

Agenda of SCHOOL BOARD COMMITTEE OF THE WHOLE MEETING

The Board of Trustees Harrisburg School District

A SCHOOL BOARD COMMITTEE OF THE WHOLE MEETING of the Board of Trustees of Harrisburg School District will be held Tuesday, September 8, 2026, beginning at 6:00 PM Board Room at the Administration Building, 1010 N. 7th St., Harrisburg, PA 17102.

1. Opening of Meeting

Ms. Roslyn Copeland, Board President, will read the Board Statement.

Respect is essential to our Board culture. We will maintain courteous communication, value each other's contributions, and handle conflicts in a constructive, respectful manner.

The Board will adhere to Board Policy 006 – Meetings and Board Policy 006.1 – Attendance at Meetings via Electronic Communications.

1.1. Call to Order

Ms. Roslyn Copeland, Board President, will call the meeting to order.

1.2. Pledge of Allegiance

Ms. Autumn Anderson, Board Vice President, will lead the Pledge of Allegiance.

1.3. Board Report

Ms. Autumn Anderson, Board Vice President, will read the Board Report.

Description: The Board report will highlight matters of the Board of Directors.

1.4. Announcement of Executive Session

Ms. Roslyn Copeland, Board President

Description:

The School Board met in Executive Session with the District solicitor on September 8, 2026, at 5:00 p.m. to discuss personnel matters.

1.5. Roll Call The Board Secretary, Ms. Jatoya Drayton, will call the roll.

Description:

1. Ms. Roslyn Copeland, President
2. Ms. Autumn Anderson, Vice-President
3. Mr. Brian Carter
4. Ms. Annie Hughes
5. Ms. Jaime Johnsen
6. Ms. Terricia Radcliff
7. Ms. Danielle Robinson

8. Mr. Ellis Roy
9. Mr. Doug Thompson Leader
10. Dr. Lori Suski, Chief Recovery Officer

2. Approval of Minutes and Agenda

- 2.1. Ms. Roslyn Copeland, Board President 10
Motion to approve the minutes of the August 25, 2026, School Board General Business Meeting.
- 2.2. Ms. Roslyn Copeland, Board President
Motion to approve the agenda for the September 8, 2026, Committee of the Whole Meeting.

3. Presentations

4. Public Comment - Agenda Items

- 4.1. Guidelines for Public Comment
The Board President will follow Board Policy 903 (attached). The public comment period will be limited to 30 minutes at the beginning of the meeting. The Board Secretary will acknowledge first those who wish to comment on agenda items. If there is time remaining, general public comment will be taken. Once the allotted time has expired, any remaining general comments will be reserved for the public comment period at the end of the meeting.
Public comment is limited to three (3) minutes per participant registered with the Board Secretary in advance of the meeting. No participant may cede his/her time to another participant.
Comment registration slips are located on the table at the entrance to the Board Room.
The Board Secretary will acknowledge those participants who are registered to come forward to the podium to address the Board during the public comment period.

5. Office of Academics - New Business

- 5.1. **Ratification of Camp Curtin YMCA AfterSchool Agreement:** The Administration is recommending ratification of the Camp Curtin YMCA agreement from September 1, 2026–June 30, 2027, to provide child care services at no cost to the District.

Speaker(s): Office of Academics

- 5.2. **Ratification of Intermediate Unit 1:** The Administration is recommending ratification of the Harrisburg School District's participation in the 2026–2027 *Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs* Grant through Intermediate Unit 1 and the Pennsylvania Training and Technical Assistance Network (PaTTAN), and acceptance of a \$60,000 subaward (\$30,000 per intern) to support two paid school psychology internships for the period of July 1, 2026, through May 31, 2027, at no cost to the District. 40

Speaker(s): Office of Academics

- 5.3. **Ratification of Intermediate Unit 1:** The Administration is recommending ratification of the Subrecipient Agreement between Intermediate Unit 1/Pennsylvania Training and Technical Assistance Network

(PaTTAN) and the Harrisburg School District, effective July 1, 2026, through June 30, 2027, for participation in the 2026–2027 Out-of-State School Psychology Graduate Student Paid Internship Grant program and acceptance of an IDEA Part B subaward in the amount of \$40,000 (\$20,000 per intern) to support two paid school psychology internships, at no cost to the District.

Speaker(s): Office of Academics

5.4. Ratification of Intermediate Unit 1: The Administration is recommending ratification of the Subrecipient Agreement between Intermediate Unit 1/Pennsylvania Training and Technical Assistance Network (PaTTAN) and the Harrisburg School District for the period of July 1, 2026, through May 31, 2027, for the District's participation in the *Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs* program, including acceptance of a \$25,000 subaward to support a paid school psychology internship, at no cost to the District. **45**

Speaker(s): Office of Academics

5.5. Ratification of PA Lifesharing, LLC Renewal Agreement: The Administration is recommending ratification of the PA Lifesharing, LLC Agreement, effective August 28, 2026, through June 30, 2027, to provide substitute school nurses and supplemental healthcare personnel for the District, at a total estimated cost not to exceed \$1,057,279. **54**

Funding Source: 10-2440-345-000-00-000-0054

Speaker(s): Office of Academics

5.6. Ratification of Evolve Youth Trades Academy Agreement: The Administration is recommending ratification of the agreement for Evolve Youth Trades Academy from September 8, 2026, to June 7, 2027, in the amount of \$74,000.00. **60**

Funding Source (General Fund): 10-1110-569-000-30-30-110-000-0030

Speaker(s): Office of Academics

5.7. Ratification of Imagine Learning Contract Renewal Quotes: The Administration is recommending ratification of the contract renewal quotes for Imagine Learning for Edgenuity, EdgeEx, IS Teaching per Semester Course drop/add grace period in the total amount of \$111,925.00. **69**

Funding Source (RTL): 10-2260-650-222-00-00-110-027-0040

Speaker(s): Office of Academics

5.8. Ratification of Keystone Human Services Agreement: The Administration is recommending ratification of the Keystone Human Services Agreement to provide mental health consultants to support the Student Assistance Program (SAP) at District schools at no cost to the District. **72**

Speaker(s): Office of Academics

5.9. Capital Area Head Start Agreement (CAHS): The Administration is recommending approval of the agreement with CAHS to provide effective services for children and families at no **81**

cost to the District.

Speaker(s): Office of Academics

5.10. Pennon/WITF Agreement: The Administration is recommending approval of the proposed agreement for Explore in the Classroom and a Family Engagement event in the amount of \$4,133.86. **84**

Funding Source (Pre-K Counts): 10-1801-610-217-17-00-000-027-0040

Speaker(s): Office of Academics

5.11. TAFW Requests for Professional Development: The Administration is recommending approval of the Time Away From Work Requests for Professional Development as attached to the agenda. **96**

Speaker(s): Office of Academics

6. Office of Human Resources - New Business

6.1. IMMEDIATE ACTION ITEM - Personnel Agenda: The Administration is recommending approval of the attached Personnel Agenda as an Immediate Action Item. **99**

Speaker(s): Office of Human Resources

6.2. IMMEDIATE ACTION ITEM - Creation and Elimination of Positions: The Administration is recommending approval of the creation and elimination of positions, as listed.

Creation(s):

1. Learning Support Teacher (1) at John Harris
2. Special Education Instructional Aide (1) at Melrose

6.3. Elimination(s):

1. Life Skills Teacher (1) at Camp Curtin
2. Special Education Instructional Aide (1) at John Harris

Speaker(s): Office of Human Resources

6.4. Job Descriptions: The Administration is recommending approval of the attached job description(s). **110**

3. Special Education Team Leader (supplemental)

Speaker(s): Office of Human Resources

6.5. Kelly Education Updated Pricing Exhibit A: The Administration is recommending approval of the attached updated Pricing Exhibit A with Kelly Education to include a PIMS IT Analyst position. **114**

Speaker(s): Office of Human Resources

7. Office of Operations - New Business

7.1. Ratification of Capital Area Intermediate Unit Operation and Maintenance Agreement — Downey: The Administration is recommending ratification of an agreement with the Capital Area Intermediate Unit for two classrooms at Downey Elementary for Multiple Disabilities Support (MDS). The **116**

term will be from July 1, 2026, to June 30, 2027.

7.2. Ratification of Capital Area Intermediate Unit Operation and Maintenance Agreement - Scott: The Administration is recommending ratification of an agreement with the Capital Area Intermediate Unit in the amount of \$14,000 to be paid to the District for five classrooms at Scott for Early Intervention. The term will be from July 1, 2026, to June 30, 2027. **118**

7.3. 2026-27 Facility Use Requests: The Administration is recommending approval of the attached use of facility requests. **120**

7.4. Pest Control Provider and Updated Integrated Pest Management Program: The Administration is recommending approval of the attached integrated pest management program, as well as the change from Orkin to Rapid Response as the District's pest control company. **121**
Funding Source: General Fund: 10-2640-460-000-00-00-000-000-0060

7.5. 2026-27 Transportation Required Board Motion: The Administration is recommending approval of the attached listing of Krapf Transportation Bus Drivers and the 2026-27 bus runs. **141**

7.6. Food Service Maintenance and Repair Agreements: The Administration is recommending a food service preventive maintenance and service repair agreement with ThermoTech. This is to maintain the District's Food Service equipment. The preventive maintenance cost per year is \$9,500. Through the service agreement, ThermoTech has included a 3-year discount on parts, labor and trip costs. **145**
Funding Source: Food Service Fund: 51-3100-432-000-00-00-000-000-0099

7.7. DataBank - Hyland OnBase Upgrade: The Administration is recommending approval of a Statement of Work with DataBank IMX, LLC for the upgrade and migration of our Hyland OnBase servers. **157**
Funding Source: (general fund) 10-2840-340-000-00-00-960-000-0062 Total Cost: \$13,500.00

7.8. DataBank - Hyland OnBase Consulting **172**

The Administration is recommending the approval of a Time & Materials Agreement with DataBank IMX, LLC for consultation and support for our Hyland OnBase software platform.

Funding Source: General Fund (10-2840-340-000-00-00-960-000-0062)
Total Cost: \$5,000.00

8. Office of Business Services - New Business

8.1. Ratification of Budget Transfer June 2026: **177**
The Administration is recommending the ratification of the following Budget Transfers for June 2026 in the amount of \$360,461.78.

Speaker(s): Business Services

8.2. Ratification of Accounts Payable Checks for August 2026: The Administration is recommending approval of the ratification of the following

check registers.

Speaker(s): Business Services

Description:

1. August 7, 2026, Check Register in the amount of \$116,884.12.
2. August 7, 2026, Check Register in the amount of \$1,213.90.
3. August 14, 2026, Check Register in the amount of \$914,163.20.
4. August 21, 2026, Check Register in the amount of \$496,897.18.
5. August 28, 2026, Check Register in the amount of \$432,229.14.
6. August 4, 2026, EFT Voucher Check Register in the amount of \$4,166.66.
7. August 7, 2026, EFT Voucher Check Register in the amount of \$236,450.41.
8. August 14, 2026, EFT Voucher Check Register in the amount of \$494,051.65.
9. August 21, 2026, EFT Voucher Check Register in the amount of \$540,659.66.
10. August 28, 2026, EFT Voucher Check Register in the amount of \$821,042.88.
11. August 7, 2026 (2025-2026) Check Register in the amount of \$155,899.66.
12. August 14, 2026 (2025-2026) Check Register in the amount of \$58,703.83.
13. August 21, 2026 (2025-2026) Check Register in the amount of \$69,930.64.
14. August 28, 2026 (2025-2026) Check Register in the amount of \$146,417.01.
15. August 31, 2026 (2025-2026) Check Register in the amount of \$33,203.03.
16. August 7, 2026 (2025-2026) EFT Voucher Check Register in the amount of 231,584.49.
17. August 14, 2026 (2025-2026) EFT Voucher Check Register in the amount of \$26,256.08.
18. August 21, 2026 (2025-2026) EFT Voucher Check Register in the amount of \$3,688,234.87.
19. August 28, 2026 (2025-2026) EFT Voucher Check Register in the amount of \$618,135.40.
20. August 31, 2026 (2025-2026) EFT Voucher Check Register in the amount of \$6,887.29.
21. August 2026 PNC Check Register in the amount of \$13,726.44.
22. August 2026 ACH Wires Check Register in the amount of \$2,117,974.28.

8.3. Ratification of Payroll Processing for August 2026: The Administration is recommending approval of the ratification of the following payroll totals. **179**

Speaker(s): Business Services

Description:

1. August 14, 2026, in the amount of \$1,212,718.99.
2. August 28, 2026, in the amount of \$1,408,255.81.

8.4. Ratification of 2026 – 2027 Fundraisers: The Administration is recommending approval of the following fundraisers for the 2026–2027 School Year:

Description:

1. Marshall Math Science

Activity: Box Top

Date(s): August 21, 2026 - June 30, 2027

Reason: To raise money for PBIS Incentives, honor roll, prizes, and student activities

Company: n/a

Cost: Cost of product

Responsible Party: Alyssa Buscaglia

1. Senior Class of 2027

Activity: Ticket Sales for Homecoming Dance

Date(s): September 23, 2026

Reason: To raise money for senior class.

Company: n/a

Cost: \$10.00

Responsible Party: Brianna Embrey-Banks

8.5. 2026-2027 Revised CSI Grant Awards: The Administration recommends approval of the following revised Grant Awards for the 2026–2027 school year:

CSI: John Harris High School — \$535,185.00

CSI: Scott at Lincoln Elementary — \$216,591.00

CSI: Camp Curtin Academy — \$293,045.00

CSI: Downey Elementary - \$167,258.00

Speaker(s): Business Services

8.6. 2026-2027 Grant Awards: The Administration is recommending approval of the following Grant Awards for the 2026-2027 school year:

PCCD Safety and Mental Health Grant in the amount of \$444,528.00

Speaker(s): Business Services

8.7. Treasurer's Report July 2026: The Administration is recommending approval of the Treasurer's Report for the period ending July 31, 2026, in the amount of \$65,993,330.74. **180**

Speaker(s): Business Services

8.8. Class of 2027 Senior Dues: The Administration is recommending approval of the senior class dues for the Class of 2027 in the amount of \$240.00 per student. **187**

Speaker(s): Business Services

8.9. Renewal Agreement with Arbiter Sports: The Administration is recommending approval of the renewal agreement with Arbiter Sports for ArbiterPay to pay athletic officials at a cost of \$2,695.00. **Funding Source:** General Fund 10-3250-810-000-30-30-566-000-0002. **188**

Speaker(s): Business Services

8.10. Tax Exoneration — PA American Legion, Housing for Homeless Veterans Corp: 191

The Administration is requesting approval to exonerate the real property taxes of Pennsylvania American Legion, Housing for Homeless Veterans Corp from the obligation to pay real estate taxes for the property located at 1114 North 2nd Street in Harrisburg, identified by Parcel Number 05-010-032-000-0000, effective July 1, 2024. This motion is based on previous exemption history and subsequent recertification of exempt status effective January 1, 2026. The Dauphin County Tax Claim Bureau is authorized to strike off \$3,321.47 in 2024 taxes and \$3,388.37 in 2025 taxes.

Speaker(s): Business Services

Description:

This motion is based on previous exemption history and subsequent recertification of exempt status effective January 1, 2026. The Dauphin County Tax Claim Bureau is authorized to strike off \$3,321.41 in 2024 taxes, and \$3,388.37 in 2025 taxes.

9. Office of Superintendent - New Business

9.1. IMMEDIATE ACTION ITEM: Board Treasurer and Banking Signatory

Update: Recommend the appointment of Mr. Chuck Linderman to serve as School Board Treasurer effective September 14, 2026, and to update the signers on the District's bank accounts accordingly.

9.2. 2026 PSBA Service Agreement for School Board President: 192

The Administration is recommending approval of the Service Agreement with the Pennsylvania School Boards Association (PSBA) for one-on-one coaching services for the Board President, to be provided by Valentina G. Viletto, Esq., PSBA Training and Outreach Consultant, at a cost of \$2,000 for an initial 10-hour virtual coaching package, with additional services.

10. Policy Updates

10.1. Policy Updates: The following recommended policy revisions are presented for first reading and have been vetted by the District solicitor:

Description:

11. Public Comment — Non-Agenda Items

11.1. Guidelines for Public Comment

Ms. Roslyn Copeland, Board President

This public comment period is reserved for general comments not related to Board agenda items. Public comment is limited to three (3) minutes, and each commenter must register in advance.

12. Adjournment

12.1. Adjourn Meeting

Ms. Roslyn Copeland, Board President

13. IMMEDIATE ACTION ITEM - Creation and Elimination of Positions: The Administration is recommending approval of the creation and elimination of positions, as listed.

Creation(s):

- 4. **Learning Support Teacher (1) at John Harris**
- 5. **Special Education Instructional Aide (1) at Melrose**

14. Elimination(s):

- 3. **Life Skills Teacher (1) at Camp Curtin**
- 4. **Special Education Instructional Aide (1) at John Harris**

Speaker(s): Office of Human Resources



**Harrisburg School District
Board of School Directors
SCHOOL BOARD GENERAL BUSINESS MEETING**

District Administration Building Board Room

1010 N. 7th Street

Harrisburg, PA 17102

Minutes

August 25, 2026

Attendance Taken at 6:27 PM.

Autumn Anderson:	Present
Brian Carter:	Present until 7:26 p.m.
Roslyn Copeland:	Present
Annie Hughes:	Present
Jaime Johnsen:	Present
Terricia Radcliff:	Present via Zoom
Danielle Robinson:	Present
Ellis Roy:	Absent
Doug Thompson Leader:	Present
Dr. Lori Suski, CRO:	Present

Present: 8, Absent: 1.

Attendance Update Taken at 7:26 PM.

Brian Carter: Absent

Present: 7, Absent: 2.

1. Opening of Meeting

Ms. Roslyn Copeland, Board President, read the Board Statement:

"Respect is essential to our Board culture. We will maintain courteous communication, value each other's contributions, and handle conflicts in a constructive, respectful manner. The Board will adhere to Board Policy 006 (Meetings) and Board Policy 006.1. (Attendance at Meetings via Electronic Communications)."

1.1. Call to Order

Ms. Roslyn Copeland, Board President, called the meeting to order at 6:26 p.m.

1.2. Pledge of Allegiance

Ms. Autumn Anderson, Board Vice President, led the Pledge of Allegiance.

1.3. Moment of Silence

Ms. Kirsten Keys, Public Relations Coordinator, asked for a moment of silence to be observed in remembrance of the following Harrisburg School District staff who recently passed away: Coach Shannon Bellamy, Suzette Moore, and Dawn Archer Bennett.

1.4. Board Report

Ms. Autumn Anderson, Board Vice President, read the Board Report:

"The Board will hold Board retreats throughout the school year to discuss Board governance and structure, as well as accountability systems. The Board held its first retreat on August 4th and the next scheduled retreat will be held in September."

Board member Mr. Brian Carter also indicated that Town Hall meetings with City Council will be held this school year with the first one in September (date to be determined).

1.5. Announcement of Executive Session

Ms. Roslyn Copeland, Board President

President Copeland announced that the School Board met in Executive Session with the District solicitor on August 25, 2026, at 5:00 p.m. to discuss personnel and student matters.

2. **Roll Call**

President Copeland announced that Board Secretary Jatoya Drayton was absent due to illness and thanked Mr. Adam Nornhold, Director of IT, and Mr. John Reedy, Chief Operations Administrator, for assisting tonight. President Copeland asked Mr. Nornhold to call the roll. Mr. Nornhold announced that a quorum was present, as noted on page 1.

3. **Approval of Minutes and Agenda**

3.1. Ms. Roslyn Copeland, Board President

Motion to approve the minutes of the August 11, 2026, Committee of the Whole School Board Meeting.

Action(s):

Motion to approve the minutes from August 11, 2026. This motion, made by Danielle Robinson and seconded by Jaime Johnsen, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent

Doug Thompson Leader: Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

3.2. Ms. Roslyn Copeland, Board President

Motion to approve the agenda for the August 25, 2026, School Board General Business Meeting.

Action(s):

Motion to approve the agenda. This motion, made by Annie Hughes and seconded by Jaime Johnsen, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

4. Presentations and Recognitions

4.1.

1. PSBA School Directors Honor Roll Award Presentation — presented by Ms. Ivani Torres, PSBA Director of Training and Outreach

Ms. Ivani Torres and her PSBA colleague, Ms. Christina Tinoco, recognized the following School Board members for reaching five (5) years of service: Board President Ms. Roslyn Copeland, Ms. Jaime Johnsen, and Ms. Terricia Radcliff. Each of these honorees was awarded an Honor Roll certificate from PSBA.

2. HBGSD Recognitions — presented by Ms. Kirsten Keys, HBGSD Public Relations Coordinator

Ms. Keys shared that New Teacher Orientation recently took place at PaTTAN on August 10 – 14, and recognized Ms. Kelly Fowlkes and the Office of Academics for their work. Ms. Keys stated that Open Houses were held at all levels across the District and that students and families are excited for the start of school. Ms. Keys acknowledged the Quaker Meeting House for donating \$2,000 to Ben Franklin Elementary School and PA Fast Tax Enterprises, LLC, for providing school supplies for elementary students across the District. Ms. Keys shared that they worked in collaboration with the PA Department of Revenue and Ms. Tiffany Laing, Family Engagement Coordinator. Ms. Keys concluded her presentation by showing the District's convocation day video.

5. Public Comment - Agenda Items

5.1. Guidelines for Public Comment

Mr. John Reedy indicated that there was one public comment this evening on non-agenda items.

Mr. Jason Bair requested to address the Board at the end of the meeting, so he had time to prepare his remarks.

6. Old Business — Unfinished Business — Consent Agenda

6.1. Office of Academics

Action(s):

Board member Brian Carter requested to have item 6.13 removed from the consent agenda to be voted on separately.

Motion to approve items under 6 with the exception of 6.13. This motion, made by Danielle Robinson and seconded by Autumn Anderson, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

- 6.2. **UPMC Nurse-Family Partnership:** The Administration is recommending the approval of the MOU with UPMC Nurse-Family Partnership to provide services to expectant students at no cost to the District.

6.3. **LynchA Contract:**

The Administration is recommending approval of the agreement with the Independent Contractor Amelia Lynch, M.A., CCC-SLP, to provide Bilingual speech evaluation services on an as-needed basis at the cost of \$1,100.00 per evaluation.

Funding Source (General): 10-1225-330-000-00-00-310-000-0053

6.4. **Title IIA Carryover 24-25 Addendum:**

The Administration is recommending approval of the 2024-25 carryover Title II funds, increased from \$3,471.94 to \$25,767.40, resulting in total Title IIA funds available of \$66,043.38.

6.5. **Title IIIA Carryover 24-25 Addendum:**

The Administration is recommending approval of the 2024-2025 Title IIIA carryover funds, increased from \$1,741.82 to \$6,973.47, bringing the total Title IIIA funds available to \$15,315.99.

6.6. **Lancaster-Lebanon IU13 Agreement:**

The Administration is recommending approval of the agreement with Lancaster-Lebanon IU13 to provide virtual teachers with a quarterly scheduled time to meet and collaborate on best practices for online learning in the amount of \$3,000.00.

Funding Source (General): 10-2271-360-000-00-00-110-000-0052

6.7. **Andrew's Gift:**

The Administration is recommending approval to accept the donation from Andrew's Gift of \$20,668.73 at no cost to the district.

6.8. **Acellus Educational Services:**

The Administration is recommending approval of the quote from Acellus Educational Services for 400 virtual school licenses for the 2026-2027 school year in the amount of \$31,600.00.

Funding Source (General): 10-1290-650-000-00-00-310-000-0053

6.9. **Hollins-Sims Consulting:**

The Administration is recommending approval of the agreement with Hollins-Sims Consulting to provide support aligned with MTSS in the amount of \$30,000.

Funding Source (General): 10-2260-330-000-00-00-110-000-0052

6.10. **Educational Services of PA LLC Contract:**

The Administration is recommending approval of the agreement with Educational Services of PA LLC to provide supervision of a doctoral-level psychology intern for the 2026-2027 school year.

Funding Source (General): 10-2260-330-000-00-00-110-000-0052

6.11. **Vista ESY Contract:**

The Administration is recommending approval of the agreement with The Vista School for one student placement with Extended School Year (ESY) Service in the amount of \$10,842.59.

Funding Source (General): 10-1233-567-000-30-00-310-000-0053

6.12. **Vista 26-27 Contract:**

The Administration is recommending approval of the contract with The Vista School for one student placement to provide educational and behavioral services in the amount of \$83,272.50.

Funding Source (General): 10-1233-567-000-30-00-310-000-0053

6.13. River Rock Academy MOU:

The Administration is recommending approval of the MOU with River Rock Academy for the term of the initial contract from 2025-2028 at no cost to the District.

Action(s):

Motion to approve item 6.13. This motion, made by Annie Hughes and seconded by Autumn Anderson, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Nay
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 7, Nay: 1, Absent: 1

6.14. Joseph F Thomas Contract:

The Administration is recommending approval of the contract with Joseph F.

Thomas, DO, MBA, to provide the district with medical and consulting services in the amount of \$50,000 from September 1, 2026, until June 30, 2027.

Funding Source (General): 10-2420-330-000-00-00-110-000-0054

6.15. TAFW Requests for Professional Development:

The Administration is recommending approval of the Time Away from Work Requests for Professional Development as attached to the agenda.

6.16. RATIFICATION of Stockton Bartol Foundation Agreement:

The Administration is recommending ratification of the agreement with the Stockton Bartol Foundation to provide professional learning on trauma-informed practices and belonging in classrooms, in the amount of \$3,153.70.

Funding Source (RSIG): 10-2271-360-860-00-00-475-026-0070

6.17. Office of Human Resources

Action(s):

Board member Annie Hughes requested that item 6.17.3 be removed from the consent agenda to be voted on separately.

Motion to approve Consent Agenda items under 6.17, with the exception of 6.17.3.

This motion, made by Brian Carter and seconded by Jaime Johnsen, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea

Danielle Robinson: Yea

Ellis Roy: Absent

Doug Thompson Leader: Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

6.17.1. **Creation and Elimination of Positions:**

The Administration is recommending approval of the creation and elimination of positions, as listed.

Creation(s)

1. District SAP Coordinator - HEA Supplemental
2. E-Sports Head Coach - Coach Stipend
3. Testing Coordinator - HEA Supplemental
4. Music Teacher — Camp Curtin

Elimination(s)

1. Lead School Social Worker - HEA Supplemental
2. Lead School Counselor - HEA Supplemental
3. E-Sports Club Advisor - HEA Supplemental (**Elimination applies to the John Harris position only.*)
4. ~~School Nurse — John Harris~~ (**Removed from consideration; the position will be retained.*)

6.17.2 **Job Descriptions:**

The Administration is recommending approval of the attached job descriptions.

1. District SAP Coordinator (HEA Supplemental)
2. E-Sports Head Coach (Coach Stipend)
3. Testing Coordinator (HEA Supplemental)

6.17.3 **2026-2027 HEA Supplemental Salary Schedule:**

The Administration is recommending approval of the attached 2026-2027 HEA Supplemental Salary Schedule.

Board member Annie Hughes asked for a follow-up to the Team Leader stipend concern expressed by Camp Curtin teacher Jayme Prokop during Public Comment at the August 11th Committee of the Whole meeting. Ms. Kelly Fowlkes, Chief Academic Officer, explained that the role of Team Leader is not to be a manager; rather, the role is to serve as an instructional leader/facilitator.

Action(s):

Motion to approve Consent Agenda item. This motion, made by Brian Carter and seconded by Annie Hughes, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

6.17.4 **Act 93 Compensation Plan:**

The Administration is recommending approval of the Act 93 Compensation Plan, as presented.

6.17.5 **Mazzitti & Sullivan Agreement -Employee Assistance Program (EAP) Services:**

The Administration is recommending approval of the agreement with Mazzitti & Sullivan to provide Employee Assistance Program (EAP) services to District employees.

6.17.6 **OSS Health Company Direct Program Agreement:**

The Administration is recommending approval of the agreement with OSS Health for the Company Direct Program, as attached.

6.17.7 **2026-2027 Coaching and Athletics Salary Schedule:**

The Administration is recommending approval of the attached 2026-2027 Coaching and Athletics Salary Schedule.

6.17.8 **2026-2027 Athletic Game Worker Pay Schedule:**

The Administration is recommending approval of the 2026-2027 Athletic Game Worker Pay Schedule.

6.17.9 **Additional Fall Coaching Assignments and Game Workers:**

The Administration is recommending approval of additional Fall Coaching assignments and Game Worker appointments for the 2026-2027 school year, as attached.

6.18 **Office of Operations**

Action(s):

This motion, made by Danielle Robinson and seconded by Autumn Anderson, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea

Ellis Roy: Absent

Doug Thompson Leader: Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

6.18.1 Weatherproofing Technologies Credit Change Order

The Administration is recommending a credit change order for the Foose roof restoration project in the amount of \$5,090.48 for 3 unused inspection days.

6.18.2 Electricity Renewal Rates

The Administration is recommending approval of a 24-month agreement with Freepoint Energy for the District's electricity. The projected annual increase is \$157,995.

6.18.3 School Gate Guardian Self-Serve Kiosk:

The Administration is recommending approval of the purchase of a School Gate Guardian Self-Serve Kiosk for the Scott Early Learning Center. Total Cost: \$7,630.00.

Funding Source: General Fund (10-2840-650-000-00-00-960-000-0062)

6.18.4 2026-27 Facility Use Requests

The Administration is recommending the approval of the attached use of facility request.

6.18.5 Food Service Meal Contracts

The Administration is recommending approval to provide student meals to the

following private and charter schools: Logos Academy, Capital Academy, and the Capital Area School for the Arts.

6.18.6 Drone Resolution

The Administration recommends approval of the attached Drone Resolution. This resolution prohibits unapproved drone photography, drone videos, and drones hovering over District property.

6.18.7 HACC Facility Request for the District's Soccer Teams

The Administration is recommending approval of a facility use request with HACC for the use of their soccer fields for our boys and girls soccer teams. Total Cost: \$6,000.

Funding Source (General): 10-3250-441-000-30-00-560-001-0002/10-3250-441-000-30-30-00-560-005-0002

6.19 Office of Business Services

Action(s):

Motion to approve recommendation. This motion, made by Annie Hughes and seconded by Jaime Johnsen, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea

Terricia Radcliff: Yea
Danielle Robinson: Yea
Ellis Roy: Absent
Doug Thompson Leader: Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

6.19.1 Treasurer's Report May 2026:

The Administration is recommending approval of the Treasurer's Report for the **period ending May 31, 2026**, in the amount of \$68,299,222.84.

6.19.2 Treasurer's Report June 2026:

The Administration is recommending approval of the Treasurer's Report for the **period ending June 30, 2026**, in the amount of \$72,654,047.23.

