Negotiates addendums or extensions to the agreement.
5. Verifies price adjustments are per agreement terms and contain the appropriate documentation.
6. Routinely meets with program vendor to ensure an ongoing customer / supplier partnership.
7. Provides appropriate customer service to participating entities.
8. Provides program updates and benchmarked results to clients.

In the event that financial penalties, such as legal costs, excess charges to other members, etc., are incurred as a result of my district's actions that are contrary to these responsibilities, my district will be responsible for payment of such penalties.

Name (Signature)

Date

LANCASTER-LEBANON INTERMEDIATE 13

COLLABORATIVE SERVICES

ENERGY PROGRAM SUMMARY

1. Electricity Procurement Program

Collaborative Services (IU13) partners with NRG to provide electricity procurement services for both the PPL and MetEd utility territories. Program strategy utilizes a combination of long-term hedges and short-term market buys. The program is jointly managed by an NRG Market Strategist, Collaborative Services and an Energy Advisory Team composed of business and facilities managers.

- Contract Term: July 1, 2026-June 30, 2029
- Participation: 24 districts

2. Natural Gas Procurement Program

Collaborative Services partners with NRG to provide natural gas procurement services. The multi-year program offers both a fixed rate and hedged price option. The program is jointly managed by an NRG Market Strategist, Collaborative Services, and an Energy Advisory Team.

- Contract Term: July 1, 2026-June 30, 2029
- Participation: 15 districts

3. Bulk Fuels Procurement Program

Collaborative Services partners with Diesel Direct to provide a Bulk Fuel (biodiesel, #2 fuel oil, and gasoline) Procurement Program. Program procurement strategy is hedged based with a fixed price in place by contract start. The program is managed by a Diesel Direct Advisor, IU13 and an Energy Advisory Team.

- Contract Term: July 1, 2026 through June 30, 2027 (annual contract “out” provided).
- Master Contract Term: July 1, 2022 – June 30, 2027 with multiple renewals.
- Participation: 17 districts

4. Residential Electricity and Natural Gas Procurement Program

Collaborative Services and NRG partner to provide residential electricity and natural gas procurement services for the PPL, MetEd, PECO, UGI and Columbia utility territories. The program provides rate options for residential and small commercial customers. The program is managed by IU13 and NRG.

- Contract Term: Offers are regularly updated.
- Participation: 1,000 + accounts.

NATURAL GAS PROCUREMENT PROGRAM PARTICIPATION AGREEMENT

July 1, 2023-June 30, 2026

The Lower Dauphin School District will participate in the collaborative procurement effort to purchase natural gas being offered through the Lancaster-Lebanon Intermediate Unit 13 (IU13), beginning on July 1, 2026 and ending on June 30, 2029.

Responsibilities of participating entity:

1. Promptly complies with all reasonable requests for information to IU13 and program vendor by established deadlines.
2. Supports the procurement decision of the appointed program buyer, and / or Advisory Team.
3. Contracts with and procures natural gas supply directly from program vendor.
4. Pays IU13 fee through natural gas supply invoices received from program vendor.
5. Abides by the program terms and conditions.
6. Forwards concerns or issues regarding the program to IU13 Collaborative Services.

Responsibilities of IU13:

1. Provides oversight and overall management of the program.
2. Participates with the Advisory Team as a decision maker / buyer for group procurement decisions.
3. Ensures program vendor's compliance with agreement terms and conditions.
4. Negotiates addendums or extensions to the agreement.
5. Verifies price adjustments are per agreement terms and contain the appropriate documentation.
6. Routinely meets with program vendor to ensure an ongoing customer / supplier partnership.
7. Provides appropriate customer service to participating entities.
8. Provides program updates and benchmarked results to clients.

In the event that financial penalties, such as legal costs, excess charges to other members, etc., are incurred as a result of my district's actions that are contrary to these responsibilities, my district will be responsible for payment of such penalties.

Name (Signature)

Date



QUOTE

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ctrovato@ldsd.org

Salesperson

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Shammi Ellman			Oct 23, 2026
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	Lower Dauphin Middle School Londonderry Elementary Nye Elementary		
	The annual subscription will automatically renew at the quoted rate		
	License includes technical support and basic account setup		
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Robert P. Hill, Jr., Board President

9/28/2026

Date

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Privacy Policy

Internet Privacy & Security

PTC and your school work together to protect the online privacy of all of your school community members that use PTC, including students, parents, teachers, and administrators. PTC information collection, security, and privacy policies have been authorized by your school or teacher, and PTC strives to manage your school's internet services in a secure manner. For example, PTC uses industry standard SSL (secure socket layer) encryption to transfer private, personal information, the same technology used by online banks. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure, and PTC can not ensure or warrant the security of any information managed by the site, whether transmitted to PTC by you, your school, or your teacher. By agreeing to PTC's privacy policy and terms of use, you agree to use PTC at your own risk, and agree that PTC shall not be liable if a security breach occurs, if the site malfunctions, or if information is misused or mismanaged in any way to your detriment or the detriment of a third party, whether by PTC, your school, your teacher, or an unauthorized third party.

Information Collection & Disclosure

You authorize PTC to collect and store data on its computer, server or other system and to compile such data for purposes of analysis and marketing. PTC collects and analyzes data on how the service is used in the aggregate (how groups of people use PTC) for the purpose of improving and enhancing its service. PTC does not analyze information on how particular individuals use the service as part of general reporting procedures or in the usual course of business. However, information on individual usage of the system, including but not limited to individual IP addresses, may be analyzed on a case-specific basis to resolve a technical difficulty or to assist in resolving or investigating any misuse of the service; also, such individual usage information may be furnished to your school if your school requests such information to assist in the investigation of fraudulent, abusive, or criminal activity or any other use of PTC that violates your school's rules or policies.

PTC does require that all users create a screen name and password, which is stored on the site, and may collect other basic information such as name, address, email, etc. depending on the



needs of your school or the service. This information is not given or sold to any third parties, unless required by your school as part of their information management efforts. For example, if your school uses a certain third party company to manage their classroom scheduling and attendance system, necessary information may be shared with that company to assist in those administrative tasks.

GDPR - Data held by PTC

We act as data processors for any data held on our system by you, your school, or end-users of your school (such as parents or teachers). Personal data includes, but is not limited to: student data, teacher data, and parent data. It is your obligation as the data controller to ensure there is lawful basis for processing. We do not share this data with third-parties, though we may access this data as part of making improvements to our service and providing support to schools when requested.

We also act as data controllers when we create aggregated statistical data which may be derived from personal data, but is not considered personal data in law as it cannot be used directly or indirectly to identify a person.

What personal data we hold

Student Data: first name, last name, database id, teacher associations

Contact Data: title, first name, last name, relationship to student, email address, phone number, database id

Teacher Data: title, first name, last name, email address, phone number, database id

Where data is held

All data held on the PTC System is within the United States.

We host data using Amazon Web Services cloud infrastructure. We maintain daily backups which are encrypted using AES-256.

How data is kept secure

We employ appropriate technical and organisational security measures for the types of data we store.

We apply the latest patches to our servers keeping your data safe and secure with multiple levels of password protection - the servers themselves and the database each are password protected. Additionally the servers are behind firewalls.