6.19.3 Ratification of Accounts Payable Checks for June 2026

Approval of the ratification of the following checks registers:

1. June 5, 2026, Check Register in the amount of \$530,858.65.
2. June 12, 2026, Check Register in the amount of \$120,817.20.
3. June 18, 2026, Check Register in the amount of \$941,399.34.
4. June 25, 2026, Check Register in the amount of \$151,003.97.
5. June 29, 2026, Check Register in the amount of \$58,375.82.
6. June 1, 2026, EFT Voucher Check Register in the amount of \$4,166.66.
7. June 5, 2026, EFT Voucher Check Register in the amount of \$466,124.82.
8. June 12, 2026, EFT Voucher Check Register in the amount of \$2,720,309.62.
9. June 18, 2026, EFT Voucher Check Register in the amount of \$2,946,496.32.

10. June 25, 2026, EFT Voucher Check Register in the amount of \$603,488.07.
11. June 2026 PNC Check Register in the amount of \$11,921.97.
12. June ACH Wires Check Register in the amount of \$7,855,687.75.

6.19.4 Ratification of Accounts Payable Checks for July 2026

Approval of the ratification of the following check registers

1. July 2, 2026, Check Register in the amount of \$13,316.78.
2. July 9, 2026, Check Register in the amount of \$20,560.00.
3. July 9, 2026 (2025–26) Check Register in the amount of \$137,531.90.
4. July 14, 2026, Check Register in the amount of \$308,474.39.
5. July 16, 2026, Check Register in the amount of \$404,295.92.
6. July 16, 2026 (2025–26) Check Register in the amount of \$811,332.36.
7. July 21, 2026, Check Register in the amount of \$1,139.75.
8. July 22, 2026, Check Register in the amount of \$760.00.
9. July 23, 2026, Check Register in the amount of \$52,588.31.
10. July 23, 2026 (2025–26) Check Register in the amount of \$8,477.91.
11. July 30, 2026, Check Register in the amount of \$101,840.88.
12. July 30, 2026 (2025–26) Check Register in the amount of \$239,436.33.
13. July 2, 2026, EFT Voucher Check Register in the amount of \$3,749.34.
14. July 9, 2026, EFT Voucher Check Register in the amount of \$806,590.95.
15. July 9, 2026 (2025–26) EFT Voucher Check Register in the amount of
\$275,499.57.
16. July 16, 2026, EFT Voucher Check Register in the amount of \$125,138.71.

17. July 16, 2026 (2025-26) EFT Voucher Check Register in the amount of \$399,009.61.
18. July 20, 2026, EFT Voucher Check Register in the amount of \$825.00.
19. July 23, 2026, EFT Voucher Check Register in the amount of \$143,330.05.
20. July 23, 2026 (2025-26) EFT Voucher Check Register in the amount of \$1,989,696.96.
21. July 30, 2026, EFT Voucher Check Register in the amount of \$1,410,932.08.
22. July 30, 2026 (2025-26) EFT Voucher Check Register in the amount of \$1,571,572.06.
23. July 2026 PNC Check Register in the amount of \$22,517.04.
24. July 2026 ACH Wires Check Register in the amount of \$1,714,529.39.

6.19.5 **Ratification of Payroll Processing for June and July 2026**

1. June 6, 2026, in the amount of \$1,356,671.16.
2. June 19, 2026, in the amount of \$2,251,909.94.
3. July 3, 2026, in the amount of \$1,192,092.28.
4. July 17, 2026, in the amount of \$1,294,405.08.
5. July 31, 2026, in the amount of \$1,288,428.16.

6.19.6 **Tax Exoneration - Church of Pentecost USA:**

The Administration is requesting approval to exonerate the real property tax of The Church of Pentecost USA Inc. from the obligation to pay real estate taxes

for the property located at 1079 S. Cameron Street in Harrisburg, PA identified by parcel number 01-032-023-000-0000 effective July 1, 2024. The Dauphin County Tax Claim Bureau is authorized to strike off \$12,803.86 in 2024 taxes and \$12,019.17 in 2025 taxes.

6.19.7 Tax Exoneration — Harrisburg Redevelopment Authority:

The Administration is recommending approval to exonerate the real property taxes of the Harrisburg Redevelopment Authority and from the obligation to pay real estate taxes for the properties located at 2526 Agate Street, 2328 Jefferson Street, 1435 Swatara Street, and 1437 Swatara Street identified as 10-015-060, 10-017-027, 02-030-037, 02-030-38, and 02-030-039. This motion is based on the exemption from taxation pursuant to the Municipalities Authorities Act 53 Pa. C.S.A 5620. The Dauphin County Tax Claim Bureau is authorized to strike off \$310.86 2025 taxes for 1435 Swatara Street, \$3.45 2025 taxes for 1437 Swatara Street, \$2628.29 1994-2010 taxes for 2526 Agate Street, and \$357.30 2002 taxes for 2328 Jefferson Street and the City of Harrisburg is authorized to strike off 2026 current taxes in the amount of \$3.10 for 1437 Swatara Street, \$275.63 for 1433 Swatara Street, and \$278.73 for 1435 Swatara Street.

6.19.8 Tax Exoneration: Mount Calvary Church:

Recommend approval to exonerate the real property taxes of Mount Calvary Church from the obligation to pay real estate taxes for the property located at 1830 N 5th Street in Harrisburg, PA identified by Parcel Number 11-016-001-000-0000 effective July 1, 2024. This motion is based on previous exemption history and subsequent recertification of exempt status effective January 1,

2025. The Dauphin County Tax Claim Bureau is authorized to strike off \$53,039.24 in 2024 taxes.

6.19.9 **2026-2027 Grant Awards**

The Administration recommends approval of the following Grant Awards for the 2026–2027 school year:

CSI: Foose Elementary- \$50,000

CSI: John Harris High School — \$501,126

CSI: Scott at Lincoln Elementary — \$182,533

CSI Camp Curtin Academy — \$258,987

CSI Downey Elementary-\$133,200

Title IA - \$7,559,070

Title IIA - \$606,604

Title IIIA - \$309,267

Title IVA- \$555,458

Ready to Learn Block Grant (Foundation) — \$18,130,927

Ready to Learn Adequacy Supplement — \$7,437,646

6.19.10 **Booster/Support Organization Rescission of Recognition:**

The Administration is recommending approval to rescind the recognition of the Harrisburg Cougar Boys Basketball Boosters in accordance with Policy 915.

6.19.11 **Fundraisers:**

The Administration recommends approval of the fundraisers for the 2026–2027 school year as presented in the attachment to the agenda.

6.20 **Office of the Superintendent**

Action(s):

This motion, made by Autumn Anderson and seconded by Annie Hughes, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

6.20.1 **2026-2027 Shippensburg University Superintendent Study Council**

This Administration is recommending approval of participation in the 2026-2027 Shippensburg University Superintendent Study Council and payment of the annual membership fee.

Funding source: (General Fund): 10-2360-810-000-00-00-110-000-0050

6.20.2 **2026 Graduate List**

The Administration is recommending approval of the Class of 2026 Graduation List for Harrisburg High School, as attached.

7 **New Business - Immediate Action Items**

7.1 **IMMEDIATE ACTION ITEM: Non-Resident Student**

The Administration is recommending approval for a non-resident student, 2026AH-02, to attend Harrisburg School District at the SciTech Campus, with the parent/guardian responsible for payment of the established non-resident tuition rate of \$14,864.60 (subject to annual adjustments), in accordance with Board policy and Pennsylvania School Code requirements.

Action(s):

Board member Ms. Danielle Robinson asked if any students were on the wait list at SciTech. The Administration confirmed that there were none.

Motion to approve immediate action item. This motion, made by Autumn Anderson and seconded by Annie Hughes, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea

Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

7.2 **IMMEDIATE ACTION ITEM — Personnel Agenda:**

The Administration is recommending approval of the attached August 25, 2026, Personnel Agenda.

Action(s):

Motion to approve immediate action item. This motion, made by Autumn Anderson and seconded by Doug Thompson Leader, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Yea
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 1

7.3 **IMMEDIATE ACTION ITEM — Creation and Elimination of Positions:**

The Administration is recommending approval of the creation and elimination of positions, as listed.

Elimination(s)

1. PE Teacher at Camp Curtin
2. Food Service Worker at Cougar
3. STEM Teacher at Cougar

Action(s):

Ms. Robinson asked for an explanation of the eliminations. Ms. Marlena Lang, Director of Human Resources, stated that the positions had not been filled and have been repurposed through attrition. President Copeland asked if the positions were in the budget. Ms. Lang confirmed that they were not.

Motion to approve immediate action item. This motion, made by Annie Hughes and seconded by Autumn Anderson, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Absent
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 7, Nay: 0, Absent: 2

7.4 IMMEDIATE ACTION ITEM: Substitute Teacher Agreement:

Board action is requested to approve an agreement dated August 3, 2026, by and between Substitute Teacher Service and the Harrisburg School District to fill administrative positions and, in particular, to cover the services of an interim CFO and an interim assistant CFO based upon the District bill rate of \$156.25 per hour plus travel reimbursement as indicated in paragraph 11 of the agreement.

Action(s):

Board President Copeland asked why the agreement was dated August 3, 2026. Superintendent Henry explained that the date was when it was written.

Motion to approve immediate action item. This motion, made by Autumn Anderson and seconded by Danielle Robinson, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Absent
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 7, Nay: 0, Absent: 2

7.5 **IMMEDIATE ACTION ITEM: RENEWAL of Community Life Team, Inc.**

Agreement:

The Administration is recommending approval of the RENEWAL agreement with Community Life Team, Inc., to provide ambulance coverage for High School Varsity home football games.

Funding Source: (General Fund) 10-3250-330-000-00-00-566-000-0002

Action(s):

Board member Ms. Danielle Robinson asked if soccer or JV football was included in this coverage. The Administration responded that it is not.

Motion to approve immediate action item. This motion, made by Danielle Robinson and seconded by Doug Thompson Leader, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Absent
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea
Terricia Radcliff:	Yea
Danielle Robinson:	Yea
Ellis Roy:	Absent
Doug Thompson Leader:	Yea

Voting Summary: Yea: 7, Nay: 0, Absent: 2

8 **Board Committee Representative Reports**

- a. **Capital Area Intermediate Unit** – *Ms. Johnsen said that the meeting will be held on Thursday.*
- b. **Dauphin County Technical School Joint Operating Committee** – *Ms. Hughes said that the meeting was held on August 12, 2026.*
- c. **Pennsylvania School Boards Association** – *Ms. Robinson congratulated the members who were recognized earlier for five years of Board service. Ms. Robinson reported her attendance at the July 23rd quarterly liaison meeting at noon where cyber charters and truancy were discussed. Ms. Robinson said that there is not enough state funding for the cyber-bullying mandates, but districts are still required to comply. Ms. Robinson reminded her colleagues of the upcoming Board Candidate webinar and of the need to check My PSBA for their status on required trainings.*
- d. **Act 141 Advisory Committee** – *Mr. Thompson Leader shared that the group would meet in September for the new school year.*
- e. **HACC** – *Ms. Anderson reported in Mr. Carter's absence and said that the delegate committee will meet in November.*
- f. **Dauphin County Tax Collection Committee** – *Dr. Stokes shared that the next meeting is scheduled for November 18, 2026.*

9 **Superintendent's Report Dr. Benjamin Henry, Superintendent of Schools, presented District highlights.**

Dr. Henry shared that tomorrow is the first day of school and asked that everyone be mindful of the kids as they make their way through the city. He thanked the Mayor and City of Harrisburg for assisting the District with traffic flow at Ben Franklin by no longer allowing left turns into the school parking lot. Dr. Henry emphasized his theme for the year: "I own it!" and indicated that there will be a laser focus on improving academics and attendance.

10 **Public Comment — General Items Ms. Roslyn Copeland, Board President**

This public comment period is reserved for general comments not related to Board agenda items. Public comment is limited to three (3) minutes and each commenter must register in advance.

Mr. Jason Bair – District Employee

Mr. Bair addressed the Board by asking why he continues to have a target on his back. He reiterated the culture of fear that he mentioned at the last meeting. Mr. Bair said that as a Black man he came into this world with a target on his back. He said he will continue to speak his truth, and stated that when you're a threat, you're always a target. Mr. Bair advised that the more cultural competency is needed with a population of 95% Black and Brown students. Mr. Bair commented that there are three white men leading Camp Curtin and that there is only one Latino administrator in the District. He said that the data shows diversity is needed.

11 **Adjournment**

Action(s):

Motion to Adjourn the Meeting. This motion, made by Danielle Robinson and seconded by Autumn Anderson, carried.

Voting Detail:

Autumn Anderson:	Yea
Brian Carter:	Absent
Roslyn Copeland:	Yea
Annie Hughes:	Yea
Jaime Johnsen:	Yea

Terricia Radcliff: Yea

Danielle Robinson: Yea

Ellis Roy: Absent

Doug Thompson Leader: Yea

Voting Summary: Yea: 7, Nay: 0, Absent: 2

Ms. Jatoya Drayton, Board Secretary

Approved at the September 8, 2026, Committee of the Whole Meeting

Ms. Roslyn Copeland, School Board President



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

FISCAL YEAR: 2026-2027
CONTRACT APPROVAL COVER
SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts must be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: Intermediate Unit 1

Start Date: 07/01/20026 _____ End Date: 05/31/2027 _____

Building/Department Name: Student Services _____

Total Cost of Contract: No cost to District _____

Scope of Work: Intermediate Unit 1 has approved a subaward of \$60,000.00 (\$30,000.00 per intern) for participation in the 2026-2027 Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs Grant to provide fiscal support to LEAs to expand the school-based mental health workforce within high-need and rural LEAs, increasing student access to early intervention and intensive mental health services.

Funding Source: N/A _____ | _____

Budget Account Code: N/A _____ | _____

**The attached document has been prepared for accuracy and is ready for approval.
Any supporting documentation regarding this request has been attached.**

- | | |
|--|------------------------|
| ☐ Document Submitted by: Krystal Palmer _____ | Date: 09/04/2026 _____ |
| ☐ Office Director Reviewed: _____ | Date: _____ |
| ☐ Superintendent/Designee Reviewed: _____ | Date: _____ |

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.

July 14, 2026

Harrisburg School District
Krystal Palmer
1313 Monroe Street
Harrisburg, PA 17102

Dear Krystal,

Congratulations on behalf of the Pennsylvania Department of Education (PDE), Intermediate Unit 1 (IU1) and PaTTAN, we are pleased to notify that your LEA has been approved for a subaward for participation in the *Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs Grant*. The purpose of this grant is to provide fiscal support to Local Educational Agencies (LEAs) to expand the school-based mental health (SBMH) workforce within high-need and rural LEAs, thereby increasing student access to early intervention and intensive mental health services.

Goals:

- The establishment or expansion of school psychology internships that provide high-quality services to students, families, and school staff.
- An increase in the retention rate of school psychology interns who remain in LEAs within Pennsylvania.
- An increase in the number of paid school psychology internships and qualified school psychology internship supervisors.

Commitments:

The following activities must be completed by the LEA over the course of the 2026-2027 school year.

- Provide opportunities for the intern to work across all 10 domains of the National Association of School Psychologists (NASP) Practice Model.
- Provide the site supervisor with release time (approximately two hours/week) for activities necessary for the direct supervision of the intern.
- Provide the intern and site supervisor with release time to attend three, 90-minute professional development sessions offered by the Pennsylvania Training and Technical Assistance Network (PaTTAN).
- Provide both the intern and site supervisor release time for the completion of PREPaRE training.
- Provide the required 1200 hours of internship experience.
- Provide a comprehensive special education program and system of pupil personnel services so as to ensure that the intern will be knowledgeable about the full continuum of available services.
- Provide experiences across age groups in the areas of: (a) tiered model of prevention and intervention; (b) consultation with parents/teachers of children with and without disabilities; and (c) counseling individually and/or in groups of children with and without disabilities.
- Provide the intern release time to complete the school psychology Praxis exam (testing fee paid).

Funding:

Your LEA has been approved for a Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs subaward in the amount of \$30,000 per intern for the fiscal year 2026-2027, effective July 1, 2026.

- **Subaward Amount and Period of Performance**
 - o Total Subaward Amount: \$60,000 (2 interns \$30,000 each)
 - o Period of Performance: July 1, 2026 – May 31, 2027
 - o ASL Number: 84.184H (OESE Office of School Climate and Well-Being: Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs)
 - o This is a cost-reimbursement subaward. Funds are not provided in advance.
- **Payment Schedule**
 - o December 2026 Payment – Documentation ***Due November 30, 2026***
 - Verification that the intern is actively participating in the program and is receiving stipend payments.
 - Payment amount 50% of the total subaward amount.
 - o June 2027 Payment – Submission ***Due June 11, 2027***
 - Verification that the intern has been paid the full stipend amount.
 - Remaining amount 50% of the total subaward amount.
- **Allowable and Unallowable Costs**
 - o All costs charged to this subaward must be allowable, reasonable, necessary, allocable, and properly documented in accordance with 2 CFR Part 200 and IDEA Part B.
 - Out-of-State School Psychologist Intern Stipend payment
 - Applicable payroll taxes
 - o The following costs are not allowable, including but not limited to:
 - Indirect Cost
 - Administrative Costs
 - Fringe Benefits/Insurance Costs
 - o All costs must be expensed by ***May 31, 2027***.
- **Documentation and Financial Management**
 - o Reimbursement requests must reflect actual expenditures paid.
 - o The intern must receive the full stipend amount identified in the award. Funds are intended solely to support the intern stipend and may not be reduced or offset by administrative costs.
 - o Required backup documentation may include general ledger or transaction detail reports showing date paid, intern name, and amount paid.
 - o If a financial information system report is not available, copies of paid invoices, payroll records, time and effort documentation, and/or canceled checks will be accepted, as applicable.
 - o LEAs must maintain a separate budget center for this subaward. Revenues shall be recognized as local in nature as pass-through funds.

Funding (continued):

- ***Federal Compliance, Monitoring, and Record Retention***

- The LEA agrees to comply with all applicable federal statutes, regulations, and assurances, including 2 CFR Part 200.
- PaTTAN will monitor programmatic and fiscal compliance through the grant period.
- Records supporting expenditures and program implementation must be retained in accordance with 2 CFR §200.334 and made available upon request for monitoring and audit purposes.
- Failure to comply with grant requirements may result in corrective action, suspension of payments, or termination of the subaward in accordance with federal regulations.

- ***Technical Assistance***

PaTTAN will offer quarterly business office hours via Zoom on September 15, 2026, December 15, 2026, March 16, 2027, and June 1, 2027 from 2:00 pm to 3:00 pm EST (<https://pattanpgh.zoom.us/j/98325853074>). These sessions are intended for fiscal staff and grant coordinators to address questions about reimbursement procedures and Federal Uniform Guidance.

The agreement will be distributed after the August 13, 2026, Intermediate Unit 1 Board Meeting. Please return the signed agreement to Jenn Emmonds at jemmonds@pattanpgh.net by September 15, 2026, to confirm your commitment and involvement in the funding activities.

Angela McMasters (amcmasters@pattanpgh.net) will be in contact with you after July 1, 2026 to establish meeting dates, share resources, and answer questions.

Congratulations on your subaward. We look forward to partnering with your LEA in support of the *Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs* grant.

Sincerely,



Paula Schmitt
Director, PaTTAN West



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

FISCAL YEAR: 2026-2027
CONTRACT APPROVAL COVER
SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts must be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: Intermediate Unit 1

Start Date: 07/01/20026 _____ End Date: 06/30/2027 _____

Building/Department Name: Student Services _____

Total Cost of Contract: No cost to District _____

Scope of Work: Intermediate Unit 1 has approved a subaward of \$25,000.00 for participation in the Prioritizing Attracting, Preparing, and Retaining School Psychologists.

Funding Source: N/A _____ | _____

Budget Account Code: N/A _____ | _____

**The attached document has been prepared for accuracy and is ready for approval.
Any supporting documentation regarding this request has been attached.**

- ☐ Document Submitted by: Krystal Palmer _____ Date: 09/04/2026 _____
- ☐ Office Director Reviewed: _____ Date: _____
- ☐ Superintendent/Designee Reviewed: _____ Date: _____

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.



3190 William Pitt Way
Pittsburgh PA 15238-1360
412-826-2336 ■ 800-446-5607
www.pattan.net

July 14, 2026

Harrisburg School District
Krystal Palmer
1313 Monroe Street
Harrisburg, PA 17102

Dear Krystal,

Congratulations on behalf of the Pennsylvania Department of Education (PDE), Intermediate Unit 1 (IU1) and PaTTAN, we are pleased to notify that your LEA has been approved for a subaward for participation in the *Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs Grant*. The purpose of this grant is to provide fiscal support to Local Educational Agencies (LEAs) to expand the school-based mental health (SBMH) workforce within high-need and rural LEAs, thereby increasing student access to early intervention and intensive mental health services.

Goals:

- The establishment or expansion of school psychology internships that provide high-quality services to students, families, and school staff.
- An increase in the retention rate of school psychology interns who remain in LEAs within Pennsylvania.
- An increase in the number of paid school psychology internships and qualified school psychology internship supervisors.

Commitments:

The following activities must be completed by the LEA over the course of the 2026-2027 school year.

- Provide opportunities for the intern to work across all 10 domains of the National Association of School Psychologists (NASP) Practice Model.
- Provide the site supervisor with release time (approximately two hours/week) for activities necessary for the direct supervision of the intern.
- Provide the intern and site supervisor with release time to attend three, 90-minute professional development sessions offered by the Pennsylvania Training and Technical Assistance Network (PaTTAN).
- Provide both the intern and site supervisor release time for the completion of PREPaRE training.
- Provide the required 1200 hours of internship experience.
- Provide a comprehensive special education program and system of pupil personnel services so as to ensure that the intern will be knowledgeable about the full continuum of available services.
- Provide experiences across age groups in the areas of: (a) tiered model of prevention and intervention; (b) consultation with parents/teachers of children with and without disabilities; and (c) counseling individually and/or in groups of children with and without disabilities.
- Provide the intern release time to complete the school psychology Praxis exam (testing fee paid).

Funding:

Your LEA has been approved for a Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs subaward in the amount of \$25,000 per intern for the fiscal year 2026-2027, effective July 1, 2026.

- **Subaward Amount and Period of Performance**
 - Total Subaward Amount: \$25,000
 - Period of Performance: July 1, 2026 – May 31, 2027
 - ASL Number: 84.184H (OESE Office of School Climate and Well-Being: Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs)
 - This is a cost-reimbursement subaward. Funds are not provided in advance.
- **Payment Schedule**
 - December 2026 Payment – Documentation **Due November 30, 2026**
 - Verification that the intern is actively participating in the program and is receiving stipend payments.
 - Payment amount 50% of the total subaward amount.
 - June 2027 Payment – Submission **Due June 11, 2027**
 - Verification that the intern has been paid the full stipend amount.
 - Remaining amount 50% of the total subaward amount.
- **Allowable and Unallowable Costs**
 - All costs charged to this subaward must be allowable, reasonable, necessary, allocable, and properly documented in accordance with 2 CFR Part 200 and IDEA Part B.
 - School Psychologist Intern Stipend payment
 - Applicable payroll taxes
 - The following costs are not allowable, including but not limited to:
 - Indirect Cost
 - Administrative Costs
 - Fringe Benefits/Insurance Costs
 - All costs must be expensed by **May 31, 2027**.
- **Documentation and Financial Management**
 - Reimbursement requests must reflect actual expenditures paid.
 - The intern must receive the full stipend amount identified in the award. Funds are intended solely to support the intern stipend and may not be reduced or offset by administrative costs.
 - Required backup documentation may include general ledger or transaction detail reports showing date paid, intern name, and amount paid.
 - If a financial information system report is not available, copies of paid invoices, payroll records, time and effort documentation, and/or canceled checks will be accepted, as applicable.
 - LEAs must maintain a separate budget center for this subaward. Revenues shall be recognized as local in nature as pass-through funds.

Funding (continued):

- **Federal Compliance, Monitoring, and Record Retention**

- o The LEA agrees to comply with all applicable federal statutes, regulations, and assurances, including 2 CFR Part 200.
- o PaTTAN will monitor programmatic and fiscal compliance through the grant period.
- o Records supporting expenditures and program implementation must be retained in accordance with 2 CFR §200.334 and made available upon request for monitoring and audit purposes.
- o Failure to comply with grant requirements may result in corrective action, suspension of payments, or termination of the subaward in accordance with federal regulations.

- **Technical Assistance**

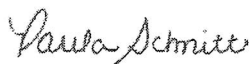
PaTTAN will offer quarterly business office hours via Zoom on September 15, 2026, December 15, 2026, March 16, 2027, and June 1, 2027 from 2:00 pm to 3:00 pm EST (<https://pattanpgh.zoom.us/j/98325853074>). These sessions are intended for fiscal staff and grant coordinators to address questions about reimbursement procedures and Federal Uniform Guidance.

The agreement will be distributed after the August 13, 2026, Intermediate Unit 1 Board Meeting. Please return the signed agreement to Jenn Emmonds at jemmonds@pattanpgh.net by September 15, 2026, to confirm your commitment and involvement in the funding activities.

Angela McMasters (amcmasters@pattanpgh.net) will be in contact with you after July 1, 2026 to establish meeting dates, share resources, and answer questions.

Congratulations on your subaward. We look forward to partnering with your LEA in support of the *Prioritizing Attracting, Preparing, and Retaining School Psychologists: Delivering Mental Health Services to Students in High-Need LEAs* grant.

Sincerely,



Paula Schmitt
Director, PaTTAN West



2026-2027 School Psychology Paid Internships for Out-of-State Graduate Students

The Pennsylvania Department of Education (PDE), Bureau of Special Education is requesting signed agreements from Local Education Agencies (LEAs) interested in providing paid internships to eligible, **out-of-state graduate students*** to serve as school psychology interns in Pennsylvania LEAs for the 2026-2027 school year. The ultimate goal is to provide fiscal support to LEAs experiencing challenges securing school psychology interns.

** For the purposes of this paid internship, an out-of-state student is defined as:*

1. A student with primary residency in a state other than Pennsylvania.
 - Verification of residency via a valid drivers' license, state ID, or voter registration is required.
 - The student may be enrolled in a Pennsylvania College or University. It is not a requirement to be enrolled in a Pennsylvania program to be eligible for the paid internship.
2. A student with primary residency in Pennsylvania attending an out-of-state school psychology graduate program.
 - Verification of residency via a valid drivers' license, state ID, or voter registration is required.
 - Verification of the out-of-state school psychology graduate program, via an unofficial transcript, is required.
3. A student with primary residency in a country other than the United States.
 - Verification of residency via a FI or permanent resident immigrant visa is required.
 - The student may be enrolled in a Pennsylvania College or University. It is not a requirement to be enrolled in a Pennsylvania program to be eligible for the paid internship.

Outcomes of the School Psychology Paid Internship for Out-of-State Graduate Students include:

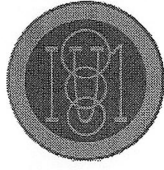
- The establishment or expansion of school psychology internships that provide high quality services to students, families, and school staff.
- An increase in the retention rate of school psychology interns that remain in LEAs within Pennsylvania.
- An increase in the number of paid school psychology internships and qualified school psychology internship supervisors.

To be listed as an available internship site from which out of state school psychology interns may select, LEAs must meet the requirements listed in section III.

\$20,000.00 in grant funding, to pay the out of state school psychology intern, will be available from July 1, 2026 through June 30, 2027.

Local Education Agencies (LEAs) including approved private schools, charter schools, cyber charter schools, intermediate units, and school districts are encouraged to submit completed applications. Applications will be reviewed by the APR Core Team on a rolling basis. PA University School Psychology Program Coordinators will be notified of LEAs interested in providing a paid internship to an out of state student. LEA information will be made available to out of state student school psychology interns in Pennsylvania's thirteen School Psychology Programs, the Association of School Psychologists of Pennsylvania, and the National Association of School Psychologists.

NOTE: The Pennsylvania Higher Education Assistance Agency (PHEAA) has established a program to provide stipends to Pennsylvania residents who must complete an internship before receiving their credential to become a school-based



Intermediate Unit 1

Serving Fayette, Greene and Washington Counties

One Intermediate Unit Drive | Coal Center, PA | 15423
Phone: 724-938-3241 | Fax: 724-938-6665
www.iu1.org

Donald W. Martin
Executive Director

INTERMEDIATE UNIT 1/PENNSYLVANIA TRAINING & TECHNICAL ASSISTANCE NETWORK SUBRECIPIENT AGREEMENT

Made this 13th day of August 2026

BETWEEN

INTERMEDIATE UNIT 1, an educational institution organized pursuant to the Public School Code of 1949, as amended (Code), having an address of One Intermediate Unit Drive, Coal Center, Pennsylvania 15423, hereinafter "IU1,"

AND

HARRISBURG SCHOOL DISTRICT, a local education agency having an address of 1010 N. 7th Street, Harrisburg, Pennsylvania 17102, hereinafter "LEA."

WHEREAS, LEA will provide a paid internship to eligible, out-of-state graduate students to serve as school psychology interns for the 2026-2027 school year, hereinafter "the Program"; and

WHEREAS, LEA has submitted a grant application to IU1, a copy of which is attached hereto as Exhibit "A"; and

WHEREAS, IU1 is a Local Education Agency (LEA) authorized to provide-funded reimbursement for the Program; and

WHEREAS, IU1, through the Pennsylvania Training and Technical Assistance Network (PaTTAN), as authorized by the Pennsylvania Department of Education, Bureau of Special Education, has sent to LEA an Award Letter setting forth the terms of any funding for the Program, a copy of which is attached hereto as Exhibit "B"; and

WHEREAS, the parties now desire to reduce their agreement to writing.

NOW, THEREFORE, in consideration of mutual covenants herein contained and with the intent to be legally bound hereby, both parties hereto agree as follows:

1. **Term:** The term of this Agreement with LEA shall begin on July 1, 2026 and end on June 30, 2027.

2. **Program:**

- a. LEA will provide the Program as set forth on Exhibit "A" to all applicants that were awarded funds and comply with the conditions as set forth in the Award Letter attached as Exhibit "B," both of which are incorporated herein by reference.
- b. LEA will ensure completion of all required Program competencies on or before **June 30, 2027.**

3. **Funding:** LEA shall be reimbursed for certain approved expenditures made on or before June 30, 2027, as provided in the Award Letter, upon receipt of proof of payment by LEA. The final reimbursement request must be received by IU1 by July 31, 2027. Funds disbursed by IU1 are Federal IDEA B passthrough revenue.

4. **Termination:** This agreement will terminate upon the occurrence of any of the following events

- a. **Non-Appropriation:** Notwithstanding anything in this Agreement to the contrary, all obligations of IU1 to make payments hereunder are subject to the appropriation of sufficient funds for such payments by the Legislature of the Commonwealth of Pennsylvania or a Federal agency. Failure by the Legislature of the Commonwealth of Pennsylvania or a Federal agency to appropriate funds shall relieve IU1 from obligation to make such payments during the term of the non-appropriation.
- b. **Written Notice:** Either party may terminate this agreement by sending 30 days written notice of termination to the other party.

5. **Compliance with the Program Requirements:** LEA shall comply with the Uniform Guidance (UG), General Terms & Conditions, which are incorporated herein by reference to the Pennsylvania Department of Education Master Terms and Conditions, and any other Federal or State Laws and Regulations applicable to LEA's performance of the services provided pursuant to this Agreement shall be the sole obligation and responsibility of LEA and shall no longer be the obligation and responsibility of IU1. Moreover, LEA shall be solely responsible for the process of evaluating, vetting, and selecting eligible candidates who will participate in the Program, with such process including, but not being limited to: (a) ensuring that such individuals have the appropriate nationalization/immigration status to not only participate in the Program but also for LEA to receive the funding under Paragraph 3 based on said status; and (b) having, in effect, the applicable clearances as set forth in Paragraph 10. In the event that the candidate experiences any change in immigration status, a lapse of any applicable clearances, or any other occurrence under Federal or State Law or Regulation that would affect the candidate's eligibility to participate in the Program, LEA, and not IU1, shall take all appropriate action to suspend his/her participation in the program until such matter is resolved. In addition, LEA has the sole responsibility for compliance with all other matters in conjunction with the services to be performed hereunder.

6. **LEA Requirements:** LEA agrees that any funds that may be received as a result of this Agreement are to be expended solely for the purposes set forth in this Agreement and that this Agreement may be canceled, in whole or in part, by IU1 in the event that the funds are not utilized properly. Upon notice by IU1 that LEA has improperly spent Agreement funds, LEA will return to IU1 the amount of the improper expenditures within sixty (60) days of the date of said notice from IU1.

7. **Examination of Records:** LEA agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of this Agreement to the extent and in such detail as will properly reflect all net costs, or whatever nature for which reimbursements are claimed under the provisions of this Agreement. These records are subject to review by IU1 personnel, or an independent auditor contracted by IU1. The aforementioned records must be kept not less than seven (7) years from the ending date of this Agreement.

8. **Reporting Requirements:** All required financial and program data are to be reported in a timely manner on a schedule established by IU1.

9. **Confidentiality of Personally Identifiable Information:** LEA will safeguard the confidentiality of enrolled students' personally identifiable information consistent with the Family Educational Rights and Privacy Act and its accompanying regulations.

10. **Clearances:** LEA shall ensure that all employees providing services pursuant to this Agreement shall have in effect applicable clearances, including, but not limited to, those required by Act 151 (Child Abuse History), Act 34 (Criminal History), Act 114 (Federal Criminal History), Act 24 (Arrest/Conviction Report and Certification), and Act 168 (Sexual Misconduct/Abuse Disclosure). In the event additional clearance(s) become mandated by Federal or State law during the term of this Agreement, LEA shall provide such clearance(s) to IU1, if required.

11. **Relationship of Parties:** LEA acknowledges that it is an independent contractor of IU1. Any employee retained to perform the services or programs set forth in this Agreement is not an employee of IU1.

12. **Limitation of Liability:**

a. Subject to subpart b. of this paragraph, the total liability of IU1 and its affiliates, directors, officers, employees, subcontractors, agents, and representatives for all claims of any kind arising out of this Agreement, whether in contract, tort, or otherwise, shall be limited to the total fees paid to LEA under this Agreement. IU1 shall not, in any event, be liable for any indirect, consequential, or punitive damages, even if IU1 has been advised of the possibility of such damages. No action, regardless of form, arising out of or relating to this Agreement, may be brought by either party more than one (1) year after the cause of action has accrued, except an action for non-payment may be brought within one (1) year following the date of the last payment due under this Agreement.

b. LEA agrees that it is exclusively responsible for storing and safeguarding any data that it maintains, whether locally or remotely, including any data that contains personally identifiable information, in accordance with customary industry standards. IU1 shall not be liable, and LEA hereby waives, relinquishes, and releases IU1 from any claim arising after the date of this Agreement for damages (regardless of type) resulting from LEA's failure to secure its data as set forth in this paragraph, any loss of LEA's data, or a data breach caused by LEA's agents, employees, assigns, or other third parties who are affiliated with LEA.

13. **Indemnity:** Subject to paragraph 12 above, each party to this Agreement shall defend, indemnify, and hold harmless the other, its Board members, administrators, and employees against and from all costs, expenses, damages, injuries, or losses to which it/they may be subject to by a third party due to any negligence or default by the other party arising under this Agreement.

14. **Notice:** All written notices required under this Agreement shall be delivered via email or USPS to the following parties at the addresses set forth below:

To IU1:

Paula Schmitt, Director of PaTTAN West
Intermediate Unit 1/PaTTAN
3190 William Pitt Way
Pittsburgh, PA 15238
pschmitt@pattanpgh.net

To LEA:

_____, [insert name and title]

[address]

15. **Agreement Not Assignable:** This Agreement shall not be assigned by either party.

16. **Governing Law:** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. Proper venue for any claims arising under this Agreement shall be the Court of Common Pleas of Fayette County.

17. **Authorizations:** The parties represent that the representatives set forth below are authorized to enter into this Agreement.

18. **No Waiver:** No consent or waiver, express or implied, by either party to this Agreement to or of any breach or default by the other in the performance of any obligations hereunder shall be deemed or construed to be a consent to or waiver of any other breach or default by such party hereunder. Failure on the part of any party hereto to complain of any act or failure to act of the other party or to declare the other party in default hereunder, irrespective of how long such failure continues, shall not constitute a waiver of the rights of such party hereunder.

19. **Force Majeure:** In the event either party is unable to perform any of the respective obligations set forth in this Agreement by reason of "force majeure," those obligations shall be suspended during, but no longer than, the continuance of the force majeure, and this Agreement shall remain in effect only during its term as set forth herein. The phrase "force majeure" shall include an act of God, strike, lockout, or other industrial disturbance, an act of the public enemy, war, terrorism, sabotage, insurrection, disease epidemic, disease pandemic, weather emergency or other act of nature, or any governmental delay.

20. **Nondiscrimination:** Both parties agree that they will abide by all applicable Federal and State laws prohibiting discrimination in admissions, employment, and operation on the basis of disability, race, creed, gender, national origin, religion, ancestry, or need for special education services.

21. **Counterparts:** This Agreement may be signed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument. Facsimile copies of signatures shall serve as acceptable substitutes for original signatures and shall be legally binding.

22. **Entire Agreement:** This Agreement constitutes the entire agreement between IU1 and LEA, it shall supersede any prior verbal or written agreements, and it may not be amended except in writing signed by duly authorized representatives of both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

INTERMEDIATE UNIT 1

ATTEST:

BY _____
Paula Schmitt, PaTTAN Director

PaTTAN Business Manager

(SEAL)
ATTEST:

LEA Name
BY _____
_____, [insert name / title]

Secretary



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

FISCAL YEAR: 2026-2027
CONTRACT APPROVAL COVER
SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts **must** be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: PA Lifesharing, LLC

Start Date: 08/28/20026 _____ End Date: 06/30/2027 _____

Building/Department Name: Student Services _____

Total Cost of Contract: \$1,057,279 _____

Scope of Work: PA Lifesharing will provide the District with substitute school nurses and supplemental healthcare personnel. _____

Funding Source: _____ | _____

Budget Account Code 10-2440-345-000-000-00-00-000-0054 _____ | _____

**The attached document has been prepared for accuracy and is ready for approval.
Any supporting documentation regarding this request has been attached.**

- ☐ Document Submitted by: Krystal Palmer _____ Date: 09/04/2026 _____
- ☐ Office Director Reviewed: _____ Date: _____
- ☐ Superintendent/Designee Reviewed: _____ Date: _____

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.



PA Lifesharing, LLC

Caring & Sharing at home

5137 Devonshire Road, Suite B
Harrisburg, PA 17112
Phone: 717-329-5999 Fax: 717-585-6561
Email: info@palifeshare.com
Web: www.palifeshare.com

Service Agreement for Substitute School Nurses/Healthcare Personnel

This Service Agreement ("Agreement") is entered into and made effective as of, by and between the Harrisburg School District, with its principal place of business at 1010 North 7th Street, Harrisburg, PA 17102 (hereinafter referred to as the "District"), and PA Lifesharing LLC, a Pennsylvania limited liability company, with its principal office at 5137 Devonshire Road, Suite B, Harrisburg, PA 17112 (hereinafter referred to as the "Company").

WHEREAS, the District desires to obtain the professional services of Substitute School Nurses/ supplemental healthcare personnel; and

WHEREAS, the Company is qualified and willing to provide such services in accordance with the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, and intending to be legally bound, the parties agree as follows:

1. Services to the District

The Company shall provide qualified Licensed Practical Nurses (LPNs) and Registered Nurses (RNs) for temporary staffing upon the District's request. Personnel must meet all Pennsylvania licensing requirements, including successfully completing the State Board of Nursing Exam and listing on the state registry.

The Company shall:

- Screen all personnel for qualifications and competence.
- Assign personnel based on specific requests and timeframes, during which the District shall compensate the Company according to Exhibit A.
- Maintain the status of an independent contractor and control over its employees.
- Ensure that its employees are not considered employees of the District under federal law, including provisions of the Affordable Care Act.

2. Payment and Invoicing Terms

2.1 Payment

The District shall pay for services rendered as detailed in Exhibit A.

2.2 Cancellation Policy & Reimbursable Costs

The District must notify the Company of any canceled shifts within the requested period.

2.3 Invoicing

- The Company shall submit monthly invoices specifying personnel names, hours worked, and hourly rates.
- The District shall make payments net upon receipt. Balances unpaid after 30 days shall accrue 1.5% interest per month.
- The District is responsible for collection costs if payments are delinquent.

2.4 Changes

All changes to this Agreement must be in writing and signed by both parties.



PA Lifesharing, LLC

Caring & Sharing at home

5137 Devonshire Road, Suite B
Harrisburg, PA 17112
Phone: 717-329-5999 Fax: 717-585-6561
Email: info@palifeshare.com
Web: www.palifeshare.com

3. Standard of Care

The Company shall:

- Maintain documentation of assigned personnel, available for District review.
- Ensure compliance with all applicable laws and regulations.
- Uphold service quality and ensure staff adherence to District policies.
- Provide personnel meeting professional healthcare standards.

4. Insurance

The Company shall maintain adequate insurance coverage, including, but not limited to:

- General liability
- Workers' compensation
- Auto liability
- Coverage for sexual harassment, honesty/crime, and discrimination

5. Term and Termination

This Agreement shall be in effect for one (1) year and shall renew automatically unless either party gives 30 days written notice of termination.

Either party may terminate at any time, with 30 days written notice. The District may immediately remove personnel for any reason. If a predetermined assignment is not completed due to such removal, compensation shall be prorated based on hours worked.

6. Hiring of Company Personnel

- Company personnel may not be employed directly by the District within one (1) year of introduction without written notice of resignation from the Company.
- A mutually agreed-upon finder's fee shall apply if such personnel are hired.
- Both parties shall comply with all applicable non-discrimination laws.

7. Confidentiality

The Company agrees to maintain strict confidentiality regarding:

- Patient care and data
- District's proprietary and business information

Confidential information shall not be disclosed without written consent unless:

- It was already known to the Company
- It becomes public knowledge through no fault of the Company
- It is lawfully obtained from another source

A HIPAA-compliant Business Associate Agreement shall be executed as part of this Agreement.

8. Notices and Payments

All notices under this Agreement shall be delivered to:

For the District:

Harrisburg School District
1010 North 7th Street,
Harrisburg, PA 17102



PA Lifesharing, LLC

Caring & Sharing at home

5137 Devonshire Road, Suite B
Harrisburg, PA 17112
Phone: 717-329-5999 Fax: 717-585-6561
Email: info@palifeshare.com
Web: www.palifeshare.com

For the Company:

PA Lifesharing LLC
5137 Devonshire Road, Suite B
Harrisburg, PA 17112

All payments shall be sent to the Company's address above.

9. District Rules and Regulations

Company personnel shall comply with all:

- Certification laws
- Applicable regulations
- District policies

10. Indemnification

Each party agrees to indemnify and hold harmless the other for claims arising out of its own negligence or wrongful acts. This clause survives termination.

11. Background Checks

The Company shall:

- Conduct background checks (State Police, Child Abuse Clearance, Federal FBI checks) as required by law
- Provide documentation at least 14 days before personnel commence work
- Ensure no assigned personnel:
 - Are under 18 years of age
 - Have disqualifying criminal records as defined under 24 P.S. §1-111
- The Company is responsible for all costs of obtaining the background checks described in this Section II. The District shall not be responsible for any of the costs associated with obtaining the background checks described in this Section II.

12. Governing Law and Jurisdiction

This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania, with exclusive jurisdiction in the Court of Common Pleas of Dauphin County.

13. Assignment

No party may assign this Agreement without written consent of the other.

14. Limitation on Liability

No District official or employee shall be held personally liable under this Agreement. The District retains all statutory immunities.

15. Severability

If any provision is deemed invalid, the remaining provisions shall remain in full force and effect.



PA Lifesharing, LLC

Caring & Sharing at home

5137 Devonshire Road, Suite B
Harrisburg, PA 17112
Phone: 717-329-5999 Fax: 717-585-6561
Email: info@palifeshare.com
Web: www.palifeshare.com

16. Final Approval

This Agreement is effective only upon approval by the governing body of the Harrisburg School District.

17. Entire Agreement

This document represents the complete agreement between the parties, superseding all prior agreements.

18. Headings

Headings are provided for convenience only and do not affect interpretation.

19. Counterparts

This Agreement may be executed in counterparts, including electronically, each of which shall be deemed an original.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

PA LIFESHARING LLC

By: Carolyn Bennett-Carson, Vice President

Harrisburg School District

By:

Signature: Carolyn Bennett-Carson

Signature: _____

Date: 08/28/2026

Date: _____

Overtime Work Agreement

Purpose:

This agreement outlines the terms under which an employee may be required or permitted to work overtime, defined as more than 8 hours in a day or more than 40 hours in a week.

No Rates will be applied due to school closings on holidays.

Terms of Agreement

1. Definition of Overtime:

- o Any work done beyond 8 hours in a single workday, or
- o More than 40 hours in a standard workweek.

2. Compensation for Overtime:

- o Overtime hours will be paid at the rate of 1.5 times (time-and-a-half) the regular hourly wage, in accordance with applicable labor laws.



PA Lifesharing, LLC

Caring & Sharing at home

5137 Devonshire Road, Suite B
Harrisburg, PA 17112
Phone: 717-329-5999 Fax: 717-585-6561
Email: info@palifeshare.com
Web: www.palifeshare.com

- Double time may apply for hours exceeding a certain threshold (e.g., over 12 hours in a day), depending on state or local law.
- 3. Authorization:
 - All overtime must be approved in advance by a supervisor or Principal unless otherwise agreed upon in writing.
- 4. Compliance with Law:
 - This agreement complies with all federal, state, and local labor regulations, including the Fair Labor Standards Act (FLSA).
- 5. Acknowledgment:
 - Both parties acknowledge and agree to the terms related to overtime work and compensation.

EXHIBIT "A"

Job Classification	Weekday Rate (Per Hour)
RN (Registered Nurse)	\$59.00
LPN (Licensed Practical Nurse)	\$49.00
Certified School Nurse	\$67.00
Paraprofessional	\$29.00
Personal Care Assistant (PCA)	\$27.00

Signature: _____

Date: _____



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

FISCAL YEAR: 26-27

CONTRACT APPROVAL COVER SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts **must** be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: Evolve Youth Trades

Start Date: 9/8/26 End Date: 6/7/27

Building/Department Name: John Harris Campus

Total Cost of Contract: \$ 74,000

Scope of Work: The Evolve Youth trades program is a yearlong program focused on teaching high school students trades such as carpentry and plumbing.

Funding Source: General Fund

Budget Account Code 10-1110-569-000-30-30-110-000-0030

**The attached document has been prepared for accuracy and is ready for approval.
Any supporting documentation regarding this request has been attached.**

- ☐ Document Submitted by: S. Nornhold Date: 8/26/26
- ☐ Office Director Reviewed: _____ Date: _____
- ☐ Superintendent/Designee Reviewed: _____ Date: _____

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.

SERVICE CONTRACT

This Service Contract (this “**Contract**”) dated as of the 8th day of September 2026, (the “Effective Date”), by and between EVOLVE YOUTH TRADES ACADEMY (“Evolve Academy”), a non-profit entity of the Commonwealth of Pennsylvania having offices at 1500 North 3rd Street Rear Entrance, Harrisburg, PA 17102, and the HARRISBURG SCHOOL DISTRICT (the “District”), having administrative offices at 1010 N 7th Street, Harrisburg, PA 17102 (collectively, the “Parties” and respectively, the “Party”)

WITNESETH:

WHEREAS, the District is the public school district of the City of Harrisburg, Pennsylvania; and

WHEREAS, EVOLVE Academy provides certain vocational, educational skills for students, ages ten through twenty-five: and

WHEREAS, the District desires to retain the experience, ability and educational skills of Evolve Academy for the purpose of providing workforce development for students in the areas of certain vocational industries to the District, and Evolve Academy desires to be so retained, in accordance with the terms of the Contract.

TERM OF CONTRACT

“Original Term” shall commence on September 8, 2026, through June 7, 2027

Enrollment: Applications were accepted and processed through the Evolve website at www.evolveyouthtrades.org. Attendance is limited to 20 students. Parents/students will receive an acceptance letter and information about orientation. There is a waiting list captured for drops.

Medication/Allergies: Parents are required to complete an Intake Form to identify any medical concerns or allergies as part of enrollment. Our Camp director is trained to address and administer medications and medical issues.

Transportation: Transportation is provided by Harrisburg School District

Place of Work: Reporting Time: Evolve Academy shall conduct activities with students primarily at the physical location of 1500 N. 3rd Street, Harrisburg, Pennsylvania 17102.

Fees /Payment: Initial payment following receipt of invoice from Evolve Youth Trades Academy, the District shall pay Evolve Academy for the number of students enrolling in the fall semester at the rate of One Thousand Eight Hundred Fifty Dollars (\$1850.00) per student by semester (\$3700 total)

Independent Contractor - Evolve Academy is, and at all times shall be, an independent contractor to the District. Evolve Academy, including any Evolve Academy representatives, shall not hold itself out as having any right, power or authority to create any contract or obligation, either expressed or implied, on behalf of, or in the name of the District, to bind the District, to pledge the credit of the District, and/or to extend credit in the name of the District, Evolve Academy, while performing services pursuant to this Contract, shall at all times act and perform as an independent contractor of the District for any and all purposes whatsoever. No Evolve Academy representative shall be eligible to participate in any compensation plan, benefit program or entitlement provided by the District for or to the District's employees. Evolve Academy shall be exclusively responsible for the payment of all compensation to Evolve Academy representatives and employees, for the maintenance of employment records of Evolve Academy representatives and employees, for ensuring compliance with all laws related to Evolve Academy representatives and employees, and for employment decisions related to Evolve Academy representatives and employees. Evolve Academy shall not bring any action and shall hold harmless and provide the District with a defense against any and all claims alleging that the District is or was responsible for filing any documents and /or returns for the payment of withholdings, contributions and/or taxes, including but not limited to social security taxes and employer income tax withholding obligations, or that the District is or was responsible for the payment of compensation, providing of benefits and/or entitlements to Evolve Academy.

1. Background Checks: Good Standing

- a. Background Checks: The Services provided for the District by Evolve Academy are contingent upon Evolve Academy having obtained and maintaining the following, in accordance with applicable law: criminal history background check reports, child abuse history clearance reports, Federal Bureau of Investigation criminal history record information, employment history review, and results of tuberculosis tests for each of its employees, officers, agents, servants, volunteers or subcontractors who will have direct contact with District students while performing any of the Services.
- b. Good Standing Representative. Evolve Academy represents that no Evolve Academy representative or employee involved in providing Services under the herein Contract has been convicted of, arrested for, nor indicted for, a crime related to public or charter school education, a crime listed in Pa. School Code Section 111 (24 P.S. § 111), or listed by a federal agency as debarred, excluded, or otherwise ineligible for participation in a public or charter school. Evolve Academy agrees to notify the District within seventy-two (72) hours in the event of any such convictions, indictment, listing or notification arising during an effective Term of this Contract. Upon the

receipt of such notice, or if the District otherwise becomes of such conviction, indictment, listing or notification, the District shall have the right to prevent such Evolve Academy representative from entering any facility where this Contract is being performed. Further, as a provider of contracted services, Evolve Academy shall notify the Superintendent any time that any of its agents or employees who are performing work on behalf of the District are either arrested or charged with a criminal offense as required in Pa. School Code Section 111. Such notice shall be provided in writing on form PDE-6004 and within seventy-two (72) hours of the arrest or conviction.

2. Ownership of Materials. The District will not own any of the intellectual property created, owned, claimed or controlled by Evolve Academy in connection with the performance of the Services under this Contract. Evolve Academy is a creator of intellectual property and Evolve Academy is a non-profit corporation that is heavily dependent on exploiting its own intellectual property. Should the District desire to own, claim or control intellectual property that is created, owned, claimed or controlled by Evolve Academy, an arrangement for such shall be affirmatively documented in a separated written Contract signed by both Parties, being other than the herein Contract.
3. Indemnification. To the extent permitted by law, each Party shall indemnify the other Party and any owners, officers, directors, employees and agents against any damage, judgment, amount paid in settlement, fine, penalty, punitive damages, or cost or expense of any nature (including, without limitation, attorneys' fees and disbursements) incurred by the other Party in connection with any threatened, pending or completed action, suit, appeal or other proceeding of any nature, whether civil, criminal, administrative or investigative, whether formal or informal in which the other party may be involved as a party or otherwise, resulting from actual or alleged breach or neglect of duty, error, misstatement or misleading statement, gross negligence, negligence or any act of the Party in connection with any and all past, present or future Services performed by the Party under this Contract.
4. Insurance.
 - a. Comprehensive General Liability Insurance. Evolve Academy shall carry and be responsible for the cost and expense of its own comprehensive General Liability Insurance with reputable insurance carriers acceptable to the District, including product liability for personal injury and property damage with minimum limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate.
 - b. Worker's Compensation. Evolve Academy shall carry Worker's Compensation insurance in compliance with all applicable laws.

- c. Automobile Liability Insurance. Evolve Academy shall carry and be responsible for the cost and expense of automobile liability insurance for all vehicles operated by Evolve Academy or Evolve Academy's representatives, employees, subcontractors, or volunteers, and all such insurance shall be in full force and effect against risk of personal and property damage.
- d. Professional Liability/Educators Liability/Malpractice/Errors and Omissions Insurance. Professional Liability/Educators Liability/Malpractice/Errors and Omissions Insurance with limits no less than the following: (a) \$3,000,000 General Aggregate; (b) \$3,000,000 Per Occurrence. Any such Professional Liability should include Employment Practices Liability including 3rd party employment practices. Limit of Liability: \$1,000,000.00. The professional liability insurance shall cover errors and omissions, including professional liability assumed under this Agreement, which may be written on a claims-made basis.
- e. Excess Umbrella Liability. Excess/Umbrella Liability coverage in an amount not less than \$5,000,000 per occurrence. The Excess/Umbrella Policy shall schedule all underlying liability coverages required under this Agreement unless a separate \$10,000,000 limit is maintained for Professional Liability.
- f. Directors and Officers Liability. Evolve Academy shall maintain Directors and Officers Liability Insurance in an amount not less than \$1,000,000.
- g. Certificate of Insurance. Evolve Academy shall supply the District with a valid certificate of insurance evidencing the aforementioned insurance coverage within thirty (30) days of any modification or cancellation of said coverage.
- h. Additional Provisions. All insurance policies required hereunder shall be primary and non-contributory with regards to the District's policies and shall be maintained in full force and effect for the Term. Each policy shall contain the provision that Evolve Academy shall provide thirty (30) days prior written notice given to the District in the event of cancellation, non-renewal, or material change to the insurance coverages. Within thirty (30) days of the Effective Date, certified copies of all insurance policies required by this Agreement shall be delivered to the School District for review. The insurance companies indicated as the carriers on the certificates shall be authorized to do business in the State of Pennsylvania, shall have an AM Best rating no less than "A-" and the carriers shall be acceptable to the District. The Receiver, School District, School Board, Chief Recovery Officer, officers, employees, volunteers, and agents shall be named as additional Insureds, with respect to all coverages, except Workers' Compensation and professional liability

/malpractice insurance. Evolve Academy's liability insurance coverage shall be endorsed to state that its coverage will be primary to any other coverage available to the School Board and District and its officers, employees, and agents, and that no act or omission of the District will invalidate the coverage and that the insurance company waives subrogation against the District, and any of the District's officers, employees and agents.

5. Legal Authority – Evolve Academy and the District represent and warrant to one another that each has the legal right to enter into this Contract and to perform under the herein Contract in accordance with its terms without violating the rights of others or any applicable law and that each has not and shall not become a party to any other contract of any kind which conflicts with this Contract.
6. Nondiscrimination. The parties agree that, in the performance of this Contract, all Services will be provided without discrimination toward any student, employee, or other person regardless of their race, color, sex, age, religion, national origin, sexual orientation, marital status, disability or any other manner prohibited by law.
7. Licenses – All licenses and permits which may be necessary for Evolve Academy to perform the Services within the Commonwealth of Pennsylvania, shall be obtained and maintained at the sole cost and expense of Evolve Academy. In the event of any revocation lapse or suspension of any such licenses and /or permits, Evolve Academy shall immediately notify the District of such revocation, lapse or suspension, and Evolve Academy shall not render Services until such revocation, lapse or suspension has been cured.
8. Family Educational Rights and Privacy Act – The District is required to comply with all federal student record requirements as outlined in 20 U.S.C, 1232g and the regulations promulgated there under, 34 C.F.R. Part 99et seq. (commonly known as the Family Educational Rights and Privacy Act or “FERPA”), and in the IDEA regulations, 34 C.F.R. Part 300 et seq. The District hereby designates Evolve Academy representatives and employees who serve as teachers and teachers’ aides for the District, pursuant to this Contract, as having a legitimate educational interest such that they are entitled access to education records pursuant to FERPA. Both, the District and Evolve Academy, shall always comply with FERPA.
9. Notice – Any notice required to be given hereunder shall be sufficient if in writing and sent by certified mail, return receipt requested; registered mail; or overnight mail, with delivery confirmation, to:
 - a. For the District:
 - i. Harrisburg School District; Attn: Superintendent; 1010 N. 7th St.; Harrisburg, PA 17102, with a copy to:

- ii. Jeffrey Sultanik, Esq.; McNees Wallace & Nurick LLC; 401
Plymouth Road, Suite 620, Plymouth Meeting, PA 19462;

b. For Evolve Academy:

- i. 1500 North 3rd St., Rear Entrance; Harrisburg, PA 17102.

10. Controlling Law. This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without giving effect to the conflicts of law principles thereof or of any other jurisdiction that would cause the substantive laws of any jurisdiction other than the Commonwealth of Pennsylvania to apply.
11. Entire Agreement. This Contract constitutes the entire understanding and agreement between the Parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings, agreements and contracts between the Parties, whether written or oral. This Contract may be amended, supplemented or changed only by a subsequent contract in writing signed by both Parties.
12. Severability: If any term of this Contract is held by a court of competent jurisdiction to be invalid or unenforceable, then this Contract, including all remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.
13. Amendments: no amendment or waiver of any provision of this Contract shall be effective unless in writing signed by both Parties, and each such waiver or consent shall be effective only in the specific instance and for the specific purpose for which given.
14. Counterparts; Electronic Signatures. This Contract may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Contract by electronic means shall be as effective as delivery of a manually executed counterpart of this Contract.

IN WITNESS WHEREOF, this Contract is effective as of the date first above written.

HARRISBURG SCHOOL DISTRICT

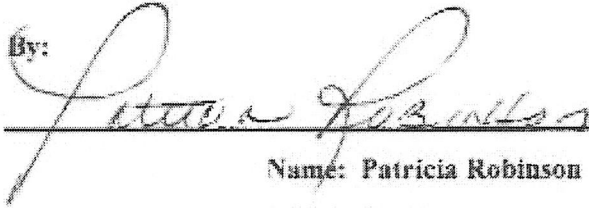
By: _____

Name:

Title:

EVOLVE YOUTH TRADES ACADEMY, INC

By:



8/26/26

Name: Patricia Robinson

Title: CEO

Page 7 of 7



Price Quote

100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

Date	9/1/2026
Quote No.	Q-228990
Acct. No.	12217707
Total	38,375.00
Pricing Expires	12/09/2026

Harrisburg City School District
1010 N 7th St
Harrisburg PA 17102-1400
United States

Harrisburg - John Harris High School

TIPS Contract 230105 Technology Solutions Products and Services

Payment Term	Contract Start	Contract End
Net 30	9/1/2026	8/31/2027

Site	Description	End Date	Qty	Per Unit	Amount
Harrisburg High School-John Harris Cmps					
	IS On-Demand Tutoring Site License	08/31/2027	1	4,000.00	4,000.00
	Imagine EdgeEX with Edgenuity 6-12 Comprehensive Site License	08/31/2027	1	29,425.00	29,425.00
	Edgenuity Enhanced CTE Site License	08/31/2027	1	4,950.00	4,950.00

Subtotal	38,375.00
Tax Total	0.00
Total	38,375.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Terms and Conditions of Company Services ("Terms and Conditions"). These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential and may not be shared with third parties without Imagine Learning's written consent.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

Harrisburg City School District

Signature: _____
Print Name: _____
Title: _____
Date: _____

Imagine Learning Representative

Lindsay DeFelice
Account Executive -
lindsay.defelice@imaginelearning.com
imaginethefutureoflearning.com



Price Quote

100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

Date 9/1/2026
Quote No. Q-224978
Acct. No. 12217707
Total 71,950.00
Pricing Expires 10/26/2026

Harrisburg City School District
1010 N 7th St
Harrisburg PA 17102-1400
United States

Cougar Academy EdgeEX, CTE and eDynamic

TIPS Contract 230105 Technology Solutions Products and Services

Payment Term	Contract Start	Contract End
Net 30	9/1/2026	8/31/2027

Site	Description	End Date	Qty	Per Unit	Amount
Harrisburg School District					
	eDynamic Electives Per Enrollment Per Sem (14 day drop/add grace period)	08/31/2027	450	89.00	40,050.00
	PL - CW/Supp/SS Virtual Session	08/31/2027	2	750.00	1,500.00
Cougar Academy					
	IS On-Demand Tutoring Site License	08/31/2027	1	4,000.00	4,000.00
	Imagine EdgeEX with Edgenuity 6-12 Comprehensive Site License	08/31/2027	1	22,000.00	22,000.00
	Edgenuity Enhanced CTE Site License	08/31/2027	1	4,400.00	4,400.00

Subtotal 71,950.00
Tax Total 0.00
Total 71,950.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Terms and Conditions of Company Services ("Terms and Conditions"). These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential and may not be shared with third parties without Imagine Learning's written consent.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

Harrisburg City School

District

Signature: _____

Print Name: _____

Title: _____

Date: _____

Imagine Learning Representative

Lindsay DeFelice

Account Executive -

lindsay.defelice@imaginelearning.com

imaginelearning.com



Price Quote

100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

Harrisburg City School District
1010 N 7th St
Harrisburg PA 17102-1400
United States

Date	9/1/2026
Quote No.	Q-272534
Acct. No.	12217707
Total	.00
Pricing Expires	12/13/2026

TIPS Contract 230105 Technology Solutions Products and Services

Payment Term	Contract Start	Contract End
Net 30	10/1/2026	9/30/2027

Site	Description	End Date	Qty	Per Unit	Amount
Harrisburg School District	IS Teaching per Semester Course (18 wks) (14 day drop/add grace period)	09/30/2027	1	300.00	0.00

Subtotal	0.00
Tax Total	0.00
Total	0.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Terms and Conditions of Company Services ("Terms and Conditions"). These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential and may not be shared with third parties without Imagine Learning's written consent.