Subject access requests from end-users

As data processors, we are obliged to pass on to the school any subject access request by an end-user and not respond directly to the end-user. An end-user could be a parent, student, teacher or administrator of the system. We will assist the school in responding to any subject access request.

What happens if you stop using the system

While it's rare for a school to stop using PTC Wizard, we only retain personal data for as long as necessary. You can retrieve a copy of all personal data using the export features within the administration panel while the system remains active during your trial period or paid licence period.

We delete personal data within 1 year following termination of your licence or after 1 year of inactivity if you have a trial system. We terminate the licence 60 days after the renewal date if no payment has been received for the renewal.

Features to help comply with GDPR

Syncing data with your school management system

Whenever you choose to sync data from your school information system (SIS), we add new data, update existing records with the latest information from your SIS, and delete records which are no longer relevant or no longer appear in your SIS. Most SIS suppliers are implementing controls to restrict sharing personal data via their API's where you, as the data controller, do not wish it to be shared with third parties. Please contact your SIS supplier directly with any questions.

Exports for data portability

It's possible to export data added to the PTC System to satisfy data portability. You can export all bookings for a particular parents' evening or event from the Appointments or Bookings pages retrospectively. This process can be repeated for each parents' evening & event for which you wish to export data for. It's also possible to export a list of parent details, including links to students.

Data held about Schools

We act as data controllers for any data we collect about customers in order to provide the Parents Evening System service and support to your school. Customer personal data includes, but is not limited to: technical contact details, finance contact details, phone call details, and the content & attachments of any emails sent to us.

**LOWER DAUPHIN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
2026 MEETING CALENDAR**

All committee meetings are held at the District Administration Center, 5:00 PM, unless noted otherwise.

Executive Sessions (January-September) precede regular meeting, 6:00 PM.

Executive Sessions (October-December 7) will be held at 5:00 PM; December 21 at 6:00 PM

All School Board meetings are held at the District Administration Center, 7:00 PM, unless noted otherwise.

January 12, 2026	Policy Committee
January 12, 2026	Regular Meeting
January 26, 2026 @8:30 AM	Physical Plant Committee
February 9, 2026	Physical Plant Committee
February 9, 2026	Regular Meeting
February 25, 2026 @8:30 AM	Physical Plant Committee
March 9, 2026	Athletic Committee
March 9, 2026	Regular Meeting
March 18, 2026 @ 4:30 PM	Policy Committee
March 25, 2026 @ 8:30 AM	Physical Plant Committee
April 13, 2026	Curriculum Committee
April 13, 2026	Regular Meeting
April 22, 2026 @ 8:30 AM	Physical Plant Committee
May 4, 2026	Physical Plant Committee
May 4, 2026 (Budget Approval)	Regular Meeting
May 18, 2026	Regular Meeting @ Middle School
May 27, 2026 @ 8:30 AM	Physical Plant Committee
June 8, 2026	Athletic Committee
June 8, 2026	Regular Meeting
June 15, 2026 (if needed)	Regular Meeting
June 24, 2026 @ 8:30 AM	Buildings & Grounds Committee (formerly Physical Plant)
July 13, 2026	Policy Committee
July 13, 2026	Regular Meeting
July 22, 2026 @ 8:30 AM	Buildings & Grounds Committee (formerly Physical Plant)
August 10, 2026	Regular Meeting
August 24, 2026 (if needed)	Regular Meeting
August 26, 2026 @ 8:30 AM	Buildings & Grounds Committee (formerly Physical Plant)
September 14, 2026	Buildings & Grounds Committee (formerly Physical Plant)
September 14, 2026	Regular Meeting
September 23, 2026 @ 8:30 AM	Buildings & Grounds Committee (formerly Physical Plant)
September 28, 2026	Regular Meeting
October 19, 2026 @ 4:00 PM	Curriculum Committee
October 19, 2026 @ 6:00 PM	Finance Committee of the Whole
October 19, 2026	Regular Meeting
October 28, 2026 @ 8:30 AM	Buildings & Grounds Committee (formerly Physical Plant)
November 16, 2026 @ 4:00 PM	Athletic Committee
November 16, 2026 @ 6:00 PM	Finance Committee of the Whole
November 16, 2026	Regular Meeting
November 25, 2026 @ 8:30 AM	Buildings & Grounds Committee (formerly Physical Plant)
December 7, 2026 @ 6:00 PM	Finance Committee of the Whole
December 7, 2026	Reorganization/Regular Meeting
December 21, 2026 @ 5:00 PM (if needed)	Buildings & Grounds Committee (formerly Physical Plant)
December 21, 2026 (if needed)	Regular Meeting



BOARD POLICY

102 Academic Standards

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
102	9/28/2026	v2.1	UNDER-REVIEW
PRINTED 9/21/2026			

■ Proposed addition ■ Proposed deletion

PURPOSE

The Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.[\[1\]](#)[\[2\]](#)

DEFINITION

Academic standards means what a student should know and be able to do at a specified grade level. For purposes of this policy, the term **academic standards** encompasses Pennsylvania Core Standards, **Pennsylvania Integrated Standards**, state academic standards and local academic standards.[\[2\]](#)[\[3\]](#)

AUTHORITY

The Board shall approve academic standards for district students to attain, in the following content areas:[\[2\]](#)

1. English Language Arts (reading, writing, speaking and listening) - **PA Core Standards**.
2. Mathematics - **PA Core Standards**.
3. Science, Environment, Ecology, Technology and Engineering (Grades K-5) - **PA Integrated Standards**.
4. Science, Environment and Ecology (Grades 6-12).
5. Technology and Engineering (Grades 6-12).
6. Social Studies (history, geography, civics and government, economics) - to include **PA Core Standards** reading in history and social studies, and writing for history and social studies.
7. Arts and Humanities.
8. Career Education and Work.

9. Health, Safety and Physical Education.

10. Family and Consumer Sciences.

11. Personal Finance.

Guidelines

The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards. **Such standards require the incorporation of education on social media literacy.**^[2] ^[4] ^[5]

The district shall address social media literacy by providing instruction to students on the potential health and academic impacts, and safety and security concerns associated with social media use at appropriate and relevant grade levels through preventative means. ^[9]

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.^[2] ^[6] ^[7]

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Board policy.^[2] ^[8]

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Legal Footnotes

[1] 22 PA Code 4.11
LEGAL REFERENCE

[2] 22 PA Code 4.12
LEGAL REFERENCE

[3] 22 PA Code 4.3
LEGAL REFERENCE

[4] Pol. 105 — Curriculum
POLICY REFERENCE

[5] Pol. 107 — Adoption of Planned Instruction
POLICY REFERENCE

[6] Pol. 127 — Assessment System
POLICY REFERENCE

[7] Pol. 212 — Reporting Student Progress
POLICY REFERENCE

[8] Pol. 113 — Special Education
POLICY REFERENCE

[9] 24 P.S. 1556
LEGAL REFERENCE

Legal References

No additional references listed.