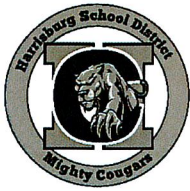
Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

Harrisburg City School District

Signature: _____
Print Name: _____
Title: _____
Date: _____

Imagine Learning Representative

Lindsay DeFelice
Account Executive -
lindsay.defelice@imaginelearning.com
imaginethefutureoflearning.com



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

FISCAL YEAR: 2026-2027

CONTRACT APPROVAL COVER SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts must be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: Keystone Human Services

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

Building/Department Name: Student Services

Total Cost of Contract: \$ 0

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

Funding Source: N/A

Budget Account Code N/A

The attached document has been prepared for accuracy and is ready for approval.
Any supporting documentation regarding this request has been attached.

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

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.



3700 Vartan Way Harrisburg PA 17110

2026-2027 STUDENT ASSISTANCE PROGRAM SERVICES AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

[signature page follows]

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

Date: _____

SCHOOL DISTRICT OF THE CITY
OF HARRISBURG

Attest: _____

Name:

Title:

By: _____

Name:

Title:

Date: _____

KEYSTONE Service Systems, Inc.

Attest: _____

Name:

Title:

By: Courtney Sampson 3/23/2026

Name: Courtney Sampson

Title: Associate Executive Director-MH



**AGREEMENT BETWEEN
HARRISBURG SCHOOL DISTRICT (HSD) AND
KEYSTONE HUMAN SERVICES, INC. DBA
CAPITAL AREA HEAD START (CAHS)
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is for the purpose of coordinating mutually beneficial activities of the Harrisburg School District (HSD) and Keystone Human Services, Inc. DBA Capital Area Head Start (CAHS) (collectively referred to as the “parties”) to provide effective services for children and families served.

This agreement shall be in effect from October 1, 2026 through September 1, 2027 and will be reviewed annually for necessary updates. Any renewal or changes must be agreed upon in writing by the parties. Either party may terminate this MOU upon thirty (30) days’ written notice to the other party.

PURPOSE

The purpose of this agreement is to describe the responsibilities of each agency and to provide guidance for coordination and cooperation between local education agencies and Head Start. In order to meet new requirements of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA), requiring local educational agencies (LEAs) receiving Title 1 funds to:

1. Establish channels of communication between school staff and Head Start staff;
2. Receive and transfer children's records, enrollment, parent communication;
3. Conduct parent meetings with Head Start teachers and kindergarten or elementary school teachers;
4. Organize and participate in joint transition-related training of Head Start staff, school staff, and early childhood education staff, as appropriate; and
5. Link LEA educational services with Head Start agency services.

Activity 1: Establish channels of communication between school staff and their counterparts.

Communications will occur between HSD Superintendent or Designee and CAHS Director of Education or Designee on a regular basis.

HSD will schedule quarterly meetings with HSD representatives and appropriate CAHS staff to ensure appropriate transition and inclusion opportunities between Head Start and the School District. CAHS Site Directors will meet with building leadership as scheduled by HSD on a monthly basis to ensure that the needs of the program are being met.

Activity 2: Develop and implement a systematic procedure for receiving records regarding children who will attend the schools of the LEA.

CAHS will ensure the Head Start programs compile records of children transitioning into HSD and seek parental consent, to the extent required by law, to transfer these records. The parties agree to fully comply with the Family Educational Rights and Privacy Act (FERPA) and/or any other applicable privacy law or regulation in the transfer of student records. Contact information for students transferring into kindergarten will be shared by CAHS with HSD by the 1st day of June. Records will be shared with HSD no later than the 30th day of June. HSD will receive, file, and utilize the files shared with them. Prior to the first student day of the school year, HSD will ensure the kindergarten teacher who will be responsible for a transferring child has access and utilizes the information shared with them from CAHS. In the event CAHS fails to provide records by the deadlines set forth herein, CAHS shall promptly notify HSD of the delay and provide a revised timeline for delivery.

Activity 3: Conduct and attend transition meetings involving parents, CAHS, and HSD for individual students.

HSD will coordinate with CAHS Site Directors to plan specific days in the Spring to hold Head Start Transition meetings, at each elementary building, for children who will be entering Kindergarten the following year. HSD will include an administrator, Kindergarten teacher, School Counselor and other district personnel as needed.

Activity 4: Compliance with applicable law.

Both parties shall comply with all applicable federal, state, and local laws and regulations, including but not limited to the Head Start Act, ESSA, FERPA, the Pennsylvania Public School Code, and any applicable law or regulation. Each party shall be solely responsible for the acts and omissions of its own employees and agents.

Activity 5: Joint transition-related training will occur between HSD and CAHS on a biannual basis.

The HSD Kindergarten Team and CAHS Teaching Team will meet minimally two times per year to discuss the developmental and academic needs of children entering Kindergarten.

Activity 6: HSD will link the educational services provided by the district with the services provided by the local Head Start agencies.

HSD and Head Start agency will coordinate efforts to ensure that families have the necessary information to access high-quality early childhood care and education. All HSD PreK families, whose income meets the Head Start threshold, will be notified about the process to access Head Start services. CAHS will collaborate and coordinate with public and private entities to improve the availability of quality services to Head Start children and their families. In addition, the HSD will offer school spaces for Head Start family events, access for children to participate in transition events (i.e. Step Up Days, Kindergarten Registration activities, etc...), and access to community partnerships that support early childhood within the school district (i.e. Ready Rosie, Ready for School Activities [United Way], etc.)

Signatures indicating agreement:

School District (Center) Representative(s):

Date:

County Head Start (Program) Representative(s):

Date:

Shawnee Hooper

9/2/26



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

FISCAL YEAR: 26-27

CONTRACT APPROVAL COVER SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts must be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: Pennon/WITF

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

Building/Department Name: Pre K Counts

Total Cost of Contract: \$ 4,133.86

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

Funding Source: Pre K Counts

Budget Account Code 10180161021717000000270040

The attached document has been prepared for accuracy and is ready for approval.

Any supporting documentation regarding this request has been attached.

☒ Document Submitted by: [Signature]

Date: 8/10/26

☐ Office Director Reviewed: _____

Date: _____

☐ Superintendent/Designee Reviewed: _____

Date: _____

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.

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

THIS AGREEMENT is dated 24 July 2026.

HARRISBURG SCHOOL DISTRICT

(“the Client”)

WITF, Inc.

(the “Contractor”)

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

BACKGROUND

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

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

SERVICES AND CODE OF ETHICS

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

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

TERM OF AGREEMENT

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

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

SCOPE OF SERVICES

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

PERFORMANCE

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

CURRENCY

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

COMPENSATION AND PAYMENT

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

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

CONFIDENTIALITY

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

RELATIONSHIP

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

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

INDEMNIFICATION

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

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

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

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

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

NON-EXCLUSIVITY

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

CHOICE OF LAW

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

MODIFICATION OR AMENDMENT

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

TERMINATION

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

CONTRACTOR REQUIREMENTS

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

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

ENTIRE AGREEMENT

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

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

PRINT NAME

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

PRINT NAME

SCHEDULE A

TYPES OF SERVICES & RATES

❖ INPUT PROPOSAL INFORMATION

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

Elementary Explorers

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

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

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

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

2026-27 Proposed Plan for the Harrisburg School District

Pre-K

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

Scheduling Timelines:

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

Invoicing Timelines:

WITF, Inc. will submit invoices as follows:

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

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

THIS AGREEMENT is dated 24 July 2026.

HARRISBURG SCHOOL DISTRICT

(“the Client”)

WITE, Inc.

(the “Contractor”)

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

BACKGROUND

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

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

SERVICES AND CODE OF ETHICS

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

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

TERM OF AGREEMENT

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

SCOPE OF SERVICES

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

PERFORMANCE

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

CURRENCY

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

COMPENSATION AND PAYMENT

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

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

CONFIDENTIALITY

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

RELATIONSHIP

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

INDEMNIFICATION

- ❖ Each Party hereby agrees to indemnify and hold harmless the other and such indemnified Party's subsidiaries, directors, officers, agents, and employees from and against all claims, liabilities, and expenses, including reasonable attorneys' fees. Which may result from acts, omissions, or breach of this agreement by the indemnifying Party, its subcontractors, employees, or agents. This provision shall survive the termination of this Agreement.
- ❖ Notwithstanding anything to the contrary, except in case of willful misconduct or gross negligence, CONTRACTOR'S entire liability to CLIENT for damages or other amounts arising out of or in connection with the services provided by CONTRACTOR hereunder shall not exceed the total amount of payments made by CLIENT to CONTRACTOR under this agreement.
- ❖ Notwithstanding anything contained herein, nothing in this agreement shall be deemed to be a direct or indirect waiver of or limitation to any sovereign or governmental immunity, in any respect, applicable to the CLIENT, its directors, officers, employees and agents (including, without limitations, under the Pennsylvania Political Subdivision Tort Claims Act) or impose liability, directly or indirectly, on the CLIENT and its directors, officers, employees and agents from which it would otherwise be immune under applicable law.

NON-EXCLUSIVITY

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

CHOICE OF LAW

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

MODIFICATION OR AMENDMENT

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

TERMINATION

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

CONTRACTOR REQUIREMENTS

CONTRACTOR shall comply with state law requirements relating to PA Child Abuse Clearance, PA Criminal Records Check, FBI record check, and Mandated Reporter Training Certification before contracting with CLIENT and for the duration of this Agreement. CONTRACTOR shall also comply with the requirements of Act 168 of 2014 relating to sexual misconduct / abuse and also notify CLIENT, in writing, within 72 hours of an arrest or conviction of an offense listed in Section 111 of the PA School Code or within 72 hours of being named as a perpetrator in a founded or indicated report under the Child Protected Services Act.

ENTIRE AGREEMENT

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

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

PRINT NAME

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

PRINT NAME

SCHEDULE A **TYPES OF SERVICES & RATES**



INPUT PROPOSAL INFORMATION

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

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

Event Design: Learning Stations

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

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

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

SCHEDULE B

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

Scheduling Timeline(s):

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

Invoicing Timelines:

WITF, Inc. will submit invoices as follows:

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

Office of Academics
Professional Development TAFW Requests
September 8, 2026

 RATIFICATIONS

1. **Name of Participant:** Lyndsey Sanguinito
Title of Participant: Labor & Employment Relations Manager
Building: Administration
Title of Workshop: Title IX Investigations Under 2020 Regulations
Conference Objective: As the back-up compliance employee for Title IX Coordinator in Human Resources
Location of Workshop: Plymouth Meeting, PA
Date(s) of Workshop: 8/10/2026
Cost of Registration \$795.00
Cost of Travel: \$139.93
Other (tolls): \$ 40.00
Total Cost: **\$974.00**

Funding Source (General): 10-2831-360-000-00-00-000-000-0058
 10-2831-580-000-00-00-000-000-0058

 APPROVALS

1. **Name of Participant:** Joseph Koval
Title of Participant: Data Assessment and Instructional Technology Coordinator
Building: Administration
Title of Workshop: Executive Briefing – Ignite and Accelerate
Conference Objective: Emerging trends, innovations, and strategies in PreK-12 education, with particular attention to improving student outcomes, etc.
Location of Workshop: Atlanta, GA
Date(s) of Workshop: 11/4/2026 to 11/06/2026
Cost of Registration \$0.00
Cost of Travel: \$0.00
Total Cost: **\$0.00**

Funding Source (General): N/A

2. **Name of Participant:** Jenifer Branca
Title of Participant: Assistant Principal
Building: Downey
Title of Workshop: Shaping Communication Practices for Improved Leadership
Conference Objective: Clear, focused, and strategic communication with built-in feedback loops assists leaders in executing their vision and managing the continuous improvement process.
Location of Workshop: Online
Date(s) of Workshop: December 10, 2026
Cost of Registration \$0.00
Cost of Travel: \$0.00
Total Cost: \$0.00
- Funding Source (General):** N/A
2. **Name of Participant:** Heather Loy
Title of Participant: Assistant Principal
Building: Lincoln
Title of Workshop: AP & Dean of Student Symposium
Conference Objective: How to improve building culture, refine building level systems, and problem solving with peers doing the same work.
Location of Workshop: New Oxford, PA
Date(s) of Workshop: October 15, 2026
Cost of Registration \$99.00
Cost of Travel: \$ 0.00
Total Cost: \$99.00
- Funding Source (General):** 10-2271-360-000-00-00-110-000-0052
3. **Name of Participant:** Kelsey Schneider
Title of Participant: ELD
Building: Downey
Title of Workshop: WIDA Writing With Multilingual Learners
Conference Objective: Writing instruction that supports the use of the teaching and learning cycle to empower multilingual learners.
Location of Workshop: Norristown, PA
Date(s) of Workshop: November 4, 2026 to November 5, 2026
Cost of Registration \$ 0.00
Cost of Travel: \$182.75 (includes train ride, mileage, & tolls)
Total Cost: \$182.75
- Funding Source (Title III):** 10-1190-580-471-00-00-153-027-0070

4. **Name of Participant:** Meghan Alas
Title of Participant: ELD
Building: Steele Elementary
WIDA Writing With Multilingual Learners
Conference Objective: Writing instruction that supports the use of the teaching and learning cycle to empower multilingual learners.
Location of Workshop: Norristown, PA
Date(s) of Workshop: November 4, 2026 to November 5, 2026
Cost of Registration \$ 0.00
Cost of Travel: \$350.45 (includes lodging, mileage, and tolls)
Total Cost: \$350.45

Funding Source (Title III): 10-1190-580-471-00-00-153-027-0070

5. **Name of Participant:** Shelby Jones
Title of Participant: ELD
Building: John Harris
WIDA Writing With Multilingual Learners
Conference Objective: Writing instruction that supports the use of the teaching and learning cycle to empower multilingual learners.
Location of Workshop: Norristown, PA
Date(s) of Workshop: November 4, 2026 to November 5, 2026
Cost of Registration \$ 0.00
Cost of Travel: \$180.00 (includes mileage and tolls)
Total Cost: \$180.00

Funding Source (Title III): 10-1190-580-471-00-00-153-027-0070

It is recommended that the Board of Directors approve the following appointments, each of which shall be expressly contingent upon and shall not become effective unless and until all of the following conditions precedent are satisfied to the District's sole satisfaction: completion of all pre-employment onboarding requirements; receipt of all required Pennsylvania Department of Education certifications and licenses; satisfactory criminal history, child abuse, and FBI clearances; satisfactory Act 168 employment history reviews; satisfactory reference and credential verifications (including verification of prior educational and professional experience for placement purposes); satisfactory results of any required physical examinations, drug/alcohol screenings, tuberculosis testing, and immigration work authorization (Form I-9) verification; and execution of all District-required documents. The District may rescind, delay, or modify any appointment at any time prior to the candidate's first day of work if any condition precedent is not met or if operational, programmatic, or budgetary needs so require, in the District's sole discretion.

Subject to successful completion of the foregoing conditions, the Superintendent or designee is authorized to issue conditional offer letters, to finalize placement and compensation consistent with applicable collective bargaining agreements, salary schedules, policies, and law, and to establish an official start date. Any "to be determined" start date referenced in the agenda is not binding and will be updated to the official calendar start date only after all conditions precedent are satisfied and written confirmation is issued by the District.

1. Appointment(s) – HEA

Name: Yoshie Hirano
Position: School Counselor at Steele
Salary: M, Step 2, \$70,056/yr
Contract Type: TPE
Effective: September 9, 2026
Reason for Vacancy: Resignation of Cara Bonfanti

Name: Jarrod Vinroe
Position: English Teacher at Cougar
Salary: B+20, Step 1, \$62,962/yr
Contract Type: TPE
Effective: September 9, 2026
Reason for Vacancy: Non-Renewal of Algernon Williams

2. Appointment(s) – HEA (Emergency Certified)

Approval is requested for the appointment of the following emergency certified staff who do not currently hold the required PDE certification for the teaching position as long-term substitutes. Emergency certified staff are subject to reappointment on an annual basis, subject to the express terms of the emergency certification permit.

Name: Kevin Fox
Position: Math Teacher at Cougar
Salary: B, Step 1, \$59,415/yr
Contract Type: Emergency
Effective: September 9, 2026
Reason for Vacancy: Resignation of Heather Heckert

3. Appointment(s) – AFSCME

Name: Laury Corish
Position: Instructional Aide at Lincoln
Salary: \$18.02/hr
Effective: September 1, 2026
Reason for Vacancy: Resignation of Laury Corish

Name: Miladys Cortijo
Position: Secretary at Annex
Salary: \$18.57/hr
Effective: October 1, 2026
Reason for Vacancy: Resignation of Leah Samuel

Name: Jessica Peguero
Position: Transportation Dispatcher at Annex
Salary: \$18.57/hr
Effective: September 8, 2026
Reason for Vacancy: Resignation of Capris Washington

4. Change of Status – HEA

Name: Carmen Vera
Position: Grade 5 at Steele to Grade 1 at Steele
Salary: No change in salary
Effective: August 17, 2026
Reason for Vacancy: Resignation of Isabella Burch

Name: Bradley Walmer
Position: Grade 3 Teacher at HVLA to Librarian at Lincoln
Salary: No change in salary
Effective: September 14, 2026
Reason for Vacancy: Retirement of Deborah Brown

Personnel Agenda - September 8, 2026

Name: Angela West-Bogans

Position: Learning Support Teacher at John Harris to Autistic Support Teacher at John Harris

Salary: No change in salary

Effective: August 17, 2026

Reason for Vacancy: Long-Term Vacancy

5. Change of Status – Act 93

Name: Jason Bair

Position: Safety Lead at Camp Curtin to Safety Lead at Cougar

Salary: No change in salary

Effective: August 26, 2026

Name: Tiara McQuay

Position: Safety Lead at Ben Franklin to Safety Lead at Camp Curtin

Salary: No change in salary

Effective: August 26, 2026

6. Change of Status - AFSCME

Name: Valerie Banks-Jackson

Position: Safety Monitor at Downey to Safety Monitor at MMSA

Salary: No change in rate

Effective: August 17, 2026

Reason for Vacancy: Resignation of Corey Jett

Name: Leslie Dixon

Position: Secretary at SciTech to Secretary/Safety Monitor at Scott Early Learning Center

Salary: No change in rate

Effective: August 17, 2026

Reason for Vacancy: New Position

Name: Anthony Geronimo

Position: Safety Monitor at Steele to Safety Monitor at Camp Curtin

Salary: No change in rate

Effective: August 17, 2026

Reason for Vacancy: Long-Term Vacancy

Name: Chanette Gray

Position: Food Service Worker at Lincoln to Food Service Worker at MMSA

Salary: No change in rate

Effective: August 17, 2026

Reason for Vacancy: Position Relocation

Personnel Agenda - September 8, 2026

Name: Jamie Miller

Position: Safety Monitor at MMSA to Safety Monitor at Melrose

Salary: No change in rate

Effective: August 17, 2026

Reason for Vacancy: Long-Term Vacancy

Name: Ronald Miller

Position: Safety Monitor at MMSA to Safety Monitor at John Harris

Salary: No change in rate

Effective: August 17, 2026

Reason for Vacancy: Long-Term Vacancy

Name: Frances Morris

Position: Food Service Worker at SciTech to Food Service Worker at MMSA

Salary: No change in rate

Effective: August 17, 2026

Reason for Vacancy: Position Relocation

Name: Betty Wallace

Position: Safety Monitor at Rowland to Safety Monitor at Melrose

Salary: No change in rate

Effective: August 17, 2026

Reason for Vacancy: Resignation of Nysear Grant

Name: Michael Zigler

Position: Safety Monitor at Steele to Safety Monitor at Camp Curtin

Salary: No change in rate

Effective: August 26, 2026

Reason for Vacancy: Resignation of Carlos Salcedo

Name: Tonya King

Position: Safety Monitor at Cougar to Safety Monitor at Steele

Salary: No change in rate

Effective: August 17, 2026

Reason for Vacancy: Long-Term Vacancy

7. Resignation(s) – HEA

Name: Kristen Hill

Position: Grade 1 Teacher at HVLA

Effective: September 11, 2026

8. Resignation(s) – AFSCME

Name: Tashade Wright
Position: Instructional Aide at Foose
Effective: June 15, 2026

Name: Carlos Salcedo
Position: Safety Monitor at Camp Curtin
Effective: September 4, 2026

9. FMLA - HEA

Name: M.V.
Position: Teacher
Building: John Harris
Effective Start: August 26, 2026 (Intermittent)
Effective End: August 27, 2027

10. Sabbatical Leave(s) - HEA

Name: C.H.
Position: Teacher
Building: SciTech
Effective Start: August 17, 2026
Effective End: January 21, 2027 (Update to August 11, 2026 agenda)

11. Column Movement(s) – HEA

Name: Dana Bachman
Previous: B+30
Updated: M
Effective: August 24, 2026

Name: Erica Baylor
Previous: M+30
Updated: M+40
Effective: August 17, 2026

Name: Chelsea Blocyr
Previous: B+10
Updated: B+20
Effective: August 21, 2026

Personnel Agenda - September 8, 2026

Name: Alyssa Buscaglia
Previous: M+10
Updated: M+20
Effective: August 21, 2026

Name: James Dryden
Previous: M+20
Updated: M+30
Effective: August 25, 2026

Name: Olivia Ford
Previous: M
Updated: M+10
Effective: August 17, 2026

Name: Gabrielle Jarvis
Previous: B+30
Updated: M
Effective: August 27, 2026

Name: Michele Marsico
Previous: M+10
Updated: M+20
Effective: August 17, 2026

Name: Isabella Petrucci
Previous: B+10
Updated: B+20
Effective: August 17, 2026

Name: Thomas Ryan
Previous: B
Updated: B+10
Effective: August 17, 2026

Name: Darren Shaffer
Previous: B
Updated: B+10
Effective: August 17, 2026

Name: Rachel Stuck
Previous: B+10
Updated: B+20
Effective: August 27, 2026

Name: Bryaunna Wulffleff
Previous: B+30
Updated: M
Effective: August 17, 2026

12. Column Movement Adjustment(s) – HEA

Name: Fareba Amani
Previous: B+10
Updated: B+20
Effective: August 17, 2026

Name: Briaunna Embrey-Banks
Previous: B+10
Updated: M+20
Effective: August 17, 2026

Name: Taylor Geisel
Previous: B
Updated: M
Effective: August 17, 2026

Name: Lisa Marie-Herbert
Previous: B+20
Updated: M
Effective: August 17, 2026

Name: Natalie Houle
Previous: B+20
Updated: M
Effective: August 17, 2026

Name: Elizabeth Link
Previous: B
Updated: M+10
Effective: August 17, 2026

Name: Jahaad Proctor
Previous: B
Updated: M+20
Effective: August 17, 2026

Personnel Agenda - September 8, 2026

Name: Sherry Yohn
Previous: M+30
Updated: M+50
Effective: August 17, 2026

Name: Breaunna Wulffleff
Previous: B+30
Updated: M
Effective: August 17, 2026

Name: Michael Zimmerman
Previous: B
Updated: B+30
Effective: August 17, 2026

13. The Administration is recommending the approval of the following HEA supplementals for the 2026-2027 school year.

First Name	Last Name	Position	Building	Pay Rate	Effective Date
Yashira	Bonano-perez	Cooking Club Advisor	Camp Curtin	\$1,500.00/yr	08/17/2026
Anna	Bogetti	MS Department Head (Math)	Camp Curtin and MMSA	\$3,090.00/yr	08/17/2026
Alyssa	Buscaglia	MS Department Head (Social Studies)	Camp Curtin and MMSA	\$3,090.00/yr	08/17/2026
Jayme	Prokop	Student Council Club Advisor	Camp Curtin	\$1,500.00/yr	08/17/2026
Audrey	Schwarz	MS Department Head (Science)	Camp Curtin and MMSA	\$3,090.00/yr	08/17/2026
Moritza	Termin	MS Department Head (English)	Camp Curtin and MMSA	\$3,090.00/yr	08/17/2026

14. The Administration is recommending the approval of the following Marching band Supplementals for the 2026-2027 school year.

First Name	Last Name	Position	Pay Rate	Effective Date
Kiara	Buckner	Marching Band Front Director	\$2,825.00/yr	08/17/2026
Marcel	Jones	Marching Band Front Assistant Director	\$2,050.00/yr	08/17/2026

15. The Administration is recommending the rescind of the following HEA supplementals for the 2026-2027 school year.

First Name	Last Name	Position	Building	Effective Date
Amy	Petrucci	Attendance Monitor	HVLA	08/17/2026

16. The Administration is recommending the rescind of the following mentors for the 2026-2027 school year.

First Name (Mentor)	Last Name (Mentor)	First Name (Mentee)	Last Name (Mentee)	Building Location	Effective Date
Allison	Burris	Courtney	Sozanki	Ben Franklin	August 17, 2026
Traci	Moyer	Christina	Sheehan	Camp Curtin	August 17, 2026
Tomeka	Farrar	Margaret	Hackenberger	Downey	August 17, 2026
Nanette	Blank	Shannon	Ihrer	SciTech	August 17, 2026

17. The Administration is recommending the approval of the following mentors for the 2026-2027 school year at the rate of \$1,800, this will be prorated as a semesterly payment.

First Name (Mentor)	Last Name (Mentor)	First Name (Mentee)	Last Name (Mentee)	Building Location	Effective Date
Allison	Burris	Walt	Chavis (Kelly)	Ben Franklin	August 17, 2026
Cristi	Serina	Courtney	Sozanki	Ben Franklin	August 17, 2026
Cheryl	Sweigart	Sonia	Castro	Foose	August 28, 2026
Olivia	Ford	Katelynn	Muth	Lincoln	August 27, 2026

18. The Administration is recommending approval of the following Team Leaders for the 2026-2027 school year at the rate of \$3,090.00 per the HEA bargaining agreement.

HVLA

Adam Zech - Grades 7-8

19. The Administration is recommending the rescind of the following Team Leaders for the 2026-2027 school year.

HVLA

Brandi Perkovich - Grades 7-8

20. The administration is recommending the approval of the following 21st employees for the 2026-2027 school year. This will be on an as needed basis contingent on student numbers.

First Name	Last Name	Position	Building	Pay Rate
Valerie	Conrad-White	Site lead	Ben Franklin	\$36/hr
Ava	Parris	Site Lead	Ben Franklin	\$36/hr
Ashley	Allen	Site Lead	Downey	\$36/hr
Sienna	Pegram	Site Lead	Downey	\$36/hr
Chloe	Wood	Site Lead	Downey	\$36/hr

Angela	Badaczewski	Site Lead	Foose	\$36/hr
Jacquelyn	Stabach	Site Lead	Foose	\$36/hr
Smietanko	McCoy	Site Lead	Lincoln	\$36/hr
Samantha	Kellar	Site Lead	Melrose	\$36/hr
Sydney	Layton	Site Lead	Melrose	\$36/hr
Kristen	Cruz	Site Lead	Steele	\$36/hr
Malicke	Parham	Site Lead	Steele	\$36/hr

21. The Administration is recommending the approval of the following After School Tutoring Program Teachers for the 2026-2027 school year.

First Name	Last Name	Building	Pay Rate	Effective Date
Thomas	Ryan	MMSA	\$36/hr	9/14/2026-5/28/2027



Special Education Team Leader

Harrisburg School District – Job Description

JOB INFORMATION			
Job Title:	Teacher Team Leader	Reports To:	School Administrator(s)
Employee Group:	HEA	Location:	Individual School Building
Certificated / Non-Certificated:	Certified	Department:	Special Education
Classification / Range:	Supplemental – HEA	Supervises Staff:	No
FLSA Status:	Exempt	Shift/Schedule:	Per HEA Agreement
Work Year/Days:	School year appointed	New Position / Updated:	Updated
Prepared/Revised Date:	09/2026	Board Approval / Resolution:	Pending

JOB SUMMARY / POSITION PURPOSE

The Teacher Team Leader provides leadership for an elementary, middle school, and 9th Grade ‘team’ of teachers and serves as a liaison with building administrators in support of the mission and vision of the school/district. The Teacher Team Leader serves as a model in support of collaboration, professionalism, leadership, and as one that works toward continuous improvement of and for equitable instruction for all students.

ESSENTIAL FUNCTIONS		
#	Essential Duties	% of Time
1	Support teachers with the use of resources/programs - Aimsweb, IXL, IEPWriter, etc.	10%
2	Support new teachers with building level questions and procedures (grade book, attendance, Educlimber, Frontline, etc.)	10%
3	Curriculum and instructional alignment – Ensure consistency and coherence in curriculum implementation and instructional practices across the grade level.	10%
4	Facilitate team collaboration – Lead regular team meetings focused on curriculum planning, evidenced-based instructional strategies, and assessment practices that promote student learning.	10%
5	Support teachers through change toward continuous improvement.	10%
7	Data-driven decision making – Guide the team in collecting, analyzing, and interpreting assessment data to inform instruction and improve student outcomes	10%
8	Coordinate team logistics – Manage (in collaboration with the Special Education Supervisor) logistics such as scheduling, field trips, classroom support assignments, paraprofessional coverage, inventory, scheduling school vans, ordering materials and supplies.	10%
9	Plan for and facilitate ongoing teacher team meetings and produce team meeting agendas and notes that are shared with appropriate personnel in a timely manner.	10%
10	Assist with the coordination of the team’s efforts to implement and monitor a diagnostic/prescriptive approach to meeting individual student needs in an equitable and supportive manner.	5%
11	Serve as a liaison to administration – Represent the team in school leadership meetings and communicate school-wide goals, policies, and initiatives to team members.	5%
12	Foster a positive team culture – Build trust, collaboration, and shared accountability within the team to ensure a supportive, student-centered environment.	5%
13	Assist with communication between the team and families when necessary.	Varied
14	Stay current with technology and support teachers on the team in the use of applicable technology.	Varied
15	Attend up to two days of planning meetings outside of the regular teacher calendar.	Varied



Special Education Team Leader

Harrisburg School District – Job Description

16	Serve as a mandated reporter and promptly report suspected child abuse, neglect, or student safety concerns in accordance with applicable laws, District policy, and administrative procedures.	Varied
17	Perform other duties as assigned by the supervisor that are job-related and consistent with the classification of the position.	Varied

SUPERVISORY RESPONSIBILITIES

Area	Details
Positions Supervised	N/A
Supervisory Authority	May participate on interview panels, curriculum discussions, or other related committees
Committee / Team Participation	IEP teams, SAP teams

REQUIRED AND PREFERRED QUALIFICATIONS

The qualifications below represent the education, experience, knowledge, skills, abilities, licenses, certifications, and clearances required to satisfactorily perform the essential functions of the position. Required qualifications must be job-related and consistent with business necessity. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions.

Requirement	Details	Required	Preferred
Education	Bachelor's degree in education	X	
Experience	At least 3 years of teaching experience within the Harrisburg School District with satisfactory ratings and attendance records	X	
Preferred Qualifications	Master's Degree in Education		X
PDE Certification(s), if applicable	Current Pennsylvania Level I teaching certification in relevant content area(s)	X	
PA Child Abuse, PA State Police Criminal History, FBI Fingerprint Clearances	Must meet District, state, and federal requirements	X	
Mandated Reporter Training	As required by Pennsylvania law and District procedure	X	
Act 168 Disclosure Requirements	Must satisfy Pennsylvania Act 168 employment disclosure requirements	X	
Act 24 Arrest/Conviction Reporting	Must comply with Pennsylvania Act 24 reporting requirements	X	
Driver's license, if applicable	N/A		

KNOWLEDGE, SKILLS, AND ABILITIES

- Track record/evidence of improving student achievement in the classroom.
- Demonstrated knowledge of the use of a rich array of instructional approaches, resources and technologies in relevant content area(s).
- Demonstrated skills in analyzing and using data for instructional decision-making.
- Interpersonal, problem solving, and organizational skills required to effectively coordinate work among individual classroom teachers, grade levels, and other staff.
- Ability to design and/or broker (individually or in collaboration with others) high-quality professional learning community (PLC) experiences.



Special Education Team Leader

Harrisburg School District – Job Description

- Knowledge of equity issues in current education reform.
- Knowledge and skills to implement a standards-based education system.
- Ability to facilitate collaboration, communicate school-wide goals and initiatives, and foster a positive, student-centered team culture.
- Ability to support teachers in the effective use of applicable instructional and school technology.

LEGAL AND COMPLIANCE REQUIREMENTS

- Complies with Board policies, administrative regulations, District procedures, and applicable local, state, and federal laws, including the Pennsylvania Public School Code, as applicable to the position.
- Maintains confidentiality of student, family, employee, and District information in accordance with applicable laws, regulations, District procedures, FERPA, and other applicable data privacy requirements.
- Complies with applicable regulatory and compliance requirements, including Title IX, Section 504 of the Rehabilitation Act, IDEA, and related laws and regulations, as applicable to the position.
- Serves as a mandated reporter in accordance with Pennsylvania law and completes all required reporting obligations, training, certifications, continuing education requirements, and clearances within established timelines.
- Maintains professional conduct and ethical standards consistent with the expectations of public-school employees.

PHYSICAL DEMANDS AND ADA CONSIDERATIONS

The physical demands described below are representative of those that must be met to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions in accordance with the Americans with Disabilities Act (ADA) and applicable law.

Physical Demand	Rarely (less than 5%)	Occasionally (5–33%)	Frequently (34–66%)	Constantly (67–100%)	Weight / Notes
Sitting		X			
Standing			X		
Walking			X		
Talking (in person, by phone, or in groups)				X	
Hearing (in person, by phone, or in groups)				X	
Vision (computer, near, distance, or peripheral)				X	
Driving Requirements		X			
Computer, Machine, or Tool Use			X		
Pushing/Pulling/Lifting		X			20 LBS
Cognitive Demands / Concentration				X	
Emotional Regulation / Stress Management				X	

WORK ENVIRONMENT / PRIMARY WORK SETTING

- Typical office and classroom environment; Subject to inside AND OUTSIDE environmental conditions.
- Primary setting is the classroom/building environment within individual schools.
- May be exposed to hazardous materials, body fluids, or disease



Special Education Team Leader

Harrisburg School District – Job Description

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The Harrisburg School District is committed to equal employment opportunity and compliance with all applicable federal and state nondiscrimination laws, including the Pennsylvania Human Relations Act. The District prohibits discrimination and harassment based on race, color, religion, ancestry, national origin, age, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, veteran status, or any other legally protected classification.

This job description is not intended to be an exhaustive list of position duties or responsibilities. The District reserves the right to revise or assign additional job-related duties consistent with business necessity and applicable law. This job description does not constitute a contract of employment. Employment with the District is governed by applicable law, Board policy, and any applicable collective bargaining or individual employment agreement.

ACKNOWLEDGMENT AND REVIEW

This job description may be reviewed and updated periodically to reflect changes in the position, operational needs, legal requirements, or District expectations.

By signing below, I acknowledge that I have received and reviewed this job description and understand the essential functions and requirements of the position. My signature does not constitute a contract of employment.

Employee Printed Name:			
Employee Signature:		Date	

Supervisor/Administrator Printed Name:			
Supervisor/Administrator Signature:		Date	

EXHIBIT A

PRICING FOR KELLY EDUCATION

This Pricing Exhibit A is incorporated and made part of the Agreement for Educational Staffing between Kelly Services, Inc. and Harrisburg School District, dated August 26th, 2020. The pricing in Exhibit A is confidential and proprietary to Kelly and is effective as of September 1, 2026.

Position	Pay Rate	Pay Type	Markup	Bill Rate
Teacher - Day to Day Transition	\$200.00	Daily	1.290	\$ 258.00
Teacher - Building Sub Transition	\$225.00	Daily	1.290	\$ 290.25
Teacher - Long Term Substitute Transition	\$250.00	Daily	1.290	\$ 322.50
Teacher - Day to Day Sub	\$200.00	Daily	1.310	\$ 262.00
Teacher - Day to Day Special Education with Training	\$205.00	Daily	1.310	\$ 268.55
Teacher - Building Sub	\$225.00	Daily	1.310	\$ 294.75
Teacher - Building Sub Special Ed with Training	\$230.00	Daily	1.310	\$ 301.30
Teacher - Long Term Substitute	\$250.00	Daily	1.310	\$ 327.50
Teacher - Long-Term Special Ed with Training	\$255.00	Daily	1.310	\$ 334.05
Retired Teacher Day to Day	\$275.00	Daily	1.290	\$ 354.75
Retired Teacher Special Education Daily with training	\$280.00	Daily	1.290	\$ 361.20
Retired Teacher - Long Term Substitute	\$300.00	Daily	1.290	\$ 387.00
Retired Teacher - LTS Special Education with training	\$305.00	Daily	1.290	\$ 393.45
Retired Principal Mentor	\$62.50	Hourly	1.290	\$ 80.63
Certified/RN School Nurse	\$50.00	Hourly	1.500	\$ 75.00
LPN School Nurse	\$37.00	Hourly	1.500	\$ 55.50
Paraprofessional - MPP Comprehensive	\$19.00 - \$23.00	Hourly	1.340	\$25.46 - \$30.82
Summer School/ESY/Pre-Work	\$36.00	Hourly	1.290	\$ 46.44
Additional Duties - Substitute	\$36.00	Hourly	1.290	\$ 46.44
CASA Substitute Teacher	\$120.00	Daily	1.290	\$ 154.80
PIMS IT Analyst	\$30.00	Hourly	1.450	\$ 43.50

1. Types of Assignments; Pricing

The Assigned Employees will be assigned to the following positions and at the following rates:

A signed Job Description is required for each position listed.

Long Term Substitute rates are effective on day 1 of assignment.

2. Pricing for Hiring a Kelly Assigned Employee

Customer agrees to pay a placement fee upon hiring the Kelly Assigned Employee to work in full- or part-time position of employment with the Customer. The placement fee is based on days worked. The fee schedule is set forth below.

1 – 30 days worked	\$9,000
31– 60 days worked	\$5,000
61 – 90 days worked	\$3,500
90+ days worked	\$1,000

3. Pricing for Hiring a Direct Hire Candidate

If the Customer hires a candidate referred to it by Kelly for direct hire by Customer, the Customer agrees to pay a direct placement fee of \$9,000. A Direct Hire is defined as a person who has not been in the employ of Kelly or the school/district prior to being hired by the school/district to fill a targeted open position.

4. Short Notice Cancellation.

If a Kelly Assigned Employee has shown up for a Customer assignment on time, and Customer cancels the assignment without timely notice, due to reasons not related to the employee’s performance, if Kelly is required to pay such Assigned Employee “show up time”, Kelly will invoice Customer for such time up to four (4) hours.

5. Changes to Absence Management Provider.

In the event that Customer changes its absence management provider during the term of this Agreement, Kelly will invoice Customer a conversion fee of ten thousand dollars (\$10,000) to account for associated administrative and implementation costs.

KELLY SERVICES, INC.

Harrisburg School District

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



OPERATION AND MAINTENANCE AGREEMENT FOR DISTRICT CLASSROOM SPACE – SCHOOL AGE

This agreement for the operation and maintenance of the facilities identified below is entered into between the **Harrisburg School District** (“*District*”) and the **Capital Area Intermediate Unit** (“*Intermediate Unit*”).

As provided by §22 PA Code 14.144 (Facilities), the *District* intends to operate and maintain space within the school building for use by the *Intermediate Unit* for special education instructional purposes, in the location(s) as indicated below:

<u>BUILDING LOCATION</u>	<u># OF CLASSROOMS</u>	<u>TYPE OF PROGRAM</u>
Downey Elementary	2	Multiple Disabilities Support

These classrooms shall be equipped with basic furniture for both pupils and teachers, and shall be operated and maintained by the *District* in the same manner as it maintains regular district classrooms including, but not limited to, cleaning of bathrooms and classrooms, emptying trash on a regular basis, and regular maintenance and upkeep. In addition, all utilities shall be provided and paid for by the *District*.

The term of this Operation and Maintenance Agreement is for one (1) year for the period of July 1, 2026 to June 30, 2027 (“*contract year*”). This Operation and Maintenance Agreement shall renew automatically for an additional term of one (1) year commencing July 1, 2026, and each July 1st thereafter, unless otherwise terminated as provided herein.

The classroom(s) provided to the *Intermediate Unit* by the *District* shall conform to all requirements set forth in PA Code 14.144; this includes the requirement that classrooms must be maintained in the same building location for a minimum of three (3) years. *District* shall notify *Intermediate Unit* of any building closings during the agreement year within one half hour (1/2 hour) of making the decision to close. If the *Intermediate Unit* intends not to renew this agreement for an additional year, the *Intermediate Unit* shall notify the *District* in writing on or before June 1 of the current contract year. If the *District* has met the three (3) year minimum stated above and intends not to renew this contract, the *District* shall so notify the *Intermediate Unit* in writing prior to March 1 of the year in which the agreement would otherwise terminate.

The *Intermediate Unit* Program Supervisor will create and review a Building Agreement with the *District* Principal on an annual basis. The purpose of the Building Agreement is to operationalize the day-to-day procedures, practices, and communications between the *Intermediate Unit* and the *District*.

All notifications to the *District* must be made to Dr. Benjamin Henry at the following address: 1010 N 7th Street, Harrisburg, PA 17102; email address: bhenry@hbgsd.us.

All notifications to the *Intermediate Unit* must be made in writing to Andrew E. McCrea, Director of Student Services, at the following address: CAIU Enola Office, 55 Miller Street, Enola, PA 17025-1640; email address: amccrea@caiu.org.

For purposes of this agreement, an email between two individuals above-listed shall satisfy the requirement for notification in writing.

The *District* and the *Intermediate Unit* mutually agree that neither one shall be liable to the other for any loss or damage that may be sustained by either one of them whether or not due to the negligence of either, and each party waives the right to recovery against the other for any such loss or damage that may occur during the original term of the Operation and Maintenance Agreement or any extension or renewal thereof.

In the event a student served by the *Intermediate Unit* in a *District* classroom is responsible for having caused physical damage to *District* property, the *District* shall bill the *Intermediate Unit* the cost of repairs only, with no markup for profit, lost time, or the like.

The terms and conditions of this agreement shall not be changed or altered except by a writing signed by an authorized representative of each party at the time of such change.

Each party, as indicated by the signatures of their authorized representatives below, hereby accepts this agreement in its entirety.

Date: _____

By: _____

SCHOOL DISTRICT

Name: _____

Title: _____

Date: _____

By: _____

CAPITAL AREA INTERMEDIATE UNIT

Name: Dr. Andria Saia

Title: Executive Director



OPERATION AND MAINTENANCE AGREEMENT FOR DISTRICT CLASSROOM SPACE – EI, PRESCHOOL

This agreement for the operation and maintenance of the facilities identified below is entered into between the **Harrisburg School District** (“*District*”) and the **Capital Area Intermediate Unit** (“*Intermediate Unit*”).

The *District*, in consideration of the payment hereinafter mentioned, intends to operate and maintain space for use by the *Intermediate Unit* for instructional purposes in the Early Intervention (EI) preschool program, in the location(s) listed below:

<u>BUILDING LOCATION</u>	<u># OF CLASSROOMS</u>	<u>TYPE OF PROGRAM</u>
Scott Elementary	5	EI, Preschool

These classrooms shall be equipped with basic furniture for both pupils and teachers, and shall be operated and maintained by the *District* in the same manner as it maintains regular district classrooms including, but not limited to, cleaning of bathrooms and classrooms, emptying trash on a regular basis, and regular maintenance and upkeep. In addition, all utilities shall be provided and paid for by the *District*.

The term of this Operation and Maintenance Agreement is for one (1) year for the period of July 1, 2026 to June 30, 2027 (“*contract year*”). This Operation and Maintenance Agreement shall renew automatically for an additional term of one (1) year commencing July 1, 2027, and each July 1st thereafter, unless otherwise terminated as provided herein.

District shall notify *Intermediate Unit* of any building closings during the agreement year within one half hour (1/2 hour) of making the decision to close. If the *Intermediate Unit* intends not to renew this agreement for an additional year, the *Intermediate Unit* shall notify the *District* in writing on or before June 1 of the current contract year. If the *District* intends not to continue this contract, the *District* shall so notify the *Intermediate Unit* in writing prior to March 1 of the year in which the agreement would otherwise terminate.

The *Intermediate Unit* Program Supervisor will create and review a Building Agreement with the *District* Principal on an annual basis. The purpose of the Building Agreement is to operationalize the day-to-day procedures, practices, and communications between the *Intermediate Unit* and the *District*.

All notifications to the *District* must be made to Dr. Benjamin Henry at the following address: 1010 N 7th Street, Harrisburg, PA 17102; email address: bhenry@hbgsd.us.

All notifications to the *Intermediate Unit* must be made in writing to Andrew E. McCrea, Director of Student Services, at the following address: CAIU Enola Office, 55 Miller Street, Enola, PA 17025-1640; email address: amccrea@caiu.org.

For purposes of this agreement, an email between two individuals above-listed shall satisfy the requirement for notification in writing. It is further agreed that the *Intermediate Unit* shall pay to the *District* for each classroom provided, equipped and maintained as indicated above, the sum of \$3,500 for a total of \$17,500. This amount shall be paid in two equal payments, during December and May of the *contract year*.

The *District* and the *Intermediate Unit* mutually agree that neither one shall be liable to the other for any loss or damage that may be sustained by either one of them whether or not due to the negligence of either, and each party waives the right to recovery against the other for any such loss or damage that may occur during the term of the Operation and Maintenance Agreement or any extension or renewal thereof.

In the event a student served by the *Intermediate Unit* in a *District* classroom is responsible for having caused physical damage to *District* property, the *District* shall bill the *Intermediate Unit* the cost of repairs only, with no markup for profit, lost time, or the like.

The terms and conditions of this agreement shall not be changed or altered except by a writing signed by an authorized representative of each party at the time of such change.

Each party, as indicated by the signatures of their authorized representatives below, hereby accepts this agreement in its entirety.

Date: _____

By: _____

SCHOOL DISTRICT

Name: _____

Title: _____

Date: _____

By: _____

CAPITAL AREA INTERMEDIATE UNIT

Name: Dr. Andria Saia

Title: Executive Director

2026-2027 Facility Use Requests – September 2026

The Administration is recommending the ratification of the following Use of Facility Request.

1. Group: Estamos Unidos De Pennsylvania

Location: John Harris High School

Activity: Children's Christmas Party

Date: 12/19 9am-1pm. 12/20 12:30pm to 6pm.

Areas: Auditorium, Cafeteria and Kitchen

Cost: \$600

Responsible Party: Hector Ortiz



**Harrisburg City School District
Integrated Pest Management Program**

**Attn: John Reedy
717-554-5251**

We proudly use 100% domestic workforce for all services.

**Andrew Tay
Rapid Response Pest Control (RRPC)
Commercial Services**

Date 8/25/26

**Email: ATay@rrpc.net
Phone 717-602-2677**



Executive Summary

Pests are more than a nuisance – they can compromise an otherwise healthy and safe learning environment. RRPC Commercial Services understands your strict need for highly effective pest control and we can deliver it.

But did you know that your pest management program can also help you meet broader goals related to sustainability, green buildings or even indoor air quality?

RRPC's Integrated Pest Management (IPM) service for schools meets or exceeds your local and state IPM guidelines and will help you meet other green initiatives in your school or school system by reducing the need for chemical treatments in your facilities.

What is Integrated Pest Management (IPM)?

IPM is an environmentally responsible approach to pest management that relies on preventing pest problems by correcting conditions that can provide pests with food, water, accessibility or shelter.

Using a proactive approach, we aim to prevent pest problems from reaching the point where they require a chemical solution. When we do need to treat, we apply products carefully and only in the areas that need them most, choosing the least-toxic options available.

Here's a summary of our proposed program, which can help you effectively prevent pest problems through the use of IPM:

Service: Interior and exterior* pest management in accordance with the principles of Integrated Pest Management (IPM). (Additional services, such as Bioremediation sanitation program to eliminate fly and other pest problems associated with food preparation areas can be provided under separate contracts with unique guarantees and service protocols.)

Service Frequency: Once per month. **Any complaints will be handled on a daily basis with a maximum of 48-hour turnaround time (if desired) at no additional charge for covered pests.**

Additional: Some materials may change over time as the EPA may change label restrictions or as better products become available. Any changes will be reviewed with the IPM coordinator.

Pest Coverage: If covered pest activity occurs between regular service visits, we will return at no additional charge to treat.

Non-covered pests such as termites, wild animals, bed bugs, mosquitoes, spotted lantern flies, etc. may be serviced under a different agreement for an additional charge.

*Exterior coverage extends to property boundaries unless otherwise indicated. Amount of property serviced may be dependent on local or state regulations as well.



Quality Assurance: Your RRPC IPM program is backed by our Quality Assurance program, which guarantees the service you receive meets RRPC's high-quality standards – and your own.

- RRPC Manager randomly spot audits facilities to review your RRPC Commercial Pest Specialist's is providing the best possible service to you.

Documentation: Written reports and recommendations will be provided and reviewed with your designated on-site IPM coordinator following each regular service visit. All service documentation is housed on-site in the RRPC logbook. Additional copies will be filed at your local RRPC branch office.

Notification Protocol: To help ensure the safety of your staff and visitors, RRPC follows strict standards as part of its Notification Process for Pesticide Applications and in accordance with relevant local and state regulatory requirements.

Materials: All forms of monitor boards and product formulations, as needed, are included. Chemical products, if needed, will be selected from a list of preferred products (*see Appendix A*) or from a list developed by you in consultation with RRPC. Copies of product labels and SDS will be provided to each facility serviced as needed and kept in an RRPC logbook along with pest sighting reports and RRPC's written Service Reports.



RRPC: A Quick and High-Quality Service Company

Our mission is to provide our customers with the best possible service and with very fast response times.

Setting the Standard

I (Andy Tay) have been in pest control for over 30 years. I've worked with Ehrlich Pest Control and Ratt Inc dba RRPC during that time. I've completed a course in Entomology with Purdue University and also completed a course with AIB (American Institute of Baking) dealing with pest control practices in food manufacturing and storage facilities. I am licensed and very experienced in many aspects of pest control to included wild animals and birds.

I've been fortunate to hire and develop great employees over the years that have help me grow my company (Rapid Response Pest Control).

My commitment to excellence started with college and later in the military. I've received honorable discharges from both the Army Reserves and the PA National Guard.

I look forward to helping customers with the pest needs for many years.

Committed to Environmentally Conscious Approaches

By following the latest best practices in Integrated Pest Management (IPM), we help our clients create cleaner and healthier learning environments. But we believe we have a responsibility to help protect the larger environment as well. RRPC prefers using non-chemical approaches to control pests, such as mechanical traps and sealants to prevent pests from entering and infesting your facility. We also use target-specific treatments that zero in on specific pest problems and help minimize any hazard to people, property or the environment.



Our Partnership Approach to Pest Prevention

RRPC Commercial Services strongly advocates the use of Integrated Pest Management (IPM). IPM is an environmentally responsible approach to pest management that relies on a combination of practices. By taking advantage of all pest management options, starting with non-chemical techniques, IPM programs proactively manage pests and help minimize any hazard to people, property or the environment.

IPM is a collaborative effort, so RRPC will partner with you to identify maintenance and sanitation opportunities that will help minimize the need for and dependence on the application of traditional pesticides and chemicals. We'll provide your employees with the tools to immediately report evidence of pest activity so we can work with you to quickly implement preventive countermeasures. If chemical treatments are necessary, RRPC will follow all appropriate laws and make judicious applications, always considering least-toxic formulations first. In accordance with IPM principles, RRPC does not apply chemical treatments on a routine or regularly scheduled basis.

RRPCs IPM programs rely on an ongoing seven-step cycle to help prevent pests.

Seven-Step System

1. An inspection of the facility, covering all five pest-activity zones: entry points, water sources, food sources, harbourage points and employee areas.
2. An analysis of the layout of the facility, noting all potential problem areas inside and out.
3. Accurate pest identification, including identification of different kinds of pests as well as various growth stages.
4. A sanitation consultation at each visit to help you and your staff keep key areas of the facility clean and unattractive to pests.
5. A treatment strategy that centers on a commitment to IPM. This means that RRPC uses the least-invasive and least-hazardous method for effective control.
6. A customized treatment program to address any immediate pest problem.
7. Ongoing monitoring and maintenance, with any treatments adjusted accordingly to maximize effectiveness. Each visit includes a written Service Report.



Partnership Roles & Responsibilities

RRPC knows from experience that the most successful IPM programs are true partnerships between our Commercial Pest Specialists and our clients' management and staffs. By working together to fulfill the roles and responsibilities outlined below, we can make your RRPC IPM program as effective as possible day in and day out.

RRPC Commercial Services

1. Provide a formal, written IPM policy statement identifying overall objectives relating to the pest management program. RRPC will provide a list of recommended objectives and work with School staff to obtain approval.
2. Work with School staff to identify an on-site IPM coordinator to serve as a liaison with your RRPC Commercial Pest Specialist. Your IPM coordinator will be responsible for managing any Corrective Action Requests to repair deficiencies that could promote pest problems, as identified by RRPC.
3. Work with School staff to set action thresholds (i.e., the level of pest activity requiring treatment) for pest populations.
4. Provide service to you daily during regular business hours, so a certified technician is on site for easy access if needed.
5. Perform a comprehensive inspection during each scheduled visit and determine appropriate treatment methods. RRPC will work with you to schedule visits at a time when your RRPC Commercial Pest Specialist can speak with the on-site IPM coordinator about potential or existing problems and needed action steps.
6. Provide a written Service Report after each visit, which will describe any deficiencies in housekeeping, maintenance or sanitation that could promote pest problems. Written recommendations for correcting any deficiencies noted at the time of service will be submitted to you via a Corrective Action Request.
7. If necessary and appropriate, RRPC will carefully select and apply targeted, least-hazardous pesticide formulations in accordance with federal, state and local regulations and label instructions, and within the guidelines outlined in the Standards of Performance section of this document. Copies of labels and Safety Data Sheets (SDS) will be accessible to you in the RRPC logbook on-site.
8. Provide services for any cafeteria or food facilities at a time that the on-site manager prefers. Even when operations are currently closed if desired.



Harrisburg Schools

1. Make the premises available for service at the specified time and ensure that all areas are accessible for inspection and treatment.
2. Work with RRPC to determine an agreed upon list of pest management objectives and action thresholds for the IPM program.
3. Identify an on-site IPM coordinator for your facility and make him or her available to speak with your RRPC Commercial Pest Specialist about potential or existing problems and needed action steps in a timely manner.
4. Prepare your premises for service according to the agreed upon conditions.
5. Promptly correct deficiencies noted on the written reports provided by your RRPC Commercial Pest Specialist. This is critical to ensure the integrity of your IPM program, however if these deficiencies are not corrected, RRPC still understands its obligations to do whatever is necessary to control pest activity.
6. Work with RRPC and your foodservice and custodial/maintenance staff to schedule the employee training material(s) described in #9 above and train (as needed) employees to conduct routine cleaning processes that do not disturb, remove or limit the effectiveness of the control methods utilized by your RRPC Commercial Pest Specialist.
7. Train all School employees to report all pest sightings using the Pest Sighting Memos (PSMs) provided with your RRPC logbook, or if you prefer, using the system you use for logging pest sightings, pest-friendly conditions and other work-order items, as long as copies of such reports are kept in the RRPC logbook so your RRPC Commercial Pest Specialist can review them during each service visit. RRPC can provide training materials on request for you to integrate into your existing employee training.
8. School staff will not maintain pesticide inventories, unless personnel properly licensed to apply those pesticides are on staff. If School staff meets these requirements and pesticides are maintained on-site, storage will be tightly controlled to prevent unauthorized access. Storage area should conform to any and all local, state and federal guidelines for proper pesticide storage.



Standards of Performance

To effectively prevent and manage pests at your facility, your RRPC Commercial Pest Specialist will adhere to the Standards of Performance outlined below as part of your IPM program.

1. METHODS OF CONTROL

A. Non-Chemical Techniques

1. **Glue boards/sticky traps** of varying types may be used to trap crawling insects and rodents for the dual purpose of monitoring and control. They will be positioned in areas most likely to be frequented by pests yet placed so as not to interfere with operations. All permanent placements will be dated, initialled and recorded on a detailed site diagram.
2. **Pheromone traps** may be deployed in dry food storage areas to help detect and control grain insects (such as Indian Meal Moths, Confused Flour Beetles, Weevils, etc.).
3. **Mechanical traps** of various types may be used as needed to monitor and/or control rodents.
4. **Exclusion** techniques may be used to screen or seal pests out. This includes, but is not limited to wild animals, rodents, bees, wasps, flies and occasional invaders. Minimal exclusion may be included in most programs. Extensive exclusion will be at an additional cost if needed.
5. **Vacuums** may be used as needed to remove insects and any debris that might serve as an insect food source.
6. **Communication** will be included in service reports that included sanitation issues, exclusion or repairs needed.
7. Existing **ultra-violet light traps** may be used to trap and monitor various flying insects. Additional traps can be provided if needed by RRPC for an additional one-time charge. These traps will be checked regularly and serviced as needed.

B. Chemical Techniques

1. In accordance with IPM principles, your RRPC Commercial Pest Specialist will not apply chemical treatments on a routine or regularly scheduled basis. **If pesticides are needed**, RRPC will adhere to the following guidelines¹:
 - A. Pesticide treatments will be applied in accordance with individual product-label instructions, only when non-chemical methods have been ineffective or are inappropriate, and only after consultation with your designated IPM Coordinator if desired.
 - B. Materials will be selected from a list of preferred products (see *Appendix A*) or from your approved list developed in consultation with RRPC. Copies of product labels and SDS will be provided to each facility as part of the RRPC logbook.
 - C. Pesticides will be applied only after the area has been cleared of staff and visitors and in accordance with local and state regulatory requirements.
 - D. Pesticides with U.S. Environmental Protection Agency (EPA) “Danger” or “Warning” labels will not be used.
 - E. Pesticides with ingredients classified as possible, known, probable or likely carcinogens or reproductive toxicants by U.S. EPA will not be used with the exception of those used in pre-manufactured, enclosed, tamper-resistant bait stations and gel baits.
 - F. Pesticides with ingredients classified as nervous system toxicants, such as cholinesterase inhibitors or neurotoxins, on the Toxics Release Inventory will not be used.
 - G. Pesticides used outdoors will not include ingredients with moderate or high mobility in soil, according to the Groundwater Ubiquity Score, or with a soil half-life of 31 days or more (except for mineral products).
 - H. Pesticide formulations will be ready to use or pre-mixed before they are brought onto facility grounds.

¹ If a pest problem poses an immediate threat to human health and no viable alternative to pesticides exists to address the pest problem, RRPC may deviate from the guidelines described in this section on a case by case basis, adhering to any applicable local or state regulations and selecting only the most appropriate product(s) available.

-
2. **Rodent baits**, if needed, will be used in low-traffic exterior locations. Baits will be enclosed in locked, distinctly marked bait stations of a tamper-resistant variety to protect staff, pets and non-target wildlife.

2. SERVICE PROCEDURES

A. Exterior – General IPM Procedures

1. Insect and Crawling-Pest Management

The primary insect and crawling-pest management measures outside your facilities will be visual inspections and monitoring devices. During each service visit, your RRPC Commercial Pest Specialist will inspect for conditions conducive to pest infestations and report any needed repairs or maintenance and sanitation issues via Corrective Action Requests.

In the event that inspections and monitoring fail to achieve an acceptable level of control (as agreed upon by the facility and RRPC), RRPC will obtain authorization from the IPM coordinator and may use other measures (*identified in Sections 1A and 1B above*) as needed in specific, targeted areas around the immediate exterior of the facility. Care will be exercised to prevent drift of materials into the facility or landing on surfaces, such as door thresholds, that might allow them to be picked up on shoes or wheels of equipment and be transported inside. RRPC always considers the appropriate non-chemical methods of control before utilizing chemical options.

2. Rodent Management

The primary rodent management measures outside your facilities will be visual inspections. Should inspections indicate an unacceptable level of rodent activity (as agreed upon by the facility and RRPC), RRPC will obtain authorization from the IPM coordinator and may install and maintain a supply of weatherproof and tamper-resistant rodent trap or bait stations in low-traffic exterior locations inaccessible to students and other areas likely to be attractive to rodents (see diagram). The bait stations will be anchored in place. Each bait station will be serially numbered. The stations will be inspected regularly to monitor for rodent activity and to ensure that rodent bait remains fresh. RRPC will dispose of any rodent remains (if the remains are readily accessible). Staff should not attempt to remove or disturb bait stations or their contents.