BOARD POLICY

209 Health Examinations/Screenings

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
209	v2.1	UNDER-REVIEW	Pending Board Review
PRINTED 9/21/2026			

AUTHORITY

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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

Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.[\[2\]](#) [\[4\]](#) [\[5\]](#)

Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry, in third grade, and in seventh grade.[\[3\]](#) [\[4\]](#) [\[5\]](#)

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. 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.[\[5\]](#)

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests **and** other tests deemed **advisable at** intervals established by the district.[\[2\]](#) [\[4\]](#) [\[6\]](#)

The school nurse or other health care practitioner shall conduct measurements of height and weight for each student for the purpose of tracking growth patterns. Height and weight measurements will be conducted at intervals established by the district and in a manner that protects student confidentiality. Parents/Guardians have the right to request an exemption from height and weight measurements for their child, and the district must provide notification of the exemption request procedure.[\[2\]](#) [\[25\]](#)

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.[\[7\]](#)[\[8\]](#)[\[9\]](#)

A student who presents a statement signed by the parent/guardian that a health 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 health examination by the student's private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special health examination for the student.[\[2\]](#)[\[4\]](#)[\[12\]](#)

In the event that the parent/guardian objects to or refuses to obtain a regular or special health or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the PA Department of Health or other appropriate authorities.

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 individuals, in accordance with applicable law and Board policy. [\[15\]](#) [\[18\]](#) [\[23\]](#)

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 has not been enrolled in district schools for at least two (2) 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 educational information and materials regarding eating disorder awareness and education are made available to students in grades six through twelve. Eating disorder awareness and educational materials must also be posted on the district's website. [\[26\]](#) [\[27\]](#)

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). [\[12\]](#)

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Legal Footnotes

[1] 24 P.S. 1401
LEGAL REFERENCE

[2] 24 P.S. 1402
LEGAL REFERENCE

[3] 24 P.S. 1403
LEGAL REFERENCE

[4] 22 PA Code 12.41
LEGAL REFERENCE

[5] 24 P.S. 1407
LEGAL REFERENCE

[6] 28 PA Code 23.1
LEGAL REFERENCE

[7] 24 P.S. 1405
LEGAL REFERENCE

[8] 28 PA Code 23.2
LEGAL REFERENCE

[9] 20 U.S.C. 1232h
LEGAL REFERENCE

[10] 24 P.S. 1419
LEGAL REFERENCE

[11] 28 PA Code 23.45
LEGAL REFERENCE

[12] 24 P.S. 1406
LEGAL REFERENCE

[13] 23 Pa. C.S.A. 6311
LEGAL REFERENCE

[14] Pol. 806 — Child Abuse
POLICY REFERENCE

Opens your browser's print dialog box. Click "Print" to download a PDF" to download a PDF.

[15] Pol. 203 — Immunizations and Communicable Diseases
POLICY REFERENCE

[16] Pol. 103 — Discrimination/Title IX Sexual Harassment Affecting Students
POLICY REFERENCE

[17] Pol. 103.1
POLICY REFERENCE
Referenced policy is not available in this policy book.

[18] 24 P.S. 1409
LEGAL REFERENCE

[19] Pol. 113.4 — Confidentiality of Special Education Student Information
POLICY REFERENCE

[20] Pol. 216 — Education Records
POLICY REFERENCE

[21] 20 U.S.C. 1232g
LEGAL REFERENCE

[22] 34 CFR Part 99
LEGAL REFERENCE

[23] Pol. 805 — Emergency Preparedness
POLICY REFERENCE

[24] Pol. 800 — Records Management
POLICY REFERENCE

[25] 28 PA Code 23.7
LEGAL REFERENCE

[26] 24 P.S. 1408
LEGAL REFERENCE

[27] 24 P.S. 1426
LEGAL REFERENCE

Legal References

No additional references listed.

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BOARD POLICY

803 School Calendar

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
803	9/28/2026	v2.1	UNDER-REVIEW
WORKFLOW	PRINTED		
First Reading	9/21/2026		

■ Proposed addition ■ Proposed deletion

PURPOSE

The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district and communication with students, staff, parents/guardians and the school community.

AUTHORITY

The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days or hours under the direction of certified school employees for fulfilling the minimum required days or hours of instruction under law, regulations and state guidance.^{[1][2][3][4][5][6][7][8][9]}

The school calendar shall normally consist of a minimum of ^{[1][2][8][10]}

~~{X-}~~ 180 student days, ^{or}

~~{X-}~~ 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.

{ } 450 hours of instruction for half-day kindergarten programs.

{ } and prekindergarten programs.

The Board reserves the right to alter the school calendar when it is in the best interests of the district, including in cases of emergency, in accordance with applicable law and regulations. The Board shall take action to establish temporary provisions in cases of emergency, in accordance with law, and shall document such actions with the PA Department of Education when required.^{[2][5][6][7][9][11][12][13]}^[14]

Temporary provisions established in accordance with law may include but are not limited to: ^{[1][2][5][6][7][8][9][12][13]}^[15]

1. Keeping schools in session such days and hours as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days or 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.
{ } 450 hours of instruction for half-day kindergarten programs.
{ } and prekindergarten programs.
2. Reducing the length of time of daily instruction for courses and classes.
3. Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees.

Each year, prior to finalizing the school calendar, the Board must discuss the use or potential use of flexible instructional days and remote or virtual instructional days at a public Board meeting.^[7] ^[14]

DELEGATION OF RESPONSIBILITY

The Superintendent shall annually prepare a school calendar for Board consideration.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions in accordance with law, regulations, guidance from the PA Department of Education and Board policy.^[7]^[14] ^[15]

PSBA Revision 8/26 © 2026 PSBA

Legal Footnotes

[1] 24 P.S. 133
LEGAL REFERENCE

[2] 24 P.S. 1501
LEGAL REFERENCE

[3] 24 P.S. 1502
LEGAL REFERENCE

[4] 24 P.S. 1503
LEGAL REFERENCE

[5] 24 P.S. 1504
LEGAL REFERENCE

[6] 24 P.S. 1505
LEGAL REFERENCE

[7] 24 P.S. 1506
LEGAL REFERENCE

[8] 22 PA Code 11.1
LEGAL REFERENCE

[9] 22 PA Code 11.2
LEGAL REFERENCE

[10] 22 PA Code 4.4
LEGAL REFERENCE

[11] 24 P.S. 520
LEGAL REFERENCE

[12] 24 P.S. 520.1
LEGAL REFERENCE

[13] 24 P.S. 1501.3
LEGAL REFERENCE

[14] Pol. 006
LEGAL REFERENCE

Legal References

No additional references listed.



105 Curriculum



Under Review policy saved successfully. —
content, tracked changes, comments

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
105	9/28/2026	v2.3	UNDER-REVIEW
WORKFLOW	PRINTED		
First Reading	9/22/2026		

■ Proposed addition ■ Proposed deletion

PURPOSE

The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement.[\[1\]](#)

DEFINITION

For purposes of this policy, curriculum shall be defined as a series of planned instruction aligned with established academic standards in each subject that is coordinated, articulated and implemented in a manner designed to result in the achievement of academic standards at the proficient level by all students.[\[2\]](#) [\[3\]](#) [\[4\]](#)

AUTHORITY

The Board shall be responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board. Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge.[\[1\]](#) [\[3\]](#) [\[4\]](#)

In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and strategies for assisting those students having difficulty attaining the academic standards.[\[1\]](#) [\[3\]](#) [\[5\]](#) [\[6\]](#) [\[7\]](#) [\[8\]](#)

Special Instruction/Observances

The district's curriculum plan must also include provisions for special instruction and observances to comply with state and federal law including, but not limited to, Constitution Day and Citizenship Day, Arbor Day, Patriot Day and the Bill of Rights Week.[\[20\]](#)[\[21\]](#)[\[22\]](#)

GUIDELINES

The district's curriculum shall provide the following:

1. {X-} Continuous learning through effective district.
2. {-X} Continuous access for all students to library/media facility and classroom collection to support the educational program. [1]
3. {X } Guidance and counseling services for all students to assist in career and academic planning. [23]
4. {X } A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation. [11]
5. {X } Language Instruction Educational Program for English Learner students, pursuant to law, and regulation and Board policy. [12] [13]
6. {-} Compensatory education programs for students, pursuant to law and regulation.
7. { X} Equal educational opportunity for all students, pursuant to law and regulation. [14] [15]
8. {X } Career awareness and vocational education, pursuant to law and regulation. [16]
9. {X } Educational opportunities for identified gifted students, pursuant to law and regulation. [17]
10. { } Regular and continuous instruction in required safety procedures. [18]



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content, tracked changes, comments

DELEGATION OF RESPONSIBILITY

As the educational leader of the district, the Superintendent or designee shall be responsible to the Board for the district's curriculum. The Superintendent shall establish procedures for curriculum development, evaluation and modification, which ensure the utilization of available resources, and effective participation of [1]

{X } administrators

{X } teaching staff members

{X } students

{X } community members

{X } Board members.

A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Board members. [1] [19]

{X } With prior Board approval, the Superintendent or designee may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program. The Superintendent shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.

{ } The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.

{ } The Board directs the Superintendent to pursue actively state and federal aid in support of research activities.



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content, tracked changes, comments

PSBA Revision 8/26 © 2026 PSBA

Legal Footnotes

[1] 22 PA Code 4.4
LEGAL REFERENCE

[2] 22 PA Code 4.3
LEGAL REFERENCE

[3] 22 PA Code 4.12
LEGAL REFERENCE

[4] Pol. 102 — Academic Standards
POLICY REFERENCE

[5] 24 P.S. 1511
LEGAL REFERENCE

[6] 24 P.S. 1512
LEGAL REFERENCE

[7] Pol. 107 — Adoption of Planned Instruction
POLICY REFERENCE

[8] Pol. 127 — Assessment System
POLICY REFERENCE

[9] Pol. 109 — Resource Materials
POLICY REFERENCE

[11] Pol. 113 — Special Education
POLICY REFERENCE

[12] 22 PA Code 4.26
LEGAL REFERENCE

[13] Pol. 138 — Language Instruction Educational
Program for English Learners
POLICY REFERENCE

[14] Pol. 103 — Discrimination/Title IX Sexual
Harassment Affecting Students
POLICY REFERENCE

[15] Pol. 103.1
POLICY REFERENCE
Referenced policy is not available in this policy book.

[16] Pol. 115 — Vocational Technical Education
POLICY REFERENCE

[17] Pol. 114 — Gifted Education
POLICY REFERENCE

[18] Pol. 805 — Emergency Preparedness
POLICY REFERENCE

[19] Pol. 105.1 — Review of Instructional Materials
by Parents/Guardians and Students
POLICY REFERENCE

[20] 24 P.S. 1541-1555
LEGAL REFERENCE

[21] 36 U.S.C. 106
LEGAL REFERENCE

[22] P.L. 108-447 — P.L. 108-447
LEGAL REFERENCE

[23] Pol. 112 — Guidance Counseling
POLICY REFERENCE

Legal References

Additional References

Untitled legal reference

LEGAL REFERENCE

Untitled legal reference

LEGAL REFERENCE

✔

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content, tracked changes, comments

Untitled legal reference

LEGAL REFERENCE



BOARD POLICY

800 Records Management

POLICY NUMBER

800

VERSION

v2.2

DOCUMENT STATUS

UNDER-REVIEW

WORKFLOW

Second Reading

PRINTED

9/14/2026

■ Proposed addition ■ Proposed deletion

Purpose

The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines District staff responsibilities and complies with federal and state laws and regulations.

Authority

~~The Board shall retain, as a permanent record of the District, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the District for a period of not less than six (6) years.~~

~~[1]~~

~~All other District records shall be retained in accordance with state and federal laws and regulations and the District Records Management Plan approved by the Board.~~

~~The District shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.~~

~~[2] [3]~~

The District shall retain its records, including both paper and electronic, only as long as determined necessary to meet legal, audit and management requirements. In each case, the official retention periods shall be as short as possible in order to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the district, and reduce the cost of storage for unneeded records inventory.

The District shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.[2] [3]

All other District records shall be retained in accordance with state and federal laws and regulations and the District Records Management Plan approved by the Board.

This policy and the Records Retention Schedule shall be approved by the Board.

Definitions

Electronic Mail (Email) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets and other electronic documents.

Litigation Hold - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.

Records - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.[4]

Records Management Plan - the system implemented by the district for the storage, retention, retrieval and disposition of all records generated by district operations.

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.

Delegation of Responsibility

Any individual responsible for the collection, maintenance and/or security of records on behalf of the District shall comply with state and federal laws and regulations, Board policies, District procedures and the Records Management Plan.

Records Coordinator

In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Superintendent or designee as the District's Records Coordinator who shall serve as the chairperson of the Records Management Committee.

The Records Coordinator shall be responsible to:

1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:
 - a. Operation, care and handling of the equipment and software.
 - b. Requirements of the Records Retention Schedule.
 - c. Protocols for preserving and categorizing District records.
 - d. Procedures and responsibilities of District staff in the event of a litigation hold.
 - e. Identification of what is and what is not a record.
 - f. Disposal of records.
2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.
3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.

Records Management Committee

A committee responsible for the development and recommendation of the District's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:

1. Open Records Officer- [\[5\]](#)

2. Superintendent.
3. ~~Board Secretary.~~^[6]
4. District solicitor.
5. Director of Information Technology ~~or designee.~~
6. Business Manager.
7. ~~Board member(s).~~
8. Human Resources Director
9. District solicitor (as needed).
- 10.

The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.

Guidelines

Records Management Plan

The District's Records Management Plan shall be the principal means for the storage, retention, retrieval and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan shall include:

~~Comprehensive listing of records and data of the District.~~

1. Criteria to distinguish records of the School District from the supplemental personal records of individual employees.^{[7][8]}
2. -
3. ~~System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced and disposed.~~
- 4.

5. Preservation measures to protect the integrity of records and reduce the risk of a data breach. Such measures shall include encryption or other appropriate security procedures.
[9] [10] [11]
6. ~~Data map or flow chart detailing the sources, routes and destinations of electronic records.~~
7. Procedures and employee(s) designated for determining whether an item is a record.
8. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
9. Records Retention Schedule.
10. Provisions for the storage and retrieval of records in the event of an emergency or disaster. [11]
11. ~~Staff positions authorized to access District records.~~
12. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:
 - a. Who can initiate a litigation hold.
 - b. How and to whom a litigation hold is communicated.
 - c. Who will determine which records are subject to the litigation hold.
 - d. Who will be responsible for collecting and preserving such records and data.
 - e. Who will be responsible for monitoring and ensuring the District's compliance with the litigation hold.
 - f. In what format the records will be collected.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The District shall store, maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The District shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The District shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing the records stored on the system.
3. Identify all defined inputs and outputs of the system.
4. Define the contents of the system, including records formats and database tables.
5. Identify vital records and information.
6. Determine restrictions on access and use.
7. Describe update cycles or conditions.