B. Interior – General IPM Procedures

1. Insect and Crawling-Pest Management

The primary insect and crawling-pest management measures inside school facilities will be visual inspections and monitoring devices. During each service visit, your RRPC Commercial Pest Specialist will inspect for conditions conducive to pest infestations and report any needed repairs or maintenance and sanitation issues via Corrective Action Requests.

To monitor pest activity, glue traps may be used on floor areas crawling pests are likely to frequent, and pheromone traps may be used for insects. All traps will be inspected as needed and the information kept on an accumulative log sheet to show increases in numbers of insects trapped. The results of the trap catches and visual inspections will largely determine what course of action is necessary to prevent infestation.

Control measures may include physical removal of pests and infested materials, sealing cracks and crevices and bait application. In the event that inspections and monitoring fail to achieve an acceptable level of control (as agreed upon by facility and RRPC), RRPC will obtain authorization from the IPM coordinator and may use other measures (*identified in Sections 1A and 1B above*) as needed in specific, targeted areas within the facility. RRPC always considers the appropriate non-chemical methods of control before utilizing chemical options.

2. Rodent Management

The primary rodent management measures inside School facilities will be visual inspections, monitoring devices and exclusion². In the event that these actions fail to achieve an acceptable level of control (as agreed upon by facility and RRPC), RRPC will obtain authorization from the IPM coordinator and may install mechanical traps.

² School staff will be responsible for performing exclusion work with direction from RRPC. If school staff cannot perform such work, RRPC can perform it for additional charges or refer contractors specializing in such work to the school IPM contact.

A combination of single-catch and multiple-catch mechanical traps may be placed in locations most likely to be used as runways by rodents. Your RRPC Commercial Pest Specialist will determine the types of traps used based on an inspection of your facility. Baits will not be used in public areas inside the buildings, unless absolutely required due to amount of rodent activity and then we prefer non-toxic baits if possible. All rodent bait, when used will be in tamper-resistant containers needing a key to open.

Rodent devices may be placed along walls or in areas that rodents might use as runways. All such rodent devices will be serially numbered and maintained regularly. RRPC will dispose of any captured rodents or rodent remains – School staff should not attempt to remove or disturb trap contents. Traps must remain accessible for service by RRPC at all times.

If additional control options are deemed necessary (as agreed upon by facility and RRPC), RRPC will obtain authorization from the IPM coordinator and may use other measures (*identified in Sections 1A and 1B above*) as needed in specific, targeted areas within the facility. RRPC always considers the appropriate non-chemical methods of control before utilizing chemical options.

(See also Section 2C – Interior - Specific Procedures below)

C. Interior – Specific IPM Procedures

In certain areas of your facility, your RRPC Commercial Pest Specialist will follow specific service procedures tailored to the special pest management needs of such areas and based on RRPC's experience in similar conditions. In all cases, pest management methods will be selected and implemented as needed according to the procedures outlined above in Section 2B – Interior General Procedures. Your RRPC Commercial Pest Specialist will report any needed repairs or maintenance and sanitation issues to your on-site IPM coordinator via Corrective Action Requests.

1. Offices Areas

Your RRPC Commercial Pest Specialist will inspect offices Scope of Buildings Served, on a regular basis on a day and time arranged with the IPM coordinator. Depending on the size and type of any problems discovered, your RRPC Commercial Pest Specialist may schedule a follow-up visit to re-inspect the area rather than wait for the next scheduled visit.

Staff lounges, break rooms and coffee areas often include food products left accessible to pests throughout the day. Your RRPC Commercial Pest Specialist will pay particular attention to these areas during every inspection.

2. **Cafeteria/Dining Areas**

Visual inspections and monitoring devices will be the primary measures of control in the cafeteria and dining areas. Daily sanitation and waste/recycling play a large role in the presence of pests in these areas. During inspections, your RRPC Commercial Pest Specialist will review these efforts and report any recommendations to your IPM coordinator.

3. **Food Preparation Areas**

Your RRPC Commercial Pest Specialist will start with a comprehensive inspection to identify food and water sources and common insect-harbourage areas in food preparation areas. These areas include, but are not limited to:

- under and behind stainless steel tables,
- sinks and splashboards,
- electrical outlets, switches, compressors and control boxes,
- counter-top equipment (e.g., coffee makers, soft drink machines, microwaves, meat slicers, etc.),
- behind false walls near food prep tables,
- shelving,
- drop ceilings,
- clocks and other wall-mounted items,
- dishwasher units and soiled dish conveyors and carts.

Your RRPC Commercial Pest Specialist also will search out cracks and crevices at wall/ceiling junctures, wall/floor junctures and in corners and alert you of any needed repairs.

4. **Vending Areas**

Because they offer pests an ideal source for heat, moisture, food and harbourage, vending machines and their immediate surrounding areas will be inspected. Your RRPC Commercial Pest Specialist will examine the area for any maintenance and/or sanitation needs that could impact pest activity.

5. **Lockers**

Staff can unknowingly carry pests into your facility on their belongings or clothing, and unattended food or excess moisture in lockers can then aid in pests' survival. Your RRPC Commercial Pest Specialist will inspect the areas around lockers and monitor for signs of pest activity. If pests are found, RRPC will work with you and your staff to quickly eradicate the source of the problem.

6. **Restrooms/Mop Rooms/Boiler Rooms**

Restroom facilities will be inspected for excess moisture and needed repairs (i.e., cracked tile, leaking pipes, etc.) that could contribute to a pest problem. Where appropriate, RRPC may use industrial sealants and/or mesh to seal potential entry and harbourage points around pipes, stalls, mirrors and other fixtures.

7. **Storage Areas**

Since shipments are often the source of most incoming pest problems, proper upkeep of your facility's storage areas is critical. Your RRPC Commercial Pest Specialist will inspect these areas and make recommendations that will help eliminate potential pest harbourage sources.

D. Notification Process for Hypersensitivity Registry

To help ensure the safety of any one on the Hypersensitivity Registry, RRPC personnel will provide proper notification to them and copies will be provided to the CPM before any pesticide application is made.



Service Documentation

One of the most important elements of an IPM program is documentation. We document all services provided by RRPC's Commercial Pest Specialist, operations management, support staff and Quality Assurance professionals. Copies of this documentation are kept on-site in the RRPC logbook at the facility and at the local RRPC branch office. All documentation will be reviewed on a regular basis by RRPC's management team to ensure that your IPM program is working for you.

RRPC's IPM service documentation includes the following:

- A. **IPM Policy Statement:** RRPC's formal, written IPM policy statement for your facility.
- B. **Scope of Service:** Outlines the specifics of your RRPC service plan.
- C. **Pest Sighting Memos:** It is essential for your on-site IPM coordinator and an additional employee(s) to report all pest sightings in the RRPC logbook to indicate what pests were seen in between service visits and where the pests were located. (*See Partnership Roles & Responsibilities Section.*)
- D. **Inspection Reports:** Details areas inspected, problems found and corrective recommendations, i.e., what you and RRPC need to do to fix the problem.
- E. **Service Reports:** A written Service Report will be completed at the end of every service. Pest activity and action plans to correct any pest problems will be documented, as well as structural and sanitation recommendations.
- F. **MSDS/Labels:** Safety Data Sheets, or labels, provide details about materials used in compliance with state and federal regulations and quality audits.
- G. **Insurance/Licenses:** RRPC's insurance information as well as relevant licenses or certifications that verify your RRPC Commercial Pest Specialist's qualifications and certifications to perform pest control.
- H. **Contacts:** Provides pertinent contact information at your facility, including client requirements and service date and time, should your RRPC Commercial Pest Specialist need assistance or should you need to communicate any problems in case of emergency.



RRPC provides additional services that are not included in this scope of service, such as:

- Wild Animal Trapping
- Bird Exclusion work
- Bioremediation
- Bed Bug services
- Termite control

We would be happy to submit a proposal for additional services upon request.

**We proudly use 100% domestic workforce for all services.
No subcontractors are used.**

With the Dept of Agriculture in the State of PA, we are licensed in Categories 11, 12, 15 and 16.

We also have our PA State contractor's license to do exclusion and structural repair type work.

We are certified by the PA Game Commission to do Wildlife Control.

Certificates provided upon request.

PA State our contract # is 4400033578 RRPC Inc vender number is 567021



General Pest Control and Drain Services

Annex Building - 2291 7 th St.	\$50.00 each month or \$600.00
Ben Franklin Elementary - 1205 N 6 th St.	\$50.00 each month or \$600.00
Camp Curtain Academy - 2900 N 6 th St.	\$50.00 each month or \$600.00
Lincoln Elementary - 1601 State St.	\$50.00 each month or \$600.00
Downey Elementary - 1313 Monroe St.	\$50.00 each month or \$600.00
Foose Elementary - 1301 Sycamore St.	\$50.00 each month or \$600.00
➤ Drain Service	\$78.00 each month or \$936.00
Hamilton - 1701 N 6 th St.	\$50.00 each month or \$600.00
John Harris HS - 2451 Market St.	\$50.00 each month or \$600.00
➤ Drain Service	\$216.00 each month or \$2,592.00
➤ Exterior Bait Station Service	\$95.00 each month or \$1,140.00
SciTech High School - 215 Market St.	\$50.00 each month or \$600.00
Marshall Math Science Acad. - 301 Hale Ave.	\$50.00 each month or \$600.00
➤ Exterior Bait Station Service	\$85.00 each month or \$1,020.00
Melrose Elementary - 2041 Berryhill St.	\$50.00 each month or \$600.00
Rowland Academy - 1842 Derry St.	\$50.00 each month or \$600.00
Scott Elementary - 1900 Derry St.	\$50.00 each month or \$600.00
John Harris Fieldhouse - 2451 Market St.	\$50.00 each month or \$600.00
➤ Exterior Bait Stations	\$18.50 each month or \$222.00
Admin Building - 1010 7 th St.	\$50.00 each month or \$600.00
Steel Elementary - 2537 N 5 th St.	\$50.00 each month or \$600.00
Total	\$15,510



Exterior Power Spray Service (insect control) in April, July and October

Annex Building - 2291 7 th St.	\$453.00 each month or \$1,359.00
Ben Franklin Elementary - 1205 N 6 th St.	\$855.00 each month or \$2,565.00
Camp Curtain Academy - 2900 N 6 th St.	\$1,165.00 each month or \$3,495.00
Lincoln Elementary - 1601 State St.	\$881.00 each month or \$2,643.00
Downey Elementary - 1313 Monroe St.	\$1,001.00 each month or \$3,003.00
Foose Elementary - 1301 Sycamore St.	\$1,012.00 each month or \$3,036.00
Hamilton - 1701 N 6 th St.	\$515.00 each month or \$1,545.00
John Harris HS - 2451 Market St.	\$1,627.00 each month or \$4,881.00
SciTech High School - 215 Market St.	\$252.00 each month or \$756.00
Marshall Math Science Acad. - 301 Hale Ave.	\$906.00 each month or \$2,718.00
Melrose Elementary - 2041 Berryhill St.	\$787.00 each month or \$2,361.00
Rowland Academy - 1842 Derry St.	\$672.00 each month or \$2,016.00
Scott Elementary - 1900 Derry St.	\$510.00 each month or \$1,530.00
John HarrisField House - 2451 Market St.	\$603.00 each month or \$1,809.00
Admin Building - 1010 7 th St.	\$380.00 each month or \$1,140.00
Steel Elementary- 2537 N 5 th St.	\$381.00 each month or \$1,143.00
Total	\$36,000.00



Propel Service for Rodents in March, November and January

Ben Franklin Elementary - 1205 N 6 th St.	\$615.00
Camp Curtain Academy - 2900 N 6 th St.	\$868.00
Lincoln Elementary - 1601 State St.	\$625.00
Downey Elementary - 1313 Monroe St.	\$734.00
Foose Elementary - 1301 Sycamore St.	\$697.00
Hamilton - 1701 N 6 th St.	\$378.00
John Harris HS - 2451 Market St.	\$1,091.00
SciTech High School - 215 Market St.	\$175.00
Marshall Math Science Acad. - 301 Hale Ave.	\$643.00
Melrose Elementary - 2041 Berryhill St.	\$524.00
Rowland Academy - 1842 Derry St.	\$493.00
Scott Elementary - 1900 Derry St.	\$357.00
Steel Elementary - 2537 N 5 th St.	\$332.00

Total \$7,532.00

Any complaints will be handled on a daily basis with a maximum of 48-hour turnaround time (if desired) at no additional charge for covered pests.

We will also monitor the demolition at the William Penn High School for ground hogs, mice, rats and any other pests. If services are needed, we will provide them at an additional charge.



Harrisburg City School District
Integrated Pest Management Program

Service Agreement

For your convenience, you may sign this page of our enclosed proposal, and it will become our working agreement. This proposal is and shall remain the property of Rapid Response Pest Control.

Accepted By:

(Signature)

Print Name:

Title:

Date:

Effective Start Date:

Harrisburg School District

Listing of Krapf Bus Drivers - As of 08/27/26

Board Meeting: September 2026

Employee Name, (Last, First	Status	Job Title	Route#
Migma	Active	CDL-Driver	1
Reinaldo Viera	Active	CDL-Driver	2
Nia David	Active	CDL-Driver	3
Tariq Mumford	Active	CDL-Driver	4
Tia Monroe	Active	CDL-Driver	5
Odane Stewart	Active	CDL-Driver	6
Leah Jennings	Active	CDL-Driver	7
Arlyn Olivares	Active	CDL-Driver	8
Geniene Humphrey	Active	CDL-Driver	9
Tessa Redfoot	Active	CDL-Driver	10
Khalil Lawrence	Active	CDL-Driver	11
Kenia Fernandez	Active	CDL-Driver	12
Sam Jones	Active	CDL-Driver	13
Cliff Dickens	Active	CDL-Driver	14
Wilner Renesca	Active	CDL-Driver	15
Rashiad Marrero	Active	CDL-Driver	16
Sai-Aja Bradley	Active	CDL-Driver	17
Patti Davis	Active	CDL-Driver	18
Sophonria Rogers	Active	CDL-Driver	19
Katrina Coles	Active	CDL-Driver	20
Shanice Reado	Active	CDL-Driver	21
Nyeema Thomas	Active	CDL-Driver	22
Melissa Garcia	Active	CDL-Driver	23
Crystal Greene	Active	CDL-Driver	24
Dominique Bradley	Active	CDL-Driver	25
Lavar Greene	Active	CDL-Driver	26
Eammon Walsh (Macy Grey)	Active	CDL-Driver	27
Rafaela Puntiel	Active	CDL-Driver	28
Tyson Vazquez	Active	CDL-Driver	29
Denisha Everett	Active	CDL-Driver	30
Nancy Marcello	Active	CDL-Driver	101
Mary Porter	Active	CDL-Driver	106
Danielle Jones	Active	CDL-Driver	107
open per district	Active	CDL-Driver	116
Tiana Washington (AM)			
Bryon Anderson (PM)	Active	CDL-Driver	119
Deb White	Active	CDL-Driver	121
Rebecca Wilson	Active	CDL-Driver	122
Margie Hernandez	Active	Non CDL -Driver	40

Emily Hendrick	Active	Non CDL -Driver	41
Kadijah Gann	Active	Non CDL -Driver	45
Smarlin Polanco	Active	Non CDL -Driver	46
Jordan Castro-Rivera	Active	Non CDL -Driver	47
Narayan Bhandari	Active	Non CDL -Driver	48
John Boland	Active	Non CDL -Driver	49
Open	Active	Non CDL -Driver	50
Judith Feliciano	Active	Non CDL -Driver	52
Tatianna Nock	Active	Non CDL -Driver	53
Michelle Dizo	Active	Non CDL -Driver	54
Kashif Layton	Active	Non CDL -Driver	55
Uahante Williams	Active	Non CDL -Driver	56
Brenda Holmes	Active	Non CDL -Driver	57
Melvin Hinton	Active	Non CDL -Driver	58
Concession Vazquez	Active	Non CDL -Driver	59
Wheelchair Van	Active	Non CDL -Driver	60
Joy Garlfield	Active	Non CDL -Driver	61
Odette Dikoum	Active	Non CDL -Driver	62
Ijalay Bellamy	Active	Non CDL -Driver	63
Ulysses Vasquez	Active	Non CDL -Driver	64
Deziure Easter	Active	Non CDL -Driver	65
Amari Royster	Active	Non CDL -Driver	66
Abdul Alhaidari	Active	Non CDL -Driver	67
Lauren Owens	Active	Non CDL -Driver	68
Charles Hill	Active	Non CDL -Driver	69
Deasia Dockery	Active	Non CDL -Driver	70
Shenike Berkley	Active	Non CDL -Driver	71
Gerald Aquino	Active	Non CDL -Driver	72
Deb White	Active	Non CDL -Driver	73
Therra Chong- Ling	Active	Non CDL -Driver	74
Frenny Ruiz	Active	Non CDL -Driver	75
Erikka Bellamy	Active	Non CDL -Driver	76
open	Active	Non CDL -Driver	77
Stephani Rivera	Active	Non CDL -Driver	78
Etienne Haas-Slodkowski	Active	Non CDL -Driver	79
Sierra Raye	Active	Non CDL -Driver	80
Valerie Ream	Active	Non CDL -Driver	81
Claire Marshall	Active	Non CDL -Driver	82
Glicette Nieves	Active	Non CDL -Driver	83
Richard Kniss	Active	Non CDL -Driver	84
Leydy Gomez	Active	Non CDL -Driver	85
Robin Raye	Active	Non CDL -Driver	86
Jasmine Donald	Active	Non CDL -Driver	87
open	Active	Non CDL -Driver	88

Ivelisse Gomez De La Cruz	Active	Non CDL -Driver	89
Overt Canela- Perez	Active	Non CDL -Driver	90
Miguel De La Cruz	Active	Non CDL -Driver	91
Emmanuel Fortuna	Active	Non CDL -Driver	92
open	Active	Non CDL -Driver	93
Corin Blackwell	Active	Non CDL -Driver	94
open	Active	Non CDL -Driver	95
Rahma Hassan	Active	Non CDL -Driver	96
Charles Hill	Active	Non CDL -Driver	97
Ariale Bellamy- Crawford	Active	Non CDL -Driver	98
Tamara Norris	Active	Non CDL -Driver	99
Connie Jacobs	Active	Non CDL -Driver	102
Jameia Washington	Active	Non CDL -Driver	103
Mark Richey	Active	Non CDL -Driver	104
Noellie Rodriguez	Active	Non CDL -Driver	105
James Braxton	Active	Non CDL -Driver	108
Marggie Soto-colon	Active	Non CDL -Driver	109
Harry Castillo	Active	CDL -sub driver	
Marvin Moore	Active	CDL -sub driver	
Justice West	Active	CDL -sub driver	
Thomas Grey	Active	CDL -sub driver	
Bernadale Scott (weekends, after 5)	Active	CDL -sub driver	
Aiylah Mangué	Active	CDL -sub driver	
Jasmine Stafford	Active	CDL -sub driver	
Abdoulaye Maiga	Active	CDL -sub driver	
Lenn'e Bittinger	Active	Non CDL -sub driver	
Dream Moore (AM Only)	Active	Non CDL -sub driver	
Kashaf Layton	Active	Non CDL -sub driver	
Tiffany Garris	Active	Non CDL -sub driver	
Uahante Williams	Active	Non CDL -sub driver	
Gabrielle Blackwell	Active	Non CDL - sub driver	
Caleeta Williams	Active	Non CDL - sub driver	
Halim Joseph	Active	Non CDL - sub driver	
Tanya Viera	Active	Monitor	
Iha'jade Thomas	Active	Monitor	
Sandra Duncan	Active	Monitor	
Jackeline Stein	Active	Monitor	
Yolanda Warren	Active	Monitor	
Zenaida Villegas	Active	Monitor	
Sandra Bates	Active	Monitor	
Jenesa Johnson	Active	Monitor	
Mayvine Ferguson	Active	Monitor	
Shawnte White	Active	Monitor	
Shaliya Brown	Active	Monitor	

Tyzae Scott	Active	Monitor
Geraldine Eaten	Active	Monitor
Miguel Feliciano	Active	Monitor
Maram Moustafa	Active	Monitor
Kler Jones	Active	Monitor
Denisha Sims	Active	Monitor
Tiffany Ware	Active	Monitor
Asharay Urrutia	Active	Monitor
Tanya Hill	Active	Monitor
Kheira Cherchar	Active	Monitor
Colleen Nash	Active	Monitor
Ahmad Fulp	Active	Monitor
Shnejah Wilkerson	Active	Monitor
Lanette Polite	Active	Monitor
Lillie Davis	Active	Monitor



PA018021

September 2, 2026

Harrisburg School District
Attn: Beth D. King, Food Service Director
1010 N. 7th Street
Harrisburg, PA 17102

Phone: 717-603-0536

Planned Maintenance Agreement for Mechanical Systems

We will provide materials and labor to complete a planned maintenance service for:

☒ Refrigeration Equipment
☒ Ice Machine(s)

☒ Food Preparation Equipment

We will perform the following:

- ☒ Check or wash all condensers (1 time a year).
- ☒ Lubricate condenser, evaporator, exhaust motors and all others that require service (1 time a year).
- ☒ Check refrigerant line pressures for charge and for vibration and wear.
- ☒ Measure temperature split across evaporator.
- ☒ Check and tighten electrical connections (amp readings and voltage check).
- ☒ Check controls for proper operation.
- ☒ Reset controls and timers for efficient operation.
- ☒ Clean water circuits on ice making equipment and flush (1 time a year).
- ☒ Tighten, align and repair latches, hinges, hardware, door seals, heaters, etc.
- ☒ Clean and check condensate drain lines.
- ☒ Check and clean fan blades and blower wheels.
- ☒ Report potential problems to secure prompt repair.
- ☒ Sanitize ice surfaces and bin (1 time a year).
- ☒ Sharpen slicer blades and lubricate chassis (sharpening stones extra if needed)
- ☒ Delime dishwasher*.
- ☒ Delime convection steamers*.
- ☒ Replace water filters for ice making and steamer equipment*.

Equipment to be serviced:

All refrigeration and food service equipment at all 13 schools/locations.

All parts or materials required to service or repair any piece of equipment other than normal maintenance items to be billed as an "extra" cost.

This planned maintenance service to be done (1) one time a year per location.

\$9,500.00 total for all schools 1 time a year*.

Terms: Net 15 days

1. This is a very complete and detail oriented service that is guaranteed to save energy costs, and to help reduce or prevent service calls. Some competitors' services are not the same as ours, which may be reflected in their pricing.
2. This agreement shall be for a term of 3 years. Effective dates of the agreement is 10/1/26 through 6/30/29.
3. Any additional pieces of equipment not listed on this agreement that you wish to have serviced will be charged accordingly.
4. This agreement can be price adjusted at any time after negotiation. Appropriate fuel surcharge may be added to your bill.
5. *Water filters and steam filters to be provided as needed at an additional charge.

Respectfully submitted,

Michael Dunn

Michael Dunn
Advisor

Authorized signature: _____ Date: _____

Please sign and return original as your acceptance of this agreement. Copy is for your records.

Payment is NOT due upon signing. You will be billed after completion of service.

Quoted price for this agreement is effective for 30 days only.

Beth King

Ben Franklin Equipment List		
Equipment Name		
Waklin in Freezer Bally		2016
Waklin in Refrigerator Bally		2024
Refrig #3 double door- Delfield	replaced	2025
Refrig #4 double door- Delfield	replaced	2025
Refrig #1 single door-Continental-pass thru		
Refrig #2 single door- Continental- pass thru		
Double convection oven	replaced	2024
Range with oven-Southbend		2018
Milk cooler #1 Contintetal	10+	
Milk cooler #2 Contintetal	10+	
Milk cooler- large in café- Powers	10+	
Warmer pass thru #1-Winston	replaced	2025
Warmer pass thru#2		2025
Steam table #1		
Steam table #2		
Cold table #1		
Cold table #2		

Camp Curtin Equipment List		
Equipment Name		
Walk-in Freezer		
Walk-in Refrigerator		
Steam Kettle	replacing	2026
Double Steamer- Cleavland		2023
Refrigerator #1 double door- Victory	replaced	2025
Double convection oven	replaced	2024
Double convection oven	replaced	2024
Milk cooler #1-Powers	replaced	2024
Milk cooler #2-Beverage Air	replaced	2024
Warmer pass thru #1	replaced	2024
Warmer pass thru #2	replaced	2024
pass thru refrigerator		
pass thru refrigerator		

Downey Equipment List

Equipment Name	
Double door freezer- Delfield	replaced 2025
Triple door Freezer	2017
Refrigerator- double door- Delfield	replaced 2025
Refrigerator - double door-Delfield	replaced 2025
Refrigerator #2 single door pass- Victory	
Refrigerator #3 single door-pass	
Double convection oven	replaced 2025
Range with oven-Southbend	
Milk cooler #1	
Milk cooler #2	
Large milk cooler #3 behind line	
Warmer pass thru #1-FEW	replaced 2025
Warmer pass thru #2-crescore	replaced 2025
Steam table #1	
Steam table #2	
Cold table #1	
Cold table #2	

Foosse Equipment List	
Equipment Name	Age of equipment
Walk-in Refrigerator	10+ years old from 1
Triple door Freezer	Equipment grant 20
Double door freezer-Hoshizak	2016
Double door freezer-delfield	2025
Refrigerator #2 single door-Pass	10+ years old
Refrigerator #1 single door-Pass	10+ years old
Double convection oven	2024
Range with oven-Southbend	10+ years old
Milk cooler #1	
Milk cooler #2	
Milk cooler #3-beverage Air	
Milk cooler #4 continental	
Warmer pass thru #1-Winston	2024
Warmer pass thru #2-Winston	2024
Warmer pss thru #3- Crescore	2018
Steam table #1	10+ years old
Steam table #2	10+ years old

Cold table #1	10+ years old
Cold table #2	10+ years old
Hamilton Equipment List	
Equipment Name	
Triple door Freezer	10+ years old
Single door freezer	10+ years old
Refrigerator #1 double door- Delfield	2025
double door refrig- Delfield	2024
Double convection oven	2024
Combination oven	2024
Milk cooler #1	2024
Food warmer #1 Crescore	2018
Steam table #1	2024
Cold table #1	2024
SS Table	2024
SS Table	2024

John Harris/Hbg. High School Equipment List

Equipment name	
Walk-in Freezer	10+ years old
Walk-in Refrigerator	10+ years old
Rotary Oven	10+ years old
Tilt skillet	10+ years old
Steamer	10+ years old
Refrig #1 double door-Victory-lg. side	10+ years old
Refrig #2 single door- lg. side	10+ years old
Refrig #3 single door	10+ years old
Refrig #4 double door	10+ years old
Double convection oven #1	10+ years old
Double convection oven #2	10+ years old
Range with oven	10+ years old
Pizza Oven large café	10+ years old
Pizza Oven small café	10+ years old
Milk cooler #1	2025
Milk cooler #2	2025
Warmer #1 Large café-pass- against wa	10+ years old
Warmer #2 Large café	10+ years old

Warmer #3 Large café	10+ years old
Warmer #4 Large café- Victory	10+ years old
Warmer #5 Sm café	10+ years old
Warmer #6 Sm café-Witco	10+ years old
Warmer #7 Sm café	10+ years old
Warmer #8 Sm café	10+ years old
Warmer in small café food area?	10+ years old
Steam & Cold table #1 Large café	10+ years old
Steam & Cold table #2 Large cafe	10+ years old
Steam & Cold table #1 Sm café	10+ years old
Steam & Cold table #2 Sm café	10+ years old
Sandwich Refrigerator-Delfield-on coun	10+ years old
Icemachine	2025
Single door freezer lg side-not in use	10+ years old
Salad Bar- Large side	10+ years old
triple bin wash sink	10+ years old
dish machine- not in use	10+ years old
Steamer #1	10+ years old
Steamer #2	10+ years old
Sm steam kettle not in use	10+ years old
Floor mixer near door	10+ years old
Floor mixer near ovens	10+ years old
Buffalo Chopper	10+ years old
Flat top- sm side	10+ years old
Single door freezer sm. side-not in use	10+ years old
Sandwich slide new- sm side	2023
Salad bar-sm side	10+ years old

Lincoln/CougarAcademy Equipment list

Equipment Name	
Double door freezer-Beverage Air	replaced 2024
Refrig #3 double door-Delfield	replaced 2025
Refrig #4 double door-Delfield	replaced 2025
Double door freezer-	2024
Single door Freezer-Trauslen	10 years old
Refrig #1 single door-pass-Trauslen	10+
Refrig #2 single door-pass	10+
Double convection oven	replaced 2024

Range with oven-Southbend	2018
Milk cooler #1- beverage air	replaced 2025
Milk cooler #2-in cafeteria	replaced 2025
warmer pass thru #1-Winston	replaced 2025
Warmer pass thru #2	replaced 2025
Steam table #1	
Steam table #2	
Cold table #1	
Cold table #2	

Marshall Equipment List	
Equipment Name	
Double door freezer - Continental	replaced 2025
Triple door Freezer	10 years old
Triple door Freezer	2022
Refrigerator #4 double door	replaced 2025
Refrigerator #1 double door	replaced 2025
Refrigerator #2 single door-pass	
Refrigerator #3 single door- pass	
Double convection oven	replaced 2024
Range with oven	2016
Milk cooler #1 beverage air	2024
Milk cooler #2- powers	
Warmer #1	replaced 2025
Warmer pass thru #2	replaced 2025
Warmer pass thru Winston	replaced 2025
Steam table #1	
Steam table #2	
Cold table #1	
Cold table #2	

Melrose Equipment List-	
Equipment name	
Walk-in Freezer- Bally	2021
Refrigerator #1 double door	replaced 2025
Refrigerator #3 single door- pass thru	
Refrigerator \$4 single door	

Double convection oven-top	replaced 2025
Double convection oven-bottom	replaced 2025
Range with oven-Southbend	2016
Milk cooler #2- beverage air	
Milk Cooler #3	
Warmer pass thru #1- Crescore	replaced 2025
Warmer pass thru #2	replaced 2025
Steam table #1	
Steam table #2	
Cold table #1	
Cold table #2	
milk cooler in cafeteria	2024

Rowland Equipment list	
Equipment name	Age of equipment
Walk-in Freezer	10+ years old
Walk-in Refrigerator	10+ years old
Steam kettle	10+ years old
Double Steamer- Groen	Equipment Grant 20
Refrigerator #1 double door-True	10+ years old
Refrigerator #1 single door-Victory	10+ years old
Refrigerator #2 single door-Victory	10+ years old
Double convection oven	10+ years old
Double convection oven-top	10+ years old
Double convection oven- bottom	unrepairable needs
Range with oven-Southbend	new 2018
Milk cooler #1	
Milk cooler #2	
Warmer pass thru #1- Victory	10+ years old
Warmer pass thru #2- FWE	10+ years old
Steam table #1	new 2017
Steam table #2	new 2017
Cold table #1	10+ years old
Cold table #2	10+ years old
Garbage disposal	10+ years old
Hood Exhaust	10+ years old
Hood Exhaust	10+ years old
Grease Trap -outside	10+ years old

Dock-Large Milk cooler #1-Beverage Air	10+ years old
Dock-Large Milk cooler #2	10+ years old

SciTech Equipment list	
Equipment name	Age of equipment
Walk-in Freezer	2023 comp & fixed c
Walk-in Refrigerator	10+ years old
Refrigerator 1 single door	10+ years old
Double convection oven	10+ years old
Double convection oven	10+ years old
Double convection oven	10+ years old
Range with oven	2016
Milk cooler 1	10+ years old
Milk cooler 2	10+ years old
Warmer pass thru 1-dbl door	10+ years old
Steam table 1	10+ years old
spacer table	
Cold table 1	10+ years old
sandwich slide	
Garbage disposal	10+ years old
Annex	
Bally -A258Walk in freezer	2024
Steele	
combo oven-Alto Shamm	2024
walk in refrigerator	2024
walk in freezer	2024
double door pass thru refrigerator	2024
double door pass thru warmer	2024
garland stove/range	2024
steamer cleveland	2024



COMMERCIAL SERVICE PARTNERSHIP PROGRAM

CUSTOMER: Harrisburg School District

ADDRESS: 1010 N. 7th Street

CITY/STATE/ZIP: Harrisburg, PA 17102

OPTIONS: PLEASE SELECT ONE

☐ **NORMAL RATES**

ON SITE LABOR RATE: \$129 HR / \$193.50 OT

TRIP CHARGE: \$72 HARRISBURG

NO DISCOUNT ON PARTS / REFRIGERANT

*REFRIGERANT PRICING IS CURRENTS RATES. PRICING SUBJECT TO CHANGE

☐ **1 YEAR PARTNERSHIP** (Term Dates: 07/22/2026 – 6/30/2027)

LABOR RATE: \$119 HR / \$178.50 OT

TRIP CHARGE: \$72 HARRISBURG

10% DEDUCTION ON PARTS / REFRIGERANT OFF NORMAL RATES PRICE

☐ **2 YEAR PARTNERSHIP** (Term Dates: 07/22/2026 – 6/30/2028)

LABOR RATE: \$114 HR / \$171.00 OT

TRIP CHARGE: \$72 HARRISBURG

15% DISCOUNT ON PARTS / REFRIGERANT OFF NORMAL RATES PRICE

☒ **3 YEAR PARTNERSHIP** (Term Dates: 07/22/2026 – 6/30/2029)

LABOR RATE: \$109 HR / \$163.50 OT

TRIP CHARGE: \$72 HARRISBURG

20% DISCOUNT ON PARTS / REFRIGERANT OFF NORMAL RATES PRICE

CUSTOMER SIGNATURE: _____

PRINTED NAME: _____ DATE: _____

THERMOTEC REPRESENTATIVE: Michael R Dunn

PRINTED NAME: Michael R Dunn DATE: 7/22/2026

Service Partnership Program – Terms & Conditions

Equipment Condition Reports

Following each scheduled maintenance visit, Thermotech, Inc. will provide the Customer with a written Equipment Condition Report outlining the condition of all equipment covered under this Service Partnership Agreement.