Email Records

Email messages, in and of themselves, do not constitute records. Retention and disposition of email messages depend on the function and content of the individual message.

Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the District's Records Management Plan.

Email messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

For each email considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient.

4. Date and time of transmission and/or receipt.

Service Providers

The Board requires service providers contracted by the District to create, maintain, retain and dispose of District records in accordance with the Records Management Plan.^[12]

Legal Footnotes

[1] 24 P.S. 518 LEGAL REFERENCE	[2] 65 P.S. 67.901 LEGAL REFERENCE
[3] Pol. 828 POLICY REFERENCE <i>Referenced policy is not available in this policy book.</i>	[4] 65 P.S. 67.102 LEGAL REFERENCE
[5] Pol. 801 — Public Records POLICY REFERENCE	[6] 24 P.S. 433 LEGAL REFERENCE
[7] 65 P.S. 67.708 LEGAL REFERENCE	[8] 20 U.S.C. 1232g LEGAL REFERENCE
[9] 73 P.S. 2301 LEGAL REFERENCE	[10] Pol. 830 — Security of Computerized Personal Information/Breach Notification POLICY REFERENCE
[11] Pol. 830.1 — Data Governance - Storage/Security POLICY REFERENCE	[12] 65 P.S. 67.506 LEGAL REFERENCE

Legal References

No additional references listed.



Lower Dauphin School District

Record Retention and Disposition Schedule

Implementing Administrative Regulations
Pursuant to School Board Policies 800, 801, 831

Last updated:

Lower Dauphin School District Record Retention and Disposition Schedule

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1. Purpose

This Records Retention and Disposition Schedule provides guidelines to implement School Board Policies 800, Records Management, and 801, Public Records. The purpose of these guidelines is to provide a plan for managing the District's records and to provide continuing authority to dispose of records which are no longer needed or useful to the District.

Retaining only necessary electronic and physical records will reduce cost and storage space needed for record retention, and will conserve the District's resources. Moreover, this schedule provides an orderly and systematic records retention system – providing a basis for an organized and functional use of District records.

2. Schedule Must Be Followed

This Records Retention and Disposition Schedule can only function effectively to conserve District resources and costs if followed by all of the District's employees. This schedule establishes the **minimum length of time** for retention of the records identified below. No records shall be intentionally destroyed in contravention of this schedule except as enumerated below.

3. Record Retention Officer

The Superintendent shall identify a "Record Retention Officer" as central point of contact for the District who will coordinate the retention and disposition of records in accordance with this schedule. No records identified herein may be destroyed without approval of the Record Retention Officer. The Record Retention Officer shall maintain a log of all records destroyed pursuant to this schedule.

4. Record Disposal Procedure

The following procedure must be followed for the destruction of any of the records identified in this schedule.

- a) A request to dispose of a non-permanent record shall be submitted to the Record Retention Officer by the employee requesting permission to dispose of the record(s), or may be initiated by the Record Retention Office unilaterally, utilizing a Record Disposal Request Form (attached as Appendix A).
- b) The Record Retention Officer shall review the destruction request and shall grant the disposal request upon verification that the applicable retention period identified herein has been met.
- c) Upon review, the Record Retention Officer shall indicate approval or disapproval on the request form and return a copy to the employee who submitted the disposal request. If approved, the employee may then destroy the records identified on the request form.
- d) If approved, the Record Retention Officer shall record the disposal of the records in the records disposal log. (Attached as Appendix B)

5. Methods of Record Disposal

If records destroyed pursuant to this schedule may contain confidential information, care must be taken to ensure the continued security and confidentiality of that information. Paper and physical records that may contain confidential information shall be shredded or incinerated. Electronic records that may contain confidential information shall be overwritten or destroyed in such a manner that confidential information may not be readily recovered. Any records stored with a vendor or contractor that are disposed of pursuant to this schedule may be destroyed directly by the vendor or contractor with written assurances that the records have been destroyed.

6. Duplicate Records

This schedule applies to any form of the records identified herein (paper, digital, microfilm, book, other electronic media, etc.) and only applies to the one official record. Duplicate copies need not be retained. Wherever practicable, the original record shall be maintained as the official record.

7. Retention of Records Received Via Email

This schedule provides for the systematic retention of e-mail for a limited period of time. However, in many cases, other records identified in this schedule with longer retention periods may be received via e-mail (e.g. accident report received via e-mail; employee requests for leave; special education records, etc.) In such a case, it is the responsibility of the employee(s) receiving the e-mail record to retain the record in accordance with this schedule, even if that requires saving the record in a format other than via e-mail.

8. Litigation Hold Procedures

No record, that would otherwise be eligible for disposition pursuant to this schedule, shall be destroyed if the District becomes aware that the record may be needed for pending litigation.

Any District administrator, upon being notified of pending litigation and/or the need to preserve certain records for litigation, shall immediately notify the Superintendent and the Records Retention Officer in writing to ensure the preservation of the proper records and suspension of any record disposal activities for the records in question. The Records Retention Officer shall coordinate with the District Solicitor or Special Counsel to ensure that all required records are preserved for the duration of any litigation. Records retained pursuant to a litigation hold shall be retained until the final disposition of all litigation proceedings and upon the written instruction by the attorney for the District that the records may be destroyed.

9. Records NOT In This Schedule

Records not identified in this schedule may be disposed of without written approval by the Records Retention Officer **unless** the employee has been notified that the record is subject to a litigation hold or has been notified that the record is currently the subject of a Right to Know Request under Pennsylvania law. If the employee has been notified of such a request or litigation hold, the record shall not be destroyed except with permission by the Record Retention Officer

10. Exceptions

Requests for exceptions to this schedule should be submitted in writing to the Records Retention Officer. Upon review of the request, and only with approval of the Superintendent, the Records Retention Officer *may* grant an exception to this schedule so long as the exception does not substantially impede the overall purpose of this schedule as stated above.

11. Interpretation

Under certain circumstances it may be unclear which retention time period applies to a particular record. In such a case, the Records Retention Officer shall be responsible for interpreting the applicable retention period pursuant to this schedule.

12. Review

The Superintendent, or his or her designee, shall ensure that this Records Retention and Disposition Schedule is reviewed regularly to ensure full compliance with mandatory legal retention periods and to ensure that the schedule is achieving the Board's stated purpose enumerated above. Any suggested changes to this schedule should be submitted to the Records Retention Officer.

13. Calculation of Time Periods

Each school year shall begin July 1 and end on June 30. Records may be disposed of after June 30 of the year in which the retention period expires.

Examples:

- A. Records retention period is until the conclusion of the school year. Record is dated Feb 2, 2013.



Records may be destroyed as of July 1, 2013.

- B. Record retention period is one year. Record is dated Feb 2, 2013.



Record may be destroyed as of July 1, 2014.

14. Policy Availability

All employees shall be provided with access to this Records Retention and Disposition Schedule along with School Board Policy 800 - Records Management, and School Board Policy 801, Public Records. The policies and the Record Retention and Disposition Schedule shall also be posted on the District's website.

15. Special Rules For Interpreting These Guidelines

These procedures are intended to establish internal expectations of the District for its staff in the implementation of District Policy 800, Records Management, and District Policy 801, Public Records. These procedures are not intended to establish legally binding norms or enforceable rights or causes of action in any individual, including students and their parents. The intent of these procedures is to enable the District to comply with existing legal record keeping requirements without retaining unnecessary records and documents. To the extent that any provision of these guidelines is determined to violate any law, that provision only shall be deemed void, and the remainder of these procedures shall remain in effect.

16. ADMINISTRATION RECORDS

Category	Description	Retention Period
Boundary Changes – District Map	Maps and any description of changes to District boundaries	Permanent
Building sign in / sign out documentation	Documents signed by students, parents, and other school visitors showing arrival and departure	Retain until the conclusion of the school year
Bylaws, Regulations and Rules of Order		6 years after superseded / revoked
Calendar (as adopted by School Board)	Official calendar reflecting number of days and length of school day, as well as scheduled District activities	Permanent
Census Records	Official census records conducted once per decade	Permanent
Strategic Plan / Comprehensive Plan		3 Years or at conclusion of expiration
District Commissioned Plans / Studies	Taskforce Findings, School Safety and Emergency Management Studies	6 Years after superseded
Election Records	Ballots or official reports, notifications, petitions, publications	Retain 1 year or 1 year after the conclusion of any challenge to election results, whichever is later
Ethics Commission of Financial Interest		Retain 6 Years
Email	Email messages to or from school district employees	Retain 2 years
Correspondence	All formal and informal correspondence to or from school district employees	Retain 2 years
Litigation Records	Any records related to litigation filed against the District, its employees, or contracted parties, or anticipated litigation for which the District has been provided written notice.	Retain 3 years from the final disposition of litigation

Memoranda of Understanding	Records documenting responsibilities and relationships for multi-agency cooperatives (i.e. vo-tech, special education placements, etc.)	Retain 2 years from the conclusion of the arrangement
Board Minutes	Minutes of School Board and designated committee meetings	Permanent Ref 24 P.S. §5-518
Board Agendas		1 Year
Policies and Procedures	Official School Board policies	Retain until 5 years after policy is changed or repealed
Publications	Official District publications including District and Student generated newsletters, newspapers, and yearbook	End of the current school year in which issued
Public Hearing Publications	Public hearings proof of publications	Current: 5 years
Public Record Requests		1 year from date received or until all appeals have been exhausted
Recordings of Board Meetings	Digital and/or taped recordings of School Board and designated committee meetings	Retain only until board minutes are officially approved.

Reports to State Department of Education	Annual or other official reports generated by the District and submitted to PDE	Permanent
Student enrollment reports		10 years
Trademarks and Copyright Registrations		Permanent

17. BUILDING RECORDS

Category	Description	Retention Period
Accident/Damage Reports	Reports of damage to, or accidents with school property	Retain 10 years Original – 6 years
Building Maintenance Records		Retain until obsolete
Building and Construction Permits	Plans, inspection reports, and applications	Retain 10 years Original – 99 years
Building and Grounds Records	Blueprints, specifications, abstracts, deeds, title papers, final inspection reports, and occupancy permits	Permanent
Building Equipment and Other Fixed Asset Records	Equipment, appliances, fixtures, materials, inventories, manuals, depreciation schedules	Life of the item
Feasibility Studies		3 Years
Hazardous Substance Survey Forms		30 years
Material Safety Data Sheets		30 years

18. CURRICULUM RECORDS

Category	Description	Retention Period
Class Schedules	Schedule of classes for each school building	Retain 4 years Ref: 2 C.F.R. §200.333
Class Weight Schedules	Schedules explaining any weight given to AP or Honors classes in calculating grade point averages	Retain 21 years

Course Lists	List of middle school and high school courses with program descriptions	Retain 4 years Ref: 2 C.F.R. §200.333
Course records	Syllabi, course outlines and summaries, reading lists, handout materials	Retain 4 years Ref: 2 C.F.R. §200.333
Curriculum development records / maps	Program information, recommendations, program details, procedures, research basis for programming	Retain 5 years

Graduation Requirements	List of Courses required for graduation	Retain 21 years
International Baccalaureate Documentation	Program applications, progress reports, program requirements, records of certificates awarded	Retain program requirements for 21 years. For other enumerated records, retain until the conclusion of the school year and then transfer to the student's cumulative file.
Standardized Assessment Results	Group results of state, federal, and academic progress monitoring through standardized testing, as tabulated and reported by class, grade, or school. [See Student Records for individual student test results]	Retain 10 years
Student Handbooks		Retain 21 years
Textbook Adoption Records	Records related to the adoption and approval of textbooks	Retain 5 years
Textbook Order Records and Inventories	Order records and inventories of classroom issued textbooks	Retain 5 years

19. FINANCE RECORDS

Category	Description	Retention Period
Accounts Payable Records	Invoices, purchase orders, credit documents, freight bills/claims, acknowledgements/orders/shipping notices, purchasing contracts, travel expense documents, IRS 1099 forms, statements of services rendered	Retain 6 years Current recommendation: 7 years
Accounts Receivable Records	Records and ledgers documenting monies owed and paid to the District, include tax revenue records, state and federal funds received, and others amounts received with the amounts and source	Retain 6 years Current recommendation: 7 years
Annual Financial Report	Annual school district financial report	Retain Permanently
Audit Reports	Any internal or external audit report	Retain one copy permanently

Bank Statements (deposit slips, reconciliation, etc.)	Bank register of transactions, credits, debits, and checks, reconciliation statements	Retain 6 years
Bond Records	Any documentation related to the issuance of bonds including bond ledgers and registers, official statements and publications, and authorizing documentation	Retain 6 years after the debt is retired and final audit completed Current: 99 years
Budget Records	Final budget approved by School Board	1 copy retained permanently
Budget Preparation Records	Records created and used during school district budget development including cost statements, estimates, justifications, spread sheets, and other background materials	Retain 6 years
Contracts for Services	Any contract in which the District is a party	Retain 6 years after the expiration or termination of the contract
Deeds, Title Papers, Mortgage Notes		See Building Records
Employment Contracts		Retain 6 years after expiration or termination of the contract
Grant Documents	Grant applications, awards, budgets, expenditures, reimbursements, audits, and related papers	Retain 6 years from the closing of the grant, or retain the period of time required by the grant source (whichever is longer) Current: length of grant plus 5 years unless stipulated by grant
Insurance Policies & Claims	Health, dental, property, life, liability, etc. policies, waivers, amendments, and claims filed.	Retain 6 years beyond expiration of policy term Current: 6 years after settlement
Insurance Documents	Insurance quotes or bids (accepted and rejected), research, correspondence to/from insurer	Retain 6 years
IRS W-9 Forms		Retain 6 years after final 1099 is issued
Lease Agreements		Retain 3 years after expiration
Property Appraisals		Retain until superceded
Quotes	Successful and Unsuccessful	Retain 3 years
Sealed Bids	Successful and Unsuccessful	Retain 6 years after expiration