Should any deficiencies, safety concerns, code violations, repairs, or recommended improvements be identified during the inspection or maintenance, they will be documented in the report for the Customer's review.

No repairs, replacements, or work outside the scheduled maintenance scope will be performed without prior authorization from the Customer or the Customer's designated representative.

Service Partnership Benefits

For the duration of this Service Partnership Agreement, the Customer will receive a _____ % **discount** on Thermotech, Inc.'s standard pricing for qualifying repairs, replacement parts, materials, and labor unless otherwise excluded in writing.

This Service Partnership becomes effective upon the date of execution by both parties and remains valid for the agreed contract term.

Additional Terms & Conditions

Financing

Financing is available through the National Energy Improvement Fund (NEIF) for qualified customers.

Applications may be submitted online through NEIF or through Thermotech's website.

- www.neifund.org
 - www.thermotechhbq.com
-

Payment Terms

Payment is due upon completion of services unless prior credit terms have been approved in writing.

Thermotech accepts the following payment methods:

- Check
- Cash
- Money Order
- Major Credit Cards
- Debit Cards

Credit and debit card transactions are subject to a **3% processing fee**.

Approved commercial accounts may qualify for **Net 15** payment terms.

Accounts exceeding **60 days past due** may be suspended until payment arrangements have been made.

Past-due balances are subject to:

- A **\$50.00 monthly late fee**, and/or
 - A **10% monthly finance charge** on the outstanding balance, where permitted by law.
-

Ownership of Materials

All equipment, parts, and materials supplied by Thermotech remain the property of Thermotech, Inc. until paid in full.

Thermotech reserves all rights available under applicable law, including the right to recover unpaid equipment or pursue other legal remedies for non-payment.

Deposits

Certain projects require an advance deposit before work can begin or continue.

Deposit requirements are determined based on project size, equipment costs, and material purchases.

Unless otherwise stated, projects requiring significant material purchases may require a **50% deposit**, with the remaining balance due upon completion.

Returns & Special Orders

Returns will not be accepted more than **30 days** after installation or service.

Special-order equipment, custom-built materials, manufacturer-built products, and non-stock items are manufactured or ordered specifically for the Customer and are **non-returnable and non-refundable**.

Insurance

Thermotech, Inc. maintains insurance coverage that exceeds Pennsylvania Home Improvement Contractor requirements, including:

- \$1,000,000 General Liability
- \$2,000,000 Property Damage Coverage
- \$4,000,000 Umbrella Liability Coverage

Certificates of Insurance are available upon request.

Warranty

Unless otherwise specified by the manufacturer, Thermotech warrants its installation workmanship for **one (1) year** from the date of installation.

Manufacturer warranties remain separate and are subject to each manufacturer's published warranty terms.

Proposal Validity

Due to fluctuating material costs, supply chain conditions, refrigerant pricing, fuel costs, and market volatility, all quotations are valid for **20 calendar days** unless otherwise stated.

Pricing may be adjusted after the expiration date.

Service Partnership Renewals

Service Partnership Agreements are available in one-, two-, and three-year terms.

Renewal pricing will be evaluated within **30 days** of the agreement's expiration based on current labor rates, material costs, fuel costs, refrigerant pricing, and market conditions.

Thermotech reserves the right to adjust renewal pricing accordingly.

Market Conditions

Thermotech makes every reasonable effort to maintain consistent pricing throughout the agreement term.

However, extraordinary increases in manufacturer pricing, refrigerants, fuel, metals, tariffs, supply shortages, government regulations, or other unforeseen market conditions may require pricing adjustments for repairs, replacement equipment, or services not specifically covered under this agreement.

Customers will be notified prior to any such adjustments.

Default

Failure to comply with the payment terms of this agreement constitutes a default.

Thermotech reserves the right to:

- Suspend scheduled maintenance services.
 - Cancel this Service Partnership Agreement.
 - Decline future service requests.
 - Pursue all legal remedies available for collection of unpaid balances.
-

Entire Agreement

This Service Partnership Agreement constitutes the entire agreement between Thermotech, Inc. and the Customer regarding the services described herein. Any modifications must be made in writing and signed by both parties.



HARRISBURG AREA SCHOOL DISTRICT

STATEMENT OF WORK

ONBASE UPGRADE

AUGUST 24, 2026



DataBank
A KYOCERA GROUP COMPANY

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1.0 VERSION CONTROL

1.1 Document Attributes

Document Name	Statement of Work
Document Identifier	08192026 Harrisburg School District OnBase Upgrade_SOW
Publish Date	8/19/2026
Template Version Number	SOW-TemplateUpgradeOnPrem-v7-02142025
Version Number	0.2

1.2 Version History

Version Number	Date	Responsibility (Author)	Description
0.1	8/19/2026	Rick Billiet	Initial draft
0.2	8/24/2026	Brian Wienclaw	Removed Use & Disclosure and Revised General Terms and Conditions

1.3 RACI Chart

Name	Position	*	R	A	S	C	I
Bridget Dean	DataBank - Private Sector Practice Director	X		X	X		X
Jeff Eveland	DataBank – Vice President of Services			X	X		X
Rick Billiet	DataBank – Manager, Database & infrastructure				X		X
Mike Callen	DataBank - Director of Professional Services - Commercial				X		X
Brian Wienclaw	DataBank - Proposal Specialist		X				X
Brad Wright	DataBank - Account Manager				X		X
	Harrisburg School District - Project Sponsor	X				X	X
Column Key	* – Authorize: This individual has ultimate signing authority for any changes to the document and will be responsible for signing the Master Agreement R – Responsible: Person responsible for creating this document. A – Accountable: Person accountable for accuracy of this document. S – Supports: Individuals providing supporting services in the production of this document. C – Consulted: Individuals providing input (interviewee, etc.). I – Informed: Individuals who must be informed of any changes.						

1.4 End User Maintenance

Customer Number	21272
Maintenance Status	Full
Expiration Date	12/31/2026

2.0 INTRODUCTION

Hyland Software, Inc., manufacturer of OnBase, routinely releases new versions of the software. Each new version may contain new modules, new features in existing modules, corrections and/or enhancements to the software. DataBank strongly encourages their Customers to stay relatively current with the release schedule of OnBase. This benefits Customers in terms of maintenance, support, and overall user experience.

Harrisburg Area School District (hereinafter referred to as "Customer") is seeking to upgrade their current OnBase environments and is leveraging DataBank IMX, LLC, a Delaware Limited Liability Company (hereinafter referred to as "DataBank"), with its principal offices located at 458 Pike Road, Huntingdon Valley, PA 19006 to assist with the upgrade implementation.

3.0 OBJECTIVE

The objective of this document is to present the project scope, deliverables, assumptions, and professional service estimates for implementing the solution at Customer. It will also serve to solicit approval from Customer to move ahead with the described activities upon receipt of a signed copy.

4.0 UPGRADE PROJECT PLAN OVERVIEW

This Statement of Work outlines a project plan for an Incremental Parallel (IPUP) OnBase upgrade from version 20.3 to Current OnBase Release Build.

This project is to be performed remotely, using a remote screen-sharing application (Teams, Zoom, etc.).

Environments, servers and complex solutions to be covered under this project are:

PROD Environment
1 Database Server
2 App Servers

Certain OnBase modules pose particular considerations for OnBase projects. Modules licensed in the Customer environment include, but are not limited to:

- | | | |
|---|--|--|
| ☒ Workflow | ☐ WorkView | ☐ SSO/Identity Provider |
| ☐ Encrypted Keyword/Diskgroups | ☐ Autonomy IDOL | ☐ File Server/DDS |
| ☐ Mobile | ☐ Thick Client Processing | ☐ Other |

As part of this project, the OnBase database and/or component servers will be migrated to new hardware, or virtual hardware. This is a billable expense that is included in Time and Expenses estimates. Due to the number of servers and the complexity of architecture, a change order may be required if further complexity or unreported performance issues are discovered once the project begins.

As part of the pre upgrade analysis an assessment of custom components was conducted. The results are located within Appendix C

External Autofill Keyword Sets and Data Sets that use SQL Select string queries or VB Scripts are no longer recommended for use and may be removed in a future release. The rewrite \ replacement of these is out of scope for this project. The rewrite\replacement of these can be added as an additional billable expense.

Hyland has removed the Workflow functionality from the OnBase Thick Client as of version 23.1. Any end users currently using Thick client workflow will need to be transitioned to the Web or Unity client. Any back end processing will need to be moved to the Hyland Timer Service. As part of this project DataBank can install the

required modules. Depending on the level of complexity of the solution a change order may be required to set up the workflows to run using the new modules.

5.0 SCOPE OF SERVICES

The scope of this project consists of planning, discovery, development, testing, training, and deployment activities associated with the implementation of this project. Installation and/or configuration of OnBase components not listed or that exceed the documented numbers will require an approved change order.

The scope of this initiative will be limited to DataBank performing the following activities:

Activity	Description
Environmental Discovery and Project Initiation	• Outline roles and responsibilities between Customer and DataBank. • Discuss downtime (window when Customer cannot access OnBase). • DataBank will share User Acceptance Testing best practices and discuss Customer testing responsibilities as needed. • Determine target delivery date and rollout plan. • DataBank will survey Customer environment and document servers, processing locations, timers, and service paths. • DataBank will review all existing and/or new servers for compatibility and ensure they have necessary pre-requisites installed prior to install. • DataBank will analyze the existing OnBase software configuration and database settings. • DataBank to provide Customer with documentation on how to download necessary installer files from Hyland. Customer to download files.
Upgrade Production (Prod) Environment Implementation	• Customer is responsible for backing up the OnBase database. • DataBank will provide Customer with guidelines for server compatibility upon request. • Customer will provide servers as identified in Project Kickoff meeting, and is responsible for granting remote server access and necessary rights to the DataBank Engineer at the agreed upon time. • Server Migration to be implemented as part of IPUP process. • Upgrade project will include moving the OnBase database. • Customer assumes responsibility for all new server OS compatibility including target OnBase version prerequisites, unless otherwise stated in this document. Servers and DataBank access to servers must be available on the negotiated date or the project may be delayed. • DataBank will install destination version OnBase server components as determined in Environmental Readiness Assessment for In Place upgrades or on new servers if IPUP. • If moving the OnBase database to a new server, Customer holds responsibility to ensure that the database software is installed and for taking a full backup of the production database and moving the database to the new database server. DataBank will be responsible for updating database connections, and database pointers within OnBase. • Customer assumes responsibility for Third-Party applications hosted on these servers and their compatibility.



Activity	Description
	- Customer is responsible for backing up and moving the backup of the OnBase database where applicable. - Upgrade database and all component servers to target version. - DataBank will perform basic functionality testing of the Prod upgrade. Basic OnBase functionality testing shall be limited to user login, storage, and retrieval. - Customer will be required to conduct user acceptance testing with Customer Subject Matter Experts and sign off on the Prod environment upgrade. - Within 15 days after project hand-off, support of the system will be transitioned to DataBank Support.
Testing and Go-Live Support	- DataBank will provide post-upgrade support for unexpected software behavior or issues reported by Customer. - Any custom integration pieces should undergo User Acceptance Testing by Customer, and OnBase-side integration will be supported by DataBank. - If using the IPUP methodology, a Foundation version of OnBase and a Legacy version of OnBase will coexist for the duration of the project. To cut down on Go-Live Support costs and improve turnaround time, if unexpected behavior occurs in the Foundation version environment, Customer should verify all reported issues are not occurring in the Legacy environment prior to reporting the issue. - Customer is responsible for reporting & prioritizing unexpected behavior. - If issues are found with the software or upgraded environment result in a Software Change Request (SCR) from Hyland Software and Customer chooses to have DataBank upgrade the solution to a different fixed build, and this causes Go-Live Support to exceed the estimated hours, a Change Order for extra support time may be required.
Project Management	DataBank will own project management activities such as status meetings, budget reports, and change management.

The following items have been discussed but are considered out of scope for this project:

Activity	Description
Script Conversions	Following a pre-upgrade custom script check, it is assumed that there are no custom Scripts that need to be converted at this time. If Scripts are later identified and must be converted, a change order will be required.
Custom Development	Unity script updates
Electronic Form Rewrites	Following a pre-upgrade custom form check, it is assumed that there are no electronic forms that need to be rewritten at this time. If forms are identified and need to be rewritten, a change order will be required.



Activity	Description
Test Refresh	The refresh of the Test database is out of scope. This requires updating many OnBase pieces in the new Test instance and would require an 8 hour change order if this is later added.
User Acceptance Testing	- User Acceptance Testing is defined as the testing of unique processes configured by the Customer through the OnBase product. - To minimize DataBank's billable time, User Acceptance Testing is the responsibility of the Customer. - DataBank requires Customer involve their business subject matter experts and/or end users in functional testing.
Configuration of modules or components not currently installed	- OnBase solutions, configuration or components that are not currently installed will not be considered in scope for this project. - No additional new functionality will be considered part of the project. - Any requests for DataBank to change configuration of existing components will require an approved change order.
Workstation client software deployment	Customer is responsible for deploying OnBase client-side software, ODBC Data Sources, or other items to user workstations, unless explicitly stated in scope, or if an approved change order is processed.
OnBase Training	- Upgraded software may include new configuration options or updates to the user interface (UI). - Administrator or end user training is not considered in scope for any upgrade project. If training is required, Customer will work with their Account Manager in a separate service request.
Data Conversion	Work outlined in this SOW does not include data conversion from existing or legacy systems to OnBase. Out of scope items would include, but not limited to: data related to integration, content stored in other repositories, etc. If this is desired, an approved change order will be required.
Custom Interfaces	Standard OnBase interfaces will be leveraged for this project. Customized web front-ends, applications, or web services are not in scope and will require an approved change order.
Integrations	Application integrations with OnBase will require a change order.
Activities not listed	Activities not listed in the in scope statement will require a change order.

6.0 CRITERIA FOR PROJECT COMPLETION

DataBank defines upgrade project status as "Done"; that is, completed and ready for sign-off when the following statuses are present:

- All in scope installation activities have been completed
- All showstopper issues have been corrected or a viable workaround has been found
- Project will remain open for up to 15 (fifteen) days after the upgrade of the production system is complete. If after 15 days there are no open issues the project will be considered complete.

Note any non-showstopper issues with the software may be kept open with the upgrade technician when necessary.



Pursuing corrections for unexpected software behavior often requires installing a new build of OnBase for correction. Once the unexpected software behavior is corrected and scheduled for release the issue will be considered closed. Resolution will require installing a new build and that installation would require a change order.

7.0 COMPENSATION & PAYMENT SCHEDULE

DataBank will charge and bill services fees to Customer for the Professional Services provided under this Statement of Work (SOW) in the following manner:

1. Milestone or Fixed Bid project payments will be billed upon delivery or completion of the milestone.

All payments for subscription services or services outlined in this SOW must be made via Automated Clearing House (ACH) transfer. ACH transfers are required to facilitate timely and efficient payment processing. ACH transfers should be completed within thirty (30) days from the invoice date, unless otherwise agreed upon in writing by both parties.

8.0 PRICING BREAKDOWN

8.1 Professional Services Fees - Fixed Bid

The services rendered under this SOW will be delivered on a fixed fee basis. All Fixed Bid or Milestone projects will require a Project Initiation to commence. From that point forward, DataBank shall invoice Customer on completion or delivery of the following project related milestones. Travel and Expenses are outlined separately in the section below.

Milestone	Deliverables	Fixed Bid
Environmental Discovery and Project Initiation	- Project Kickoff - Project Plan - Release notes, documentation, download file info from Hyland Community	\$3,825.00
Upgrade PROD and Implementation	- Upgrade done on PROD Servers - Database schema updated - Project Sign-off	\$6,750.00
Production Deployment	Go-Live Support	\$2,925.00
Total		\$13,500.00

Note: Fixed cost project. Customer will be billed for the specific milestone amount upon completion of each milestone above. It is important to note that scope can change throughout the lifecycle of a project requiring the use of DataBank's change order process. DataBank recommends Customer add a contingency reserve of 20% of total project estimate to account for change orders and additional requests.

8.2 Investment Summary

Description	Total
Professional Services	\$13,500.00
Estimated Total	\$13,500.00



9.0 DATABANK POLICIES

9.1 Travel & Expense Policy

Work is to be performed remotely. Any request of onsite work would require a Change Order.

9.2 Non-Standard Time Policy

Professional Services are considered non-standard time if they are performed outside of standard business hours in Customer's time zone. In certain circumstances, DataBank will perform work outside of normal business hours. DataBank will only charge a premium when Customer has requested that work be performed outside of standard business hours (see above for location and/or hours details). Premium rates are billed at 1.50 times the quoted services rate.

During non-standard business hours, on-call, standby, and availability time shall be billed at the standard quoted services rate until such time as the Customer engages the resource to perform services. Upon Customer engagement of the resource during non-standard business hours, all subsequent time associated with the engagement, including active service, on-call, standby, monitoring, and waiting time, shall be billed at 1.50 times the quoted services rate for the remainder of the period occurring outside of standard business hours. Any time incurred during standard business hours shall be billed at the standard quoted services rate.

9.3 Change Order Policy

Change Orders will be utilized for all scope changes not specifically stated in the in-scope section of this SOW, if the schedule changes from the defined schedule in this SOW, or Project Assumptions listed in this SOW are not met. This includes billable and non-billable project changes. Purchase Orders will be required for all mutually agreed upon billable changes. Any Change Orders that are agreed upon during the deployment phase can affect the project schedule. The Project Schedule will be updated and approved by Customer as part of the Change Order Process.

10.0 CUSTOMER RESPONSIBILITIES

Customer agrees that the following actions and project requirements will be solely owned and completed/provided by Customer staff and Customer resources. Failure to complete actions will directly impact the project start date, project schedule and project success. Any requirements or Customer responsibilities not provided during the project will result in a change order to account for increased project schedule, increased resource expenses, and increased operating expenses.

10.1 Required Prior to Project Start

DataBank resources will be assigned to the project and engaged in project activities beyond the initiation meeting once all of the following requirements have been met by the Customer.

1. Signed Statement of Work and Purchase Order, if required by Customer.
2. All applicable System Servers are installed, tested, and properly working
3. All applicable Operating Software is installed, tested, and working properly
4. A network account with rights to the network and hardware is set up and made available to DataBank for both onsite and remote work.
5. A work space will be made available for DataBank resources to perform the work described in this SOW. The space will be a physical space if work is performed on-site. The space will be remote machines if the work is performed remotely.
6. Customer will provide project staff with access to all printed and electronic information relevant to this project at the beginning of the project.



7. Customer will assign a Project Manager or Lead Resource to manage the day-to-day activities related to the project. This will include ongoing project planning, schedule coordination, and issue escalation in order to meet all milestones/requirements.

10.2 Required During Project

Customer will provide the following during the project.

1. Customer will maintain and keep available all line items listed as requirements prior to project start.
2. Customer will manage/schedule its own resources during the project.
3. Customer will test the deployed solution as defined within the Solution Design Document.
4. Customer will document all issues/change requests as part of the Customer testing process.

11.0 ASSUMPTIONS

11.1 Project Assumptions

The following Assumptions are paramount to the defined scope and schedule for this project. Any variables in the project found to not match the listed assumptions will be documented by DataBank Project Manager as a project risk. A change order will be required for any variables that do not match the Project Assumptions and that impact the project deliverables, project schedule or project expenses.

1. This quote and description of work is valid for 180 days following delivery of the Statement of Work to the Customer or the next OnBase long term release (LTR), whichever comes first. If work does not begin within that allotted period, a follow-up review of the system will be performed, and a Change Order for additional work may be required.
2. Recognizing that technology is a changing landscape in which changes to software (OS and browser updates, OnBase major versions, etc.) are outside the control of DataBank, changes in software may necessitate a change in the approach or requirements of an upgrade in order to preserve the functionality of the solution. This work may require a Change Order to bring Customer system in compliance with updated software.
3. DataBank resources will schedule a kickoff call within (2) weeks after both parties sign this SOW.
4. A schedule will be presented during the kickoff call and will be updated after discovery is complete. If Customer delays lead to gaps of more than (5) unplanned days, the currently assigned DataBank resources may be reassigned to other projects. If the currently assigned resources are reassigned to other projects, the costs associated with performing knowledge transfer to new resources will be the responsibility of Customer. The timing of project reinitiating with a new resource will be determined on the resources new project booking. Customer has the opportunity to pay a \$6,500.00 a week resource hold fee during delays to retain resources and keep project schedules on track which will be issued through a change order.
5. During Customer testing, the only issues that will be considered to be addressed are those that are not pre-existing issues and are upgrade-related.
6. DataBank will manage/schedule its own resources during the project.
7. Both parties will attend up to 1 project status meeting per week throughout the duration of the project. Attendance will be via remote conference call unless other requirements are agreed upon by both parties. Additional Project Status requirements are subject to applicable Project Management fees.
8. DataBank assumes no liability or responsibility for any changes made in the production environment that are not made by a DataBank employee.
9. After completion of the upgrade, it is possible that additional issues may be identified. For a period of 15 business days (about 3 calendar weeks), the DataBank project team will be available to provide support for issues falling within the upgrade project scope. After the 15th business day, post-upgrade support will transition to the DataBank Support teams to provide primary assistance.
10. This Agreement may be terminated with or without cause by either Party with not less than ninety (90) days prior written notice. The termination, effective upon the agreed termination date, shall result in the cessation of all work. Termination shall not relieve either Party of any obligation accrued prior to the termination date.



11. Software Manufacturers occasionally publish a schedule that indicates which versions or functionality is no longer supported or being phased into an end-of-life status. DataBank assumes that Customer is taking responsibility for monitoring such end-of-life, deprecation, or sunset schedules and taking necessary precautions. If DataBank encounters a condition in the course of its project work that requires action or modification to resolve such an issue, it may result in a change order.
12. DataBank resources will perform work unimpeded by Customer staff monitoring, shadowing, or Customer driven remote technology where DataBank resources are limited by Customer staff availability. A request to monitor/shadow DataBank resources, while welcomed, does impede resource efficiency which has a direct impact on the duration of the project and time needed to complete the project. A change order will be required to cover the increased project time that results from resource monitoring.
13. Formal Change Orders will be utilized for all scope changes not specifically stated in the in-scope section of this document. This includes billable and un-billable project changes. Purchase Orders will be required for all mutually agreed upon billable changes.
14. Any Change Orders that are agreed upon during the deployment phase can affect the project schedule. The Project Schedule will be updated and approved by Customer as part of the Change Order Process.
15. As part of the project there will be certain activities that are the responsibility of Customer. These activities will be outlined within the project plan and timeframes for these activities will be agreed upon by DataBank and Customer. Delays to these activities will extend the overall project timeline and increase the amount of time DataBank resources spend on the project, and may require a change order.
16. The current release build that the upgrade will target will be agreed upon by DataBank and Customer at the start of the project. Changing the agreed upon targeted version during the project, particularly a change in the major version, will result in additional time and effort and a Change Order may be required.

12.0 GENERAL TERMS AND CONDITIONS

The performance of the Services described in this Statement of Work ("SOW") by DataBank for the Customer is subject to and shall be governed by the following terms and conditions. If this SOW is made pursuant to a Master Services Agreement ("MSA"), the terms and conditions set forth in such MSA are incorporated herein by reference and made a part of this SOW.



13.0 ACCEPTANCE OF SOW

This SOW represents DataBank's offer to perform the project on the terms set forth herein; and this offer shall be accepted only upon Customer signing and delivering this SOW to DataBank within 90 days from the date of this document (the "Acceptance Deadline"). DataBank may withdraw this offer at any time prior to acceptance by Customer. In any event, this offer shall be void, and shall for all purposes be deemed to have been withdrawn by DataBank, if this offer is not accepted, in the manner provided above, by Customer on or before the Acceptance Deadline.

For purposes of this SOW, a signed copy delivered by facsimile or electronically shall be treated by the parties as an original of this SOW and shall be given the same force and effect.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have executed this SOW as of the date(s) set forth with their respective signatures below.

DataBank IMX, LLC, a Delaware Limited
Liability Company

Company Name ("DataBank")

Harrisburg Area School District

Company Name ("Customer")

By (Signature)

By (Signature)

Printed Name and Title

___ / ___ / ___

Dated

Printed Name and Title

___ / ___ / ___

Dated

Billing Information

Billing Contact and Title

Billing Email Address

Billing Address

Billing City, State, Zip



APPENDIX A – UAT ACCEPTANCE FORM

- ☐ Customer acknowledges that User Acceptance Testing (UAT) is complete. No further solution changes will be required before the migration of the solution to the production environment.

Exceptions:

Comments/Reason:

Company Name ("Customer")

Project Sponsor Name (Print)

Project Sponsor Signature

Date



APPENDIX B - WORK ACCEPTANCE FORM

Date Submitted ____ / ____ / ____

Company: _____

Project Name _____

Deliverable/Milestone _____

Exceptions:

- ☐ Accept Deliverable
- ☐ Decline Deliverable

Comments/Reason:

Company Name ("Customer")

Project Sponsor Name (Print)

Project Sponsor Signature

Date



APPENDIX C – CUSTOM DEVELOPMENT ANALYSIS



Harrisburg School District Upgrade Analysis



Harrisburg School District Upgrade Analysis

Summary:

- Replace up to 21 SQL based af/ds (out of scope)

Details:

- 21 SQL based autofills (See attached spreadsheet for list)
 - 4 autofills are retired based on naming (out of scope)
- 4 SQL based datasets (See attached spreadsheet for list)





HARRISBURG SCHOOL DISTRICT

T&M AGREEMENT

ONBASE CONSULTING

AUGUST 24, 2026



DataBank 172
A KYOCERA GROUP COMPANY

DATABANK “TIME AND MATERIALS” SERVICES AGREEMENT

This TIME & MATERIALS SERVICES AGREEMENT (the "Agreement") is made and entered into effective as of the date that the last party to sign this Agreement has executed the same (as indicated by the date entered by such party with its signature below) (the "Agreement Effective Date") by and between DataBank IMX, LLC, a Delaware Limited Liability Company (hereinafter referred to as "DataBank"), with its principal offices located at 458 Pike Road, Huntingdon Valley, PA 19006 and Harrisburg School District (hereinafter referred to as "Customer"), located at 2291 N 7th St, Harrisburg, PA 17110 in connection with a certain project ("Project") identified below pursuant to the Master Service and Confidentiality Agreement ("MSA") between Customer and DataBank. The terms and conditions of the Agreement are hereby incorporated by reference, and any terms used but not defined herein shall have the meanings ascribed to them in the Agreement.

GENERAL TERMS AND CONDITIONS: The performance of the Services described in this Agreement by DataBank for the Customer is subject to and shall be governed by the following terms and conditions. If this Agreement is made pursuant to an MSA, the terms and conditions set forth in such MSA are incorporated herein by reference and made a part of this Agreement.

PROFESSIONAL SERVICES: The Services to be made available for the Customer shall include design and configuration of the Hyland OnBase products. This will also apply to consulting services as required for Customer. The services will be provided in an accurate, professional manner in accordance with industry standards.

CHARGE AND PAYMENT: Unless one of the following prepayment plans is purchased, Customer will be charged DataBank's standard non-contracted rate(s) for services performed. Telephone support charges (outside the maintenance contract) will be incurred at a (15) minute minimum, commencing at the time of the return call by a DataBank qualified staff. Onsite support charges will be incurred at a (1) hour minimum starting at the time a DataBank employee is dispatched to the Customer site. Travel and Expenses will be incurred on all onsite services.

ESTIMATED: 20 hours (\$5,000.00)

Service Level	Contract Type	DataBank Contract Terms	Travel & Expenses
Level A	Time and Materials	\$250.00/hour	N/A

Level A: DataBank Standard service fee for OnBase consulting.

SCOPE OF WORK: These services will be used to perform OnBase consulting for Customer. It is estimated that this effort will require 20 hours of work.

PROJECT MANAGEMENT: DataBank will assign a Project Manager/Coordinator or Team Lead who will setup the project in the internal PSA system and coordinate DataBank's technical team personnel and schedules. The hours for these services are included in the overall estimate above.

NON-STANDARD TIME POLICY: Professional Services are considered non-standard time if they are performed outside of standard business hours in Customer's time zone. In certain circumstances, DataBank will perform work outside of normal business hours. DataBank will only charge a premium when Customer has requested that work be performed outside of standard business hours (see above for location and/or hours details). Premium rates are billed at 1.50 times the quoted services rate.

POLICY FOR TRAVEL AND EXPENSES: If applicable, charges associated with travel and expenses are combined into one fixed price milestone per onsite trip. The milestones are calculated at \$500 per day per resource and include days of travel and days onsite. Travel requested less than 2 weeks before the planned visit will require a Change Order for additional costs.



PAYMENT TERMS: All payments for subscription services or services outlined in this SOW must be made via Automated Clearing House (ACH) transfer. ACH transfers are required to facilitate timely and efficient payment processing. ACH transfers should be completed within thirty (30) days from the invoice date, unless otherwise agreed upon in writing by both parties.

TERMINATION: This Agreement may be terminated with or without cause by either Party with not less than ninety (90) days prior written notice. The termination, effective upon the agreed termination date, shall result in the cessation of all work. Termination shall not relieve either Party of any obligation accrued prior to the termination date.

RESPONSE TIME OF SERVICE: Standard response time for "Telephone Support" is an average time of 8 hours. This time is started once the service request is initiated with DataBank. Standard response time for "On-site Support" is an average of 1 day. This time is started once the service request is initiated with DataBank. Response to service under contract will be same day attention to problems and will be given priority over non-contracted requests. Responses to non-contracted requests will be on a first come, first serve and resource availability basis. This contract is not a guaranteed response or repair time contract.

DATA SECURITY RESPONSIBILITY: It is the responsibility of the Customer to ensure that all of their data are adequately backed up, duplicated and documented. DataBank will not be responsible for Customer's failure to do so, nor for the cost of restructuring data stored on disks, tapes, memories, etc. lost during the course of performance of services hereunder.

CONFIDENTIALITY: The enclosed materials are proprietary to DataBank. The terms, conditions, and information set forth herein are confidential to DataBank and may not be disclosed in any manner to any person other than the addressee, together with its officers, employees, and agents who are directly responsible for evaluating the contents of these materials for the limited purpose intended. These materials may not be used in any manner other than for such limited purpose. Any unauthorized disclosure, use, reproduction or transmission is expressly prohibited without the prior written consent of DataBank. These materials summarize a proposed solution and are for informational purposes only to assist in your evaluation of DataBank for a proposed solution.

NON-INTERFERENCE: Customer understands and acknowledges that the Company has invested a substantial amount of time and money in training its service technicians. Accordingly, Customer agrees not to attempt to hire, nor accept a request for employment from any systems engineer or other Company employee for a period of one year after the date any such employee has last performed any services for Customer and after termination of this agreement. In the event Customer breaches the terms of this section of the agreement, Customer shall be liable to Company in an amount equal to the applicable employee's documented contract hourly rate (listed above) multiplied by 2,000 hours.

TEST ENVIRONMENT: It is assumed that Customer will provide a test environment that closely resembles the production environment. All testing and modifications should be made in a test environment prior to implementing changes into a production environment. DataBank assumes no responsibility or liability due to changes made in a production environment without prior testing of those changes within a test environment. DataBank assumes no liability or responsibility for any changes made in the production environment that are not made by a DataBank employee.

REMEDY: If DataBank fails to fulfill its contractual obligation; the Customer has the right to recover an equitable amount not to exceed such related service charges as were paid to DataBank pursuant to this agreement. In no event shall DataBank be liable to Customer or any other person or entity, whether in contract, tort or any other basis, for incidental, consequential, indirect, or special damages or liabilities, or for loss of revenue, loss of business or other financial loss arising from services performed by any representative of DataBank.



RENEWAL ADJUSTMENTS: DataBank may increase, decrease or otherwise modify the charges to services specified herein upon sixty (60) days written notice prior to the expiration of this agreement or any renewal term of this agreement.

NOTICE: Software Manufacturers occasionally publish a schedule that indicates which versions or functionality is no longer supported or being phased into an end-of-life status. DataBank assumes that the Customer is taking responsibility for monitoring such end-of-life, deprecation, or sunset schedules and taking necessary precautions. If DataBank encounters a condition in the course of its project work that requires action or modification to resolve such an issue, it may result in a change order.



ACCEPTANCE: This Time & Materials Agreement represents DataBank’s offer to perform the services on the terms set forth herein; and this offer shall be accepted only upon Customer signing and delivering this Agreement to DataBank within sixty (60) days from the date of this document (the “Acceptance Deadline”). DataBank may withdraw this offer at any time prior to acceptance by Customer. In any event, this offer shall be void, and shall for all purposes be deemed to have been withdrawn by DataBank, if this offer is not accepted, in the manner provided above, by Customer on or before the Acceptance Deadline.

For purposes of this Time & Materials Agreement, a signed copy delivered by facsimile or electronically shall be treated by the parties as an original of this agreement and shall be given the same force and effect.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have executed this Time & Materials Agreement as of the date(s) set forth with their respective signatures below.

DataBank IMX, LLC, a Delaware Limited
Liability Company

Company Name (“DataBank”)

Harrisburg School District

Company Name (“Customer”)

By (Signature)

By (Signature)

Printed Name and Title
____ / ____ / ____

Dated

Printed Name and Title
____ / ____ / ____

Dated

Billing Information

Billing Contact and Title

Billing Email Address

Billing Address

Billing City, State, Zip



POWERSCHOOL
DATE: 08/04/2026
TIME: 15:31:53

HARRISBURG SCHOOL DISTRICT
Transactions Listing

PAGE NUMBER: 1

SELECTION CRITERIA: transact.yr='26' and transact.t_c='25' and transact.date_entered between '20260601' and '20260630'

DATE	TC	YEAR	PERIOD	Account Number TITLE	PROJECT PROJ ACCT DESCRIPTION	AMOUNT	NOTES
06/24/26	25	26	12	10-1420-610-860-00-00-475-026-0040 GENERAL SUPPLIES	TO RSIG SUPPLY FROM BOOKS	-136.02	N
06/24/26	25	26	12	10-1450-610-860-00-00-475-026-0040 RSIG/AFGHAN AFTER SCHOOL GENERAL SUPPLIES	TO RSIG SUPPLY FROM BOOKS	136.02	N
06/18/26	25	26	12	10-2272-360-000-00-00-110-000-0052 STAFF DEV EMPLOYEE TRAIN/DEVLV SERV	BUDGET TRANSFER	-1669.00	N
06/18/26	25	26	12	10-2260-330-000-00-00-110-000-0052 CURRICULUM PROFESSIONAL SERVICES	BUDGET TRANSFER	1669.00	N
06/18/26	25	26	12	10-2711-151-000-00-00-000-000-0068 TRANSPORTATION SVCS REGULAR SALARIES-CLERICAL	BUDGET TRANSFER	-6703.36	N
06/18/26	25	26	12	10-2831-345-000-00-00-000-000-0058 STAFF SVCS	BUDGET TRANSFER	6703.36	N
06/18/26	25	26	12	10-2360-540-000-00-00-110-000-0050 SUPERINTENDENT ADVERTISING	BUDGET TRANSFER	-9200.00	N
06/18/26	25	26	12	10-2360-635-000-00-00-110-000-0050 SUPERINTENDENT MEALS/REFRESHMENTS	BUDGET TRANSFER	9200.00	N
06/18/26	25	26	12	10-1801-330-217-17-00-000-026-0040 PRE-K GRANT PROFESSIONAL SERVICES	BUDGET TRANSFER	-7753.90	N
06/18/26	25	26	12	10-2831-345-000-00-00-000-000-0058 STAFF SVCS	BUDGET TRANSFER	7753.90	N
06/09/26	25	26	12	10-1110-610-000-20-15-000-026-0015 GENERAL SUPPLIES	BT BLACKBAUD DONATION	4999.50	N
06/09/26	25	26	12	10-5900-840-000-00-00-110-000-0055 BUDGETARY RESERVE CONTINGENCY	BT BLACKBAUD DONATION	-4999.50	N

POWERSCHOOL
DATE: 08/31/2026
TIME: 16:20:57

HARRISBURG SCHOOL DISTRICT
VOUCHER REGISTER

PAGE NUMBER: 1
ACCOUNTING PERIOD: 2/27

Fund - 10 - GENERAL

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	-----DESCRIPTION-----	AMOUNT
V2700270	10-0101	08/31/26	16042	HARBORCREEK YOUTH SE INV36865 2025-2026	2,043.93
V2700271	10-0101	08/31/26	02373	LANCASTER-LEBANON IU 2024-2025 LBHH PROGRA	462.28
V2700272	10-0101	08/31/26	00960	TEACHER CREATED MATE 26002581	4,381.08
TOTAL FUND					6,887.29
TOTAL REPORT					6,887.29

PAYROLL TOTALS SY 26-27

Payrun 644 08.14.26

Direct Deposits	783,219.41
Net Pay	7,350.93
Total	<u>\$ 790,570.34</u>

Payrun 645 08.14.26

Direct Deposits	61,365.64
Net Pay	0.00
Total	<u>\$ 61,365.64</u>

Payrun 646 08.14.26

Direct Deposits	318,625.59
Net Pay	2,157.42
Total	<u>\$ 320,783.01</u>

Payrun 047 08.28.26

Direct Deposits	1,273,460.03
Net Pay	116,587.00
Total	<u>\$ 1,390,047.03</u>

Payrun 648 08.28.26

Direct Deposits	18,208.78
Net Pay	0.00
Total	<u>\$ 18,208.78</u>



**HARRISBURG SCHOOL DISTRICT
GENERAL FUND
For Month Ended July 31, 2026**

Balance Brought Forward	72,654,047.23
Deposits	
Local Receipts	3,966,148.19
State Receipts	2,140,116.29
Federal Receipts	21,994.87
Investment Income	208,842.66
Void Checks	21,493.62
Other Misc Reciepts	1,455,764.99
Total Deposits	7,814,360.62
Withdrawals	
Transfer In/Out From Other Funds	(920,954.70)
Payroll Checks & Direct Deposits	(3,739,262.00)
Vendor Checks	(7,322,759.55)
General Fund ACH Payments	(395,815.67)
Payroll Fund ACH Payments	(2,096,285.19)
Other Misc Adj/Withdrawals- GF Wire Transfer	0.00
Other Misc Adj/Withdrawals-Due to/from	0.00
Other Misc Adj/Withdrawals-ACH	0.00
Total Withdrawals	(14,475,077.11)
Balance Carried Forward	65,993,330.74
<u>CASH</u>	
PSDLAF General Fund - Yield 3.423%	11,219,349.14
PSDLAF Payroll Fund - Yield 3.423%	2,003,615.86
PA INVEST General Fund - Yield 3.77%	11,035.40
PLIGIT General Fund - Yield 3.49%	6,850.67
Total Cash	13,240,851.07
<u>INVESTMENT</u>	
PSDLAF Investment - Yield 3.423%	53,177,355.50
Total Investment	53,177,355.50
Total Cash & Investments	66,418,206.57
Other Misc Adj	0.00
ACH Outstandings- Account Payable & Payroll	0.00
Outstanding Checks - Payroll	(18,780.28)
Outstanding Checks - Accounts Payable Manual Checks	(406,095.55)
Total Misc Adjustment	(424,875.83)
Total Available Cash & Investments	65,993,330.74



**HARRISBURG SCHOOL DISTRICT
STUDENT ACTIVITY FUND
For Month Ended July 31, 2026**

Balance Brought Forward	91,080.40
Total Deposits	100.00
Vendor Checks	(5,071.95)
Manual Checks	0.00
Void Checks	0.00
Investment Income	299.67
Balance Carried Forward	86,408.12

CASH

PSDLAF Student Activity Fund - Yield 3.423%	61,170.14
PA Invest Student Activity Fund - Yield 3.77%	36,746.73
Total Cash	97,916.87

OTHER MISC ADJUSTMENTS

Bank Adjustments	0.00
Missing Deposits	0.00
Outstanding Checks - Accounts Payable	(11,508.75)
Total Misc Adjustment	(11,508.75)

Total Available Cash & Investments	86,408.12
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HARRISBURG SCHOOL DISTRICT CAPITAL RESERVE FUND For Month Ended July 31, 2026

Balance Brought Forward	29,820,171.14
Vendor Checks	(1,420,554.71)
Other Misc Debits	0.00
Bank Transfers In/out	0.00
Investment Income	87,411.40
Balance Carried Forward	28,487,027.83
<u>CASH</u>	
PSDLAF Capital Reserve Fund - Yield 3.423%	19,614,870.35
PLIGIT Capital Reserve Fund - Yield 3.48%	347,420.54
Total Cash	19,962,290.89
<u>INVESTMENT</u>	
PSDLAF Investment - Yield 3.423%	8,532,436.94
Total Investment	8,532,436.94
Total Cash & Investments	28,494,727.83
<u>OTHER MISC ADJUSTMENTS</u>	
Bank Adjustments	0.00
Outstanding Checks - Accounts Payable	(7,700.00)
Total Misc Adjustment	(7,700.00)
Total Available Cash & Investments	28,487,027.83



HARRISBURG SCHOOL DISTRICT
FOOD SERVICE FUND
For Month Ended July 31, 2026

Balance Brought Forward	2,079,592.76
Total Deposits	608,674.65
PR Charges	(36,066.71)
HSA Charges	0.00
Due to General Fund	36,066.71
Vendor Checks	(40,058.21)
Adjustment	0.00
Investment Income	7,271.51

Balance Carried Forward	2,655,480.71
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CASH

PSDLAF General Fund - Yield 3.423%	2,655,480.71
Total Cash	2,655,480.71

OTHER MISC ADJUSTMENTS

Bank Adj Needed	0.00
Outstanding Checks - Accounts Payable	0.00
Total Misc Adjustment	0.00

Total Available Cash & Investments	2,655,480.71
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HARRISBURG SCHOOL DISTRICT
INTERNAL SERVICE FUND
For Month Ended July 31, 2026

Balance Brought Forward	7,987,814.75
Total Deposits	24,733.54
ACH Payments	0.00
Transfer In/Out From Other Funds	920,954.70
Vendor Checks	(1,175,920.14)
Void Checks	0.00
Investment Income	23,287.12
Misc Adjustment	0.00
Balance Carried Forward	7,780,869.97

<u>CASH</u>	
PSDLAF Internal Service Fund - Yield 3.438%	7,780,869.97
Total Cash	7,780,869.97
<u>OTHER MISC ADJUSTMENTS</u>	
Bank Adjustments	0.00
Outstanding Checks - Accounts Payable	0.00
Total Misc Adjustment	0.00
Total Available Cash & Investments	7,780,869.97



HARRISBURG SCHOOL DISTRICT WORKERS COMPENSATION FUND For Month Ended July 31, 2026

Balance Brought Forward	2,787,817.84
Total Deposits	0.00
ACH /Check Payments	(4,473.34)
AJD/Reclass	0.00
Investment Income	8,093.39
Balance Carried Forward	2,791,437.89
<u>CASH</u>	
PSDLAF Internal Service Fund - Yield 3.423%	2,791,437.89
Total Cash	2,791,437.89
<u>INVESTMENT</u>	
PSDLAF Investment - Yield 3.423%	0.00
Total Investment	0.00
Total Cash & Investments	2,791,437.89
<u>OTHER MISC ADJUSTMENTS</u>	
Bank Adjustments	0.00
Outstanding Checks - Accounts Payable	0.00
Total Misc Adjustment	0.00
Total Available Cash & Investments	2,791,437.89



**HARRISBURG SCHOOL DISTRICT
TRUST FUND
For Month Ended July 31, 2026**

Balance Brought Forward	84,432.47
Total Deposits	0.00
Vendor Checks	0.00
Investment Income	254.84
Void Checks	0.00
Adjustment	0.00
Balance Carried Forward	84,687.31

CASH

PSDLAF Internal Service Fund - Yield 3.423%	62,986.94
PLIGIT Expendible Trust Fund 32 - Yield 3.48%	12,811.61
PLIGIT Trust Fund 30 - Yield 3.48%	11,722.09
Total Cash	87,520.64

OTHER MISC ADJUSTMENTS

Bank Adjustments	0.00
Outstanding Checks - Accounts Payable	(2,833.33)
Total Misc Adjustment	(2,833.33)

Total Available Cash & Investments	84,687.31
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Senior Due					
Prom Favor	\$25				
Hotel	\$50				
Cap & Gown	\$35				
Yearbook	\$50				
T-Shirt	\$20				
Senior Breakfast	\$15				
Senior Picnic	\$15				
Graduation	\$30				
Total	\$240				



Subscription Order Form

Company Address	9815 S Monroe St, STE 204 Sandy, Utah 84070 United States	Expiration Date	
Created Date	08/12/2026	Quote Number	00707761
Prepared By	Alex Smyth	Contract Length	1 Year
Phone		Start Date	09/10/2026
Email	alex.smyth@arbitersports.com	End Date	09/09/2027
Billing Schedule	One-Time	Term Months	

Customer Billing

Account Name	Harrisburg School District (PA)	Primary Contact	Latoya Elby Newman
Billing Contact	Latoya Elby Newman	Primary Title	Athletic Department Secretary
Billing Email	lelby-newman@hbgsd.us	Primary Email	lelby-newman@hbgsd.us
Billing Phone	(717) 703-4000	Primary Phone	(717) 703-4000
Billing Address	1010 North 7th Street Harrisburg, Pennsylvania, United States 17112	Shipping Address	1010 North 7th Street Harrisburg, Pennsylvania, United States 17112

Subscription Services

Subscription Services Year 1: 9/10/2026 to 9/9/2027				
Description	Qty	Unit Price	Notes	Year 1 Fees
300- (YEAR 1) ArbiterPay	1.00	\$2,695.00		\$2,695.00
Year 1 Payment Due	10/10/2026	Year 1 Total		\$2,695.00

Year Grand Total (does not include applicable taxes):	\$2,695.00
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Contract Total

Subtotal	\$2,695.00
Grand Total	\$2,695.00

Payment Remit Information

Invoice Payment Remit Address: ArbiterSports, LLC, 9815 S Monroe Street, Ste 204, Sandy, UT 84070

Electronic Payment Website: (please send requests for VersaPay payment links to):
receivables@arbitersports.com

Wire/ACH Instructions: Bank Name: Chase Bank
ACH Bank Routing/ABA#: 124001545
Wire Bank Routing/ABA#: 021000021
Account #: 670352696
Name on Account: ArbiterSports, LLC
Account Address: 9815 S Monroe Street, Ste 204 Sandy, UT 84070
Telephone Number: (801) 576-1251
Fax Number: (801) 748-3536
Reference Notes: ArbiterSports.com Invoice

ArbiterPay Account: For ArbiterPay renewals or if you are a current ArbiterPay user purchasing additional Arbiter products, you may provide your ArbiterPay Account number below and payment can be withdrawn using your ArbiterPay account funds.
Pay Account # _____

Terms and Conditions

1. This Subscription Order Form is governed by ArbiterSports website's standard Terms and Conditions ("Terms and Conditions") <https://www.arbitersports.com/terms-and-conditions/>. If Customer is subscribing to ArbiterPay, by ArbiterSports' standard Payor Agreement for ArbiterPay Users (the "ArbiterPay Agreement") <https://www.arbiterpay.com/s/Payor-Agreement-20210510.pdf> (if applicable), each incorporated herein by reference.
2. In the event of any conflict or inconsistency between the Special Instructions or Standard Conditions of this Subscription Order Form and any provisions of the Terms and Conditions or the ArbiterPay Agreement, this Subscription Order Form shall govern and control.
3. Notwithstanding any provision of the Terms and Condition or the ArbiterPay Agreement, upon a material breach by ArbiterSports which is not cured within 30 days following receipt of written notice, Customer may terminate its subscription and receive the prorated amount paid by Customer for the applicable year.
4. The Terms and Conditions and the ArbiterPay Agreement (if applicable), together with this Subscription Order Form, represent the entire agreement between the parties and cannot be overridden by terms contained in any later received document unless the additional terms are accepted in writing by both parties.
5. All references to monetary values shall mean United States dollars and do not include any taxes that may apply.
6. Customer must provide arbitersports with valid automated payment information as a condition to receive or use the services. By providing arbitersports with automated payment information, customer authorizes arbitersports to charge customer's payment account for any amounts arising from or relating to the above services without further authorization from customer. Customer is responsible for and agrees to update arbitersports with any changes to customer's billing and/or automated payment information (e.G., new or updated credit card, credit card expiration date or other payment bank account information)
7. Customer authorizes arbitersports to charge customer's arbitersports account for any amounts arising from or relating to the above services without further authorization from customer.

8. Unless customer notifies arbitersports in writing (including via the above arbitersports email address) 10 days prior to the end of customer’s subscription, customer’s subscription will automatically renew for an additional term equal to the length of the original term (for example, a two-year term will automatically renew for an additional two-year term). If arbitersports increases the annual subscription price for any services, arbitersports will notify customer in writing (including via the abovecustomer email address) of such increase at least 30 days prior to the end of customer’s subscription. In the event customer does not terminate, the renewal will be at the increased price

9. I hereby authorize ArbiterSports, LLC to initiate a withdrawal from my account within ArbiterPay to pay for services as indicated. I also authorize ArbiterSports, LLC to make deposits to this account in the event that an entry is made in error. I agree that no prior notification will be provided unless the date or amount changes, in which case you will receive notice at least 10 days prior to the payment being collected.

Customer to Complete:

Is a Purchase Order required for ArbiterSports to receive payment for the Services in this Subscription Order Form? Please fill in **YES** or **NO** here:

Acknowledgment and Acceptance of Terms

By signing this Subscription Order Form, the individual signing on behalf of Customer is committing and confirming that they are authorized by Customer to execute this Subscription Order Form and to purchase the Service listed above.

Accepted By (Legal Entity):

Harrisburg School District (PA)

Signature:

Print Name:

Latoya Elby Newman

Title:

Athletic Department Secretary

Date:

Accepted By (Legal Entity):

ArbiterSports, LLC

Signature:

Print Name:

John Hopkins

Title:

Chief Financial Officer

Date:



**PENNSYLVANIA AMERICAN LEGION
HOUSING FOR HOMELESS VETERANS CORP.
800 North Front Street
Wormleysburg, PA 17043
1-717-730-9100**



Harrisburg City School District
1010 N. 7th Street
Harrisburg, PA 17102
Attn: Dr. Marcia Stokes Business Administrator

Re: 1114 N. 2nd Street, Harrisburg - Parcel 05-010-032 - PA American Legion Housing for Homeless Veterans

Dear Dr. Stokes,

Please consider our request to exonerate the 2025 Harrisburg City School taxes for the PA American Legion Housing for Homeless Veterans property located at 1114 N. 2nd Street, Harrisburg, PA (Parcel 05-010-032).

Our organization provides transitional housing for homeless veterans throughout Pennsylvania. In 2024, we experienced an issue obtaining information related to the exemption review project, which inadvertently caused the property to be placed in taxable status for tax years 2024 and 2025. In 2025, we attended a hearing and successfully regained our tax-exempt status, effective January 2026. We see you have forgiven the 2024 School taxes however the 2025 are still showing as due.

We respectfully request that the delinquent 2025 school district taxes be forgiven and removed. We appreciate your time and consideration of this request.

Please reach out with any further information needed.

John

John Kyle
Finance Manager
PA American Legion Housing for Homeless Veterans
800 N Front Street
Wormleysburg, PA 17043
John's Cell- 412-841-1591

The official registration and financial information
Pennsylvania American Legion Housing for Homeless Veteran
May be obtained from the Pennsylvania Dept. of State by calling
Toll-free within Pennsylvania 1-800-732-0999.
Registration does not imply endorsement.



SERVICE AGREEMENT

This Contract for a Service (“CONTRACT”) sets forth YOUR and OUR (collectively “PARTIES”) respective responsibilities and obligations regarding the Customized Services to be provided by US to YOU. When “YOU” and “YOUR” are used in this CONTRACT, it means the SCHOOL ENTITY that is identified below. When “WE”, “US”, “PSBA” and “OUR” are used in this CONTRACT, it means the PENNSYLVANIA SCHOOL BOARDS ASSOCIATION (PSBA), whose address is 400 Bent Creek Blvd., Mechanicsburg, PA 17050-1983.

This Agreement for Customized Services is entered into by and between PSBA, 400 Bent Creek Boulevard, Mechanicsburg, Pennsylvania 17050 and Harrisburg School District (“Harrisburg SD”), 1010 N 7th St., Harrisburg, PA, 17102 for the Customized Service as set out below.

1. **CONSIDERATION AND SERVICE.** In consideration of the district’s approval of Harrisburg SD to PSBA, PSBA will provide Services and Fees as outlined in the attached **Scope of Services: One-on-One Coaching for Harrisburg School Board President.**
2. **OWNERSHIP RIGHTS.** PSBA shall retain the copyright of all training materials and ownership rights over any training materials that are designed or developed and delivered to YOU as part of the performance of the CONTRACT. Materials provided to YOU in connection with these Customized Services shall not be forwarded, reproduced, disseminated or transmitted in any form or by any means beyond YOUR personnel or board directors without the express written consent and approval of PSBA, whose consent shall not be unreasonably withheld.
3. **TERMINATION PROVISIONS.** PSBA and YOU each have the right to terminate this CONTRACT with or without cause upon written notice to the other party of a 30-days in advance.
4. **FORCE MAJEURE.** Neither party shall be liable for any delay or failure to perform its obligations under this CONTRACT if such delay or failure arises from any cause(s) beyond the reasonable control of such party, including but not limited to third party labor disputes, third party strikes, other third party labor or industrial disturbances, act of God, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, new or changed regulations or orders of any governmental agency or subdivision thereof.
5. **DISPUTE RESOLUTION.** In the event of any dispute arising out of or relating to this CONTRACT, the parties agree to first attempt to resolve the dispute through mediation. If mediation is unsuccessful, the dispute shall be settled by binding arbitration in accordance with the rules of the American Arbitration Association. The decision of the arbitrator shall be final and binding on both parties.
6. **CONFIDENTIALITY.** Both parties agree to maintain the confidentiality of any sensitive information shared during the Services. This includes, but is not limited to, proprietary information, trade secrets, and personal data. Neither party shall disclose such information to any third party without the prior written consent of the other party, except as required by law.

7. **CHOICE OF LAW.** This CONTRACT shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of law's provisions) and the decisions of the Pennsylvania courts.
8. **INTEGRATION.** The terms set forth in this CONTRACT constitute the entire agreement between the parties. No modifications, alterations, changes, or waiver to such terms shall be valid or binding unless accomplished by a written amendment signed by properly authorized representatives of both parties.
9. **LIMITATION OF LIABILITY.** In no event will PSBA be liable for any special, consequential, incidental or indirect damages (including without limitation loss of profit) whether or not PSBA has been advised of the possibility of such loss, however caused and on any theory of liability arising out of this CONTRACT. This exclusion applies to any liability that may arise out of third-party claims against YOU.
10. **SURVIVAL OF DESIGNATED PROVISIONS BEYOND TERMINATION OF CONTRACT.** Notwithstanding anything herein to the contrary, the OWNERSHIP RIGHTS in Paragraph 2 of this CONTRACT shall survive termination of this CONTRACT.
11. **AUTHORITY.** All persons signing this CONTRACT on behalf of PSBA and YOU hereby personally covenant and warrant that they are authorized and have full legal authority to enter into this CONTRACT by the governing body of PSBA and YOUR governing board.
12. **CONTEXT.** Reference in this CONTRACT to the singular shall be meant to include reference to the plural and vice versa.
13. **HEADINGS.** The headings of any section or paragraph hereof are for reference purposes only and shall not in any way affect the meaning or interpretation thereof.
14. **SEVERABILITY.** All agreements and covenants herein contained are severable. In the event that any provision of this CONTRACT should be held to be unenforceable, the validity and enforceability of the remaining provisions hereof shall not be affected thereby. Any court construing this CONTRACT is expressly granted the authority to revise any invalid or unenforceable provision hereof in order to render same enforceable.

Harrisburg School District

By: _____

Title:

Signature: _____

Date: _____

Pennsylvania School Boards Association

By: Christina Griffiths

Title: Chief Operating Officer

Signature: _____

Date: _____

Scope of Services: One-on-One Coaching for Harrisburg School Board President
Delivered By Valentina G. Viletto, Esq., PSBA Training and Outreach Consultant

Objective:

To provide individualized coaching support to the Harrisburg School Board President to enhance effectiveness in leadership, governance, and board-superintendent collaboration.

1. Leadership Development & Governance Alignment

- Assess and strengthen understanding and application of PSBA's *Principles for Governance and Leadership*.
- Create a personalized leadership development plan.
- Support integration of governance principles into board leadership practices.

2. Meeting Management & Facilitation

- Coach on preparing and facilitating efficient, effective board meetings.
- Ensure understanding of collaborative agenda review process with the superintendent
- Focus areas include:
 - Time management
 - Conflict navigation
 - Encouraging constructive dialogue and consensus building
- Optional review of board meeting recordings to inform coaching.

3. Board-Superintendent Partnership

- Strengthen collaboration and clarify respective roles.
- Develop communication strategies for a healthy working relationship.
- Support joint leadership on strategic and operational issues.

4. Building Board Consensus & Team Cohesion

- Train in consensus-building techniques.
- Develop strategies for addressing disagreement constructively.
- Promote board unity, trust, and collective responsibility.

5. Strategic Communication & Public Engagement

- Enhance the Board President's role as a communicator with stakeholders.
- Practice clear, ethical, and strategic messaging, both internally and externally.
- Prepare for handling public interactions with professionalism.

6. Ongoing Support and Progress Monitoring

- Weekly coaching sessions (May be more frequent to start. Virtual unless otherwise agreed).
- Flexible “on-call” support for urgent leadership challenges.
- Periodic progress reviews to realign coaching as needed.

Deliverables:

- Initial needs assessment and coaching goals
- Customized leadership development plan
- Coaching session summaries (if requested)

Duration & Format:

- **Initial engagement:** 10 hours of virtual coaching commencing
- **Format:** Video conference (Zoom or equivalent), with optional in-person sessions upon request
- **Timeline:** Customizable, recommended over 3–6 months

Fees:

Service	Cost
Initial 10-hour coaching package (virtual)	\$2,000 flat rate
Additional hours (PSBA All Access members)	\$200 per hour
Additional hours (non-members)	\$250 per hour
In-person sessions (if requested)	Subject to reasonable travel costs, billed separately

Note: Coaching fees include planning, preparation, and follow-up support associated with each session.

Confidentiality:

All coaching sessions are strictly confidential. Disclosures will be made only with the consent of the Board President or as required by law or district policy.

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