Student Activity Accounts	Bank statements, registers, cash receipts, cancelled checks and ledgers	Retain 6 years
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20. FOOD SERVICE RECORDS

Category	Description	Retention Period
Audit Reports		See Finance Records
Bids Received for Food and Supplies	Successful and unsuccessful bids received for food and supplies	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Contracts / Written Agreements with Service Providers	Contracts and written agreements with food service vendors and suppliers	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Daily Meal Count Records		Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Food Service Financial Records	Food service related purchase orders, invoices, state and federal income, records of payments made, registers, operating reports, and any other related financial records	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Free / Reduced Price Meal Applications	All applications (whether approved or denied), verification records, notices to families regarding acceptance/denial, lists of eligible students	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Inventory Records	Weekly, monthly, and yearly inventory records	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Menus / Food Production Records	Menus and other records documenting daily food production	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15

21. HEALTH & SAFETY RECORDS

Category	Description	Retention Period
Employee Accident Reports	Any report regarding an employee accident	Retain 6 years
Reports of Suspected Child Abuse	Written copy of any report of suspected abuse submitted pursuant to the PA mandatory reporting law	Retain until the conclusion of the school year in which the Student turns 50 years old

Security Tapes and Images	Any digital or video recording from school security cameras	Do not retain unless moved to a student records maintenance site. In such a case, retain until final disposition of any matter related to the recording or 3 years, whichever is longer
Student Health, Immunization, and School Nurse Records	Records of immunizations, allergies, documentation of care provided by school nurse, results of vision and hearing screenings, anecdotal notes	<i>See Student Records</i>
Health and Safety Plans	Covid-19 or other pandemic related safety plans adopted and approved by the school board.	Retain 5 years after the plan ceases to be in effect.
Safe2Say Records	Any records of a response to a Safe2Say report that have <u>not</u> already been logged in the Pennsylvania Safe2Say Electronic System	Retain 3 years.

22. PAYROLL RECORDS

Category	Description	Retention Period
Garnishment Records	Notices and records related to garnishments of wages	Retain 3 years after expiration of the garnishment
Payroll Adjustment Records	Records with amounts withheld or paid for Federal and State taxes, insurances, retirement, and any other deductions or payments	Retain 3 years
Payroll Register	Includes name, address, DOB, occupation, rate of pay, salary history, compensation earned each week for the duration of District employment	Retain 3 years after final payment of benefits Ref: 29 C.F.R. § 1627.3(a)
Requests for Duplicate Checks	Requests for replacement for lost or missing checks	Retain 3 years
Time Sheets	Records of dates and hours worked for hourly employees	Retain 3 years
Withholding and Deduction Records	Employee requests for withholding, exemptions claimed (W-4 Form), union dues authorization, and any other records authorizing deductions	Retain until 3 years after termination or retirement
W-2 Statements (employer copy)		Retain 3 years after termination or retirement

23. PERSONNEL RECORDS

Category	Description	Retention Period
Applications for Employment (NOT HIRED)	Includes job applications, resumes, interview documents, cover letters, other pre-employment records, and rejection letters	Retain 4 years after position is filled or until final disposition of a discrimination charge, whichever is later Ref: 29 C.F.R. § 1602.14 29 C.F.R. § 1602.40 29 C.F.R. § 1627.3(b)(1)
Final ruling / decision of arbitrator for grievances and arbitrations		99 years
Background Checks (employees and volunteers) • Arrests / conviction reports (PDE 6004 • Child Abuse Clearance Statement • Criminal History Records (state and federal) • Employment History Verification (Act 168)	Includes criminal background checks, sexual abuse/misconduct disclosure forms	Retain for 40 years after termination or retirement
Child Abuse Recognition and Reporting Training Verification	Documentation that employee or volunteer has received mandatory child abuse training.	Retain documentation of most recent training until superseded, or 6 years after individual is no longer working with the District.
Discrimination Complaints	Any complaints regarding discrimination or sexual harassment	Retain until 1 year following final disposition of the charge or action
Employee Medical Records	Includes medical and employment questionnaires or histories, medical exams, medical opinions, history of treatments, medications, medical complaints, requests for accommodations, documentation of exposure to toxins	Retain 30 years after termination or retirement Ref: 29 C.F.R. § 1910.1020
Equal Employment Opportunity Reports		Retain 3 years Ref: 29 C.F.R. § 1602.39

Immigration Records	Includes INS Form I-9: Employment Eligibility Verification Forms	Retain 6 years after the date of hire or one year after termination or retirement, whichever is later Ref: 8 C.F.R. § 274a.2
Labor Contracts & Negotiation Records	Contracts between School District and employee groups	Permanent (1 copy)

Individual Employee Personnel Records	Credentials, evaluations, discipline, contracts, resignations, terminations, leave records, reference checks, employment offers, policy and procedure acknowledgements, applications, change of employment status.	Retain 6 years after employment ends.
Job Announcements and Advertisements, Job Descriptions	Narrative of job duties and responsibilities, advertisements and announcements	Retain 6 years for advertisements and announcements. For descriptions, retain current document.
Professional Development and Employee Training Records	Attendance records, agendas and instructional materials, certifications upon completion, etc.	Retain 6 years after employment ends.
Union Grievances	Complaints and district/school entity response	6 years
Worker's Compensation Claims	Injury reports, records, and correspondence about injuries sustained	Retain 7 years after claim is closed.
Sexual Harassment or other Title IX Investigation Records	Appeals and results, informal resolution and results, remedies and supportive measures, investigative records and reports, recordings and transcripts, action taken, documentation of basis for conclusion.	Retain for 7 years after final resolution.

Title IX Training Materials	All materials used to train Title IX coordinators, investigators, decision makers, and any person who facilitates an informal resolution process.	Retain for 7 years.
Sexual Abuse Investigation Materials	All investigatory records related to sexual abuse of a student including audio/video recordings, investigatory notes, interview notes, and written statements.	Retain until the conclusion of the school year in which the student victim attains 56 years of age.

24. STUDENT RECORDS

Category	Description	Retention Period
Accident Reports (Student)		Retain until the conclusion of the school year then transfer data to cumulative file
Anecdotal records containing systematically gathered reports regarding the student		Periodic Review
Attendance Records	Summary of yearly attendance by Student as recorded in cumulative file	Retain until the conclusion of the school year then transfer data to cumulative file
Attendance Excuse Records	Written excuses for non-attendance and/or tardiness	Where excuse is accepted: attendance excuse need not be retained after the absence is recorded as “excused” in attendance software Where excuse is rejected: retain written excuse for one year (or until the conclusion of any truancy proceedings, whichever is later)

Reports of serious and recurrent behavior problems		Periodic Review
Correspondence to parents/social agencies indicating a verified student problem		Periodic Review
Counseling Records	Guidance Records, School social worker records, and other documentation of individual or group counseling	Retain 6 years after the student ceases to be enrolled in the District.
Cumulative Student File	Cumulative electronic and/or physical file	Retain 6 years after the student ceases to be enrolled in the District.
Electronic Mail	Any e-mail containing the name or other personally identifiable information of a student including e-mails to/from a student	Not retained unless moved to a student records maintenance site, in which case retain for 6 years after the student ceases to be enrolled in the District.
Student Transcripts		99 years
Intelligence tests, interest inventory results, aptitude results, psychological test results, clinical reports from outside agencies		Periodic Review
Legal documents, due process		Periodic review

Extra-Curricular and Co-Curricular Participation Records	Participation, contracts, team results, group photographs and/or videos	Retain until the conclusion of the school year and then transfer to student's cumulative file
Health, Immunization, and School Nurse Records	Records of immunizations, allergies, documentation of care provided by school nurse, results of vision and hearing screenings, anecdotal notes	Retain 6 years after the student ceases to be enrolled in the District. Current: Periodic Review
Home & School Visitor Records	Any records related to referrals and home visits by the District home and school visitor	Retain 6 years after the student ceases to be enrolled in the District.
Homeschool Records	Any records related to a student being homeschooled including affidavits and portfolios	Retain 6 years after the student ceases to be enrolled in the District.
Special Education Records	IEPs and GIEPs, evaluation reports, §504 Service Agreements, progress monitoring, communication logs, NOREPs and NORAs	Retain 6 years after the student ceases to be enrolled in the District.
Student Performance Records	Individual standardized test scores, curriculum-based assessment scores, yearly report cards	Retain until the conclusion of the school year then transfer data to cumulative file
Sexual Harassment or other Title IX Investigation Records	All records of sexual harassment or other Title IX investigations including audio/video recordings, investigatory notes, determination of responsibility, and/or documentation of discipline imposed.	Retain for 7 years. Ref: 34 C.F.R. §106.45
Sexual Abuse Investigation Materials	All investigatory records related to sexual abuse of a student including audio/video recordings, investigatory notes, interview notes, and written statements.	Retain until the conclusion of the school year in which the student attains 56 years of age. Ref: 42 Pa. C.S. 5533(b)(2) (statute of limitations for civil sexual abuse claims)
Digital Recordings of Classroom or Direct Instruction	Recordings of instruction over video conferencing whether in a whole class, small group, or on an individual basis.	Retain only so long as relevant to ensure student completion of the course or activity – but not longer than the conclusion of the school year in which it was created.

25. TRANSPORTATION RECORDS

Category	Description	Retention Period
Accident & Incident Reports	Any reports or other documentation related to accidents involving or incidents occurring on District or contractor provided transportation	Retain 3 years
Contracts with Independent Contractors for Transportation Related Services		Retain 3 years after completion of contract
Correspondence and Reports from Independent Contractors	Any correspondence with, or records or reports provided by, independent contractors	Retain 3 years
Driver Eligibility Records	Records related to driver training, medical eligibility, and licensing	Retain 3 years after retirement or termination
Maintenance Records	Equip. Maintenance Records	Life of Equipment
Insurance Records		<i>See Financial Records</i>

LOWER DAUPHIN SCHOOL DISTRICT
291 East Main Street
Hummelstown, PA 17036

COMMUNITY GIFTS AND DONATIONS FORM

Lower Dauphin School District Policy #702 permits the acceptance of donations to the school district or any school in the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of the District or the ownership of which would tend to adversely affect the District. All potential donor organizations shall discuss with the Superintendent or his/her designee the appropriateness of the donation.

Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

Ray Moyer proposes to make a donation of
Name of Individual/Business/Organization
5 band instruments to the Lower Dauphin School District.
Describe Gift or Donation

(Optional)

The donation will be unconditional and unrestricted; however, the donor wishes, but does not require, that the gift be used or further disposed of by the District as follows:

LOWER DAUPHIN SCHOOL DISTRICT
291 East Main Street
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Dancker Furniture proposes to make a donation of
Name of Individual/Business/Organization

School Furniture - Tables, Chairs, Desks to the Lower Dauphin School District.
Describe Gift or Donation

(Optional)

The donation will be unconditional and unrestricted; however, the donor wishes, but does not require, that the gift be used or further disposed of by the District as follows:



LOWER DAUPHIN SCHOOL DISTRICT

Books, Equipment and Furniture Disposal Form

This form must be completed and board-approved prior to the equipment being sold/disposed of. After board approval, the completed form will be returned to requestor with a copy sent to the Grounds & Custodial Supervisor, Maintenance Supervisor, Assistant to the Superintendent-Secondary, Business Manager and the Office of the Superintendent.

Date Requested: 9/16/26 Requested by: Kelley Rodriguez
 School Name: South Hanover Equipment Location: Library
 Collected by: Kelley Rodriguez

Description of Equipment (Quantity; Make/Model; Date Purchased, if known)	Serial Number/ LD Tag # (if applicable)	Sell, Dispose or Donate?	Disposal Code	Condition Code
			O - Obsolete D - Damaged SC - Scrap WT - Wear & Tear PM - Parts missing SURP - Surplus	P - Poor F - Fair G - Good E - Excellent
Overhead Projector	24085	Dispose/Don	O	G
Overhead Projector	24006	Dispose/Don	O	G
Film strip projector	T24072	Dispose/Don	O	G
Film Strip Projector	24026	Dispose/Don	O	G
Cassette player	T3033	Dispose/Don	O	G
speaker	16557	Dispose/Don	O	P

APPROVALS

Books- Principal: J Bruno
 - Ass't Superintendent: _____

Date: 9/16/26
 Date: _____

All other equipment/furniture-

- Principal/Dept. Supervisor: _____
 - Grds/Custod.or Maint. Spvsr: 9-TP
 - Assistant Superintendent: T. [Signature]

Date: _____
 Date: 9/21/26
 Date: 9/18/26

Superintendent: [Signature]

Date: 9/18/26

Business Manager: [Signature]

Date: 09/17/26

- Hazardous Waste - Contact Environmental Health & Safety regarding the disposal of: Batteries
- Other - Remove any auxiliary equipment which may be used on other equipment

Board Approval: YES ☐
 NO ☐
9/28/2024

Lower Dauphin School District Personnel Action

NO	REASON	ACTION	NAME	POSITION	BLDG.	EFFECTIVE DATE	SALARY	Prorated
1	Approval of Retirement	Classified Custodial Staff Action	David Kugle	Custodian	Nye	12/31/2026		
2	Approval of Resignation	Classified Salaried Staff Action	Hannah Richardson	Computer Repair Technician	TMC	9/30/2026		
3	Approval of Resignation	Classified Hourly Staff Action	Jordan Carlson	Paraprofessional	Londonderry	9/21/2026		
4	Approval of Parental Leave	Professional Staff Action	Madison Moyer	Kindergarten Teacher	South Hanover	Anticipated 12/14/26-3/8/27		
5	Approval of Hire	Long Term Substitute Professional Staff Action	Brandon Shappell	2nd Grade Teacher	East Hanover	Anticipated 10/24/26-2/1/27	\$57,228.00	Y
6	Approval of Hire	Professional Staff Action	Skylar Johnson	Librarian	South Hanover/Londonderry	TBD	\$63,283.00	Y
7	Approval of Hire	Professional Staff Action	Danielle Johnsen	Science Teacher	HS	10/13/2026	\$59,488.00	Y
8	Approval of Hire	Professional Staff Action	Mina Tamang	Custodian	South Hanover	9/29/2026	\$18.70 per hour	
9	Approval of Hire	Classified Hourly Staff Action	Meckenzie Wenger	Health Room Nurse	High School	10/5/2026	\$29.07 per hour